

CVTA FINANCE COMMITTEE AGENDA 11/12/25; ITEM B-2.

Validation of Off-Cycle Funding Request

Central Virginia Transportation Authority

BACKGROUND: CVTA has received a request from the City of Richmond for consideration of an off-cycle request for regional funds. The CVTA Regional Project Selection and Allocation Framework has an adopted process for consideration of off-cycle funding requests. The steps below are copied directly from the framework document.

Off-Cycle Requests

Off-cycle funding requests for new and existing projects will be considered on a case-by-case basis.

Step 1: Applicant submits request to CVTA Executive Director, including all required details for project evaluation

Step 2: TAC will validate the need for the off-cycle project request (i.e., why project cannot wait for formal application cycle);

Step 3: Staff checks to see if funds are available in year needed or if funds can be reprogrammed; TAC action required to move to Step 3;

Step 4: Staff reports on eligibility, scores, ranks and reviews against previous funding scenario; and

Step 5: TAC makes recommendation to Authority.

The TAC and Finance Committee both recommended at their October meetings for the Authority to formally direct TAC to consider the request through the adopted evaluation process. The Authority made that action official at their October 24 meeting.

At this time, the TAC is collecting information and evaluating the need for the off-cycle request from regional funds and the eligibility of the project as a regional need according to the adopted Project Selection and Allocation Framework.

REQUESTED ACTION: Information only.

CAP
Attachments