

October 10, 2025

**Memorandum #2025-135**

**TO: Transportation Programming Subcommittee (TPS)**

**BY: John Mihaly, Principal Transportation Planner**

**RE: Transportation Programming Subcommittee Meeting - October 17, 2025**

The next HRTPO Transportation Programming Subcommittee (TPS) meeting has been scheduled for **Friday, October 17, 2025, from 9:30 AM to 11:30 AM**. This meeting will be held in person in Board Room A&B of the Regional Building located at [723 Woodlake Drive, Chesapeake, VA 23320](https://www.google.com/maps/place/723+Woodlake+Drive,+Chesapeake,+VA+23320/@37.08111,-75.91111,17z). The agenda and related meeting materials are attached.

If you have any questions or need additional information, please do not hesitate to contact me.

JVM/se

## **TPS Members**

Jamie Oliver (IW)  
Kevin Finn (CH)  
Tracy Jones-Schoenfeld (CH)  
Andrea Kerley (CH)  
Anne Ducey-Ortiz (GL)  
Brian Lewis (GL)  
Carol Rizzio Chair (GL)  
Jason Mitchell (HA)  
Stefanie Strachan (HA)  
Amy Ring (IW)  
Paul Holt (JC)  
Tammy Rosario (JC)  
Angela Hopkins (NN)  
Angela Rico (NN)  
Bryan Stilley (NN)  
Ashley Blue (NO)  
Keith Darrow (NO)  
Francis Moll (NO)  
Megan Gribble (PO)  
Rhonda Russel (PO)  
Eugene Thayer (PO)  
James Wright (PO)  
Thomas Cannella (PQ)  
Sean Crawford (PQ)  
Wally Horton (PQ)

Lynette Lowe (SH)  
Regan Prince (SH)  
Darryll Lewis (SU)  
Jason Souders (SU)  
David Jarman (VB)  
Ric Lowman (VB)  
Hank Morrison (VB)  
Tevya Griffin (WM)  
Jeanne Carner (YK)  
Marcela Giraldo (YK)  
Daniel Sonenklar (DRPT)  
Kara Greathouse (FHWA)  
Iris Vaughan (FWHA)  
Ray Amoruso (HRT)  
Keisha Branch (HRT)  
Karen Kitsis (HRT)  
Barbara Nelson (POV)  
Lamaquia Boone (VDOT)  
Angela Effah-Amponsah (VDOT)  
Sonya Hallums-Ponton (VDOT)  
Dinah Oliver (VDOT)  
Karen McPherson (VHB)  
Ben Goodill (WATA)  
Tim Sullivan (WATA)

## **HRTPO Staff**

Pavithra Parthasarthi  
John Mihaly  
Jeff Raliski  
Kathlene Grauberger  
Matthew Harrington

**Hampton Roads Transportation Planning Organization (HRTPO)**  
**Transportation Programming Subcommittee (TPS) Meeting – October 17, 2025**  
**The Regional Board Room**  
**723 Woodlake Drive, Chesapeake, Virginia**  
**Agenda**  
**Call to Order – 9:30 AM**

1. Call to Order
2. Approval of Agenda
3. Minutes
4. TIP Amendment and Administrative Modification (Ad-Mod) Update: Project Costs/ Sliding Scale
5. FY 2024-2027 Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP) Process Update
6. FY 2026 Carbon Reduction Program (CRP) Project Selection Process Kick-off
7. Requests for HRTPO CMAQ, RSTP, and CRP Reserve Funding
8. 2026 CMAQ and RSTP Project Selection Process: FY 2032 “Penciled-in” Funding Requests
9. Old/New Business
10. Adjournment

**ITEM #1: CALL TO ORDER**

The meeting will be called to order by the Chair at approximately 9:30 AM.

**ITEM #2: APPROVAL OF AGENDA**

Members are provided an opportunity to add or delete items from the agenda. Any item for which a member desires action from the TPS should be submitted at this time, as opposed to under "Old/New Business."

**ITEM #3: MINUTES**

The minutes of the June 20, 2025 TPS meeting are attached.

Attachment 3

**RECOMMENDED ACTION:**

Approve the minutes.

**Summary Minutes of the  
HRTPO Transportation Programming Subcommittee (TPS) Meeting  
June 20, 2025**

The HRTPO Transportation Programming Subcommittee (TPS) was called to order at 9:31 a.m. in the Regional Building Boardroom, 723 Woodlake Drive, Chesapeake Virginia, with the following in attendance:

Alan Budde (NO)	David Jarman (VB)
Stanley Smith (VB)	Caitlin Aubut (Y)
Tom Leininger (JC)	Brian Lewis (GL)
Andi Kerley (CH)	Sonya Hallums-Ponton (VDOT)
Dinah Oliver (VDOT)	Lamaquia Boone (VDOT)
Angela Effah-Amponsah (VDOT)	Mitzi Crystal (VDOT)
Mariah David (VDOT)	Ray Amoruso (HRT)
Sherri Dawson (HRT)	Francis Moll (NO)
Alanah Baldwin (VHB)	Angela Rico (NN)

The following others were recorded attending:

John Mihaly (HRTPO)	Kathlene Grauberger (HRTPO)
Jeff Raliski (HRTPO)	Matthew Harrington (HRTPO)

### **Approval of Agenda**

Acting chair Francis asked for any additions or deletions to the agenda. Hearing none, Mr. Tom Leininger Moved to approve the agenda as written; Seconded by Mr. David Jarman. The Motion Carried.

### **Minutes**

Acting Chair indicated that the TPS Summary Minutes of the March 21,2025 meeting were included in the June 20,2025 TPS Agenda. She asked for any modifications to the minutes. Hearing none, Mr. David Jarman Moved to approve the minutes as written; Seconded by Ms. Caitlin Aubut. The Motion Carried.

### **Fiscal Year 2026-FY 2031 Six-Year Improvement Program (SYIP) Funding Reductions**

Mr. John Mihaly started by discussing the previous meeting and the reductions that took place and the plan that was developed to address these reductions. Ms. Kathlene Grauberger then overviewed the tables that detailed the reductions. She then discussed the reduction letters that

would be submitted to finalize the reductions. In total, it came down to 6 request letters that addressed the reductions, and the letters have been drafted. The WATA project, and two Chesapeake projects are strictly out year projects, so they are not currently in the TIP. The letters will be sent out on July 1 as the new SYIP goes live starting in July.

### **Fiscal Year 2026-FY 2031 Six-Year Improvement Program (SYIP) Funding Reallocations**

Mr. Mihaly began the funding reallocation discussion by overviewing the process that will take place and stated that staff have been working to verify the funding reserve account amounts for the reallocation process. Then suggested that the subcommittee should start with the RSTP program.

RSTP:

The Gloucester project took the funding reductions for all years in the RSTP program. These reductions can be addressed from the reserve account. Then asked Mr. Brian Lewis if this was still acceptable. He approved.

CMAQ:

Ms. Kathlene Grauberger stated that since the march TPS meeting VDOT informed the TPO that the CMAQ program reductions were not as severe as previously anticipated, so the reductions ended up smaller than anticipated, and the reallocations will address this.

For FY 26 an HRT project took the reduction and the reallocation can come from the reserve account for the same year. HRT approved the reallocation.

For Fy 27 a WATA project took part of the total reduction amount, the reallocation came from the FY previous reserve, and the project is made whole. This is a project that is being added to the tip in July, and the reduction will be accounted for in the tip sheet.

For FY 27 York took the reduction and is made whole by the FY 25 reserve covers this.

For FY 28 a Chesapeake project took the reduction and FY 31 CMAQ made this whole by moving the allocations to that year.

FY 30 a Chesapeake project took the reduction, and FY 29 CMAQ made this whole by moving the allocations to that year.

CRP:

The Virginia Port Authority's Green Operator Program took the reduction for FY 26, the project is made whole from the FY 23 reserve account.

Ms. Kathlene Grauberger stated that she will be drafting the request letters and sending them to the localities sometime next week, they will be dated for July 2.

Then, asked to have them returned in a quickly so the process can be complete, and everything gets made whole in a timely manner.

A motion to approve the reallocations was presented by Ms. Andi Kerley; seconded by Ms. Angela Rico. The motion carried.

### **Carbon Reduction Program (CRP) Project Selection Process (PSP) Updates**

Mr. Mihaly began discussing the CRP program and the project selection process that was approved by the board, internally discussion have taken place on changes that could be made to better address funding for the program.

Then Mr. Mihaly overviewed the background of the program. The first major thing that could change moving forward would be allocating funds to CMAQ projects in that same fiscal year with unallocated funds from the CRP program. Only if no CRP project has a need could this be used for an approved CMAQ project. Looking to provide flexibility for reserve funding usage.

A question on applying CRP funds to TAP projects was raised, Ms. Pavithra Parthasarathi stated that CMAQ and CRP have projects that are dual eligible since they both show reductions in carbon.

Ms. Angela Rico stated that the priority should be on CRP projects prior to any funding going to CMAQ projects.

The next item that would improve the program would be to address the lifetime cap on project requests of \$3 million, as well as addressing the annual cap for a project of \$1 million.

Mr. Mihaly suggested that having the two caps on project funding can be somewhat limiting. Originally this was done because there was about 3-4 million in funding available per year, but with the reserve amounts keeping them could keep projects from receiving money that is available.

After discussion on the possibility of increasing the annual cap and removing the lifetime cap completely, and discussion on the possibility of removing both Mr. Mihaly stated that the conversation/motion could be tabled until the fall meeting when the CRP program kicks off. Then overviewed the bi-annual schedule of the CRP program.

### **York County Request for HRTPO CMAQ Reserve Funding**

Ms. Caitlin Aubut introduced the project, and the adjustments and realignments. Victory Boulevard and requested CMAQ reserve funds to cover the shortfalls that the project now faces.

Mr. Tom Leininger asked if the funding would cover the extension out to the Poquoson Line.

The cost for the full length, to the Poquoson line, as of February line would be 5 million.

A question was presented asking what will be left in reserve account, Mr. John Mihaly stated around \$50 thousand would remain in the reserve account for FY 25 and that this is just from the FY 25 reserve, which needs to be allocated.

Ms. Kathlene Grauberger brought up the tracking table.

Mr. David Jarman asked if the subcommittee was comfortable allocating the majority of the FY25 reserve amount.

Ms. Caitlin Aubut stated that York wanted to try to accelerate the project and this additional funding would help to accomplish this.

After further discussion, Mr. Tom Leininger made a motion to approve the allocation of \$2.9 million CMAQ reserve funds to the Victory Boulevard project, UPC number 119281. Mr. David Jarman Seconded the motion. The motion carried.

### **2026 CMAQ and RSTP Project Selection Process: FY 2032 “Penciled-in” Funding Requests**

Mr. Jeff Raliski brought up the previously approved tables showing the funding allocations for FY 2032 CMAQ and RSTP projects. Then, stated that this cycle would be another situation for no new project applications.

He then asked the localities to please review the existing projects that are in the tables. To check for any updates to these projects to ensure that the TPS has the most up to date numbers when we meet in the fall to making the funding decisions for the “Penciled-in” Projects.

Then, asked to have responses by middle of august.

### **Old/New Business**

Ms. Sonya Hallums-Ponton stated that the TIP/STIP coordination initiative will be bringing a final draft to the TPS so that the full subcommittee will have a chance to review the document.

Mr. David Jarman stated that Virginia Beach is eager to see this as some projects in the City have been met with schedule issues on conformity and administrative processes, and they would like to address potential solutions.

### **Adjournment**

There being no further business before the HRTPO Transportation Programming Subcommittee, the meeting was adjourned at 10:29 a.m.

**ITEM #4: TIP AMENDMENT AND ADMINISTRATIVE MODIFICATION (AD-MOD)  
UPDATE: PROJECT COSTS/SLIDING SCALE**

A TIP revision is a change that is made between full updates of the TIP. The TIP is regularly revised to update project information, as well as to add or delete projects. There are two types of TIP revisions – Amendments and Administrative Modifications.

**Amendments**

An amendment involves a major change to a project in the TIP. An amendment to the TIP requires an opportunity for review and comment by the public and is approved by the HRTPO Board. A TIP request that involves any of the following items must be processed as an amendment:

- Addition/deletion of a project.
- Addition/deletion of a project phase.
- Major change in design concept, scope, or termini.
- Major change in project phase initiation date (6 to 12 month delay).
- Ungrouping of a TIP project to add back into the TIP as an individual project
- Major change in project cost as determined by the Sliding Scale: (Attachment 4)

**Administrative Modifications**

An Administrative Modification (Ad-Mod) involves a minor change to the TIP. Ad-Mods will be included as attachments to a standing HRTPO Board agenda note each month to inform Board members of the status of locality/agency TIP projects. The following are examples of items that may be processed as Administrative Modifications:

- Minor changes in project/phase costs.
- Adding/transferring/swapping/deleting allocations to a project, including CMAQ and RSTP funds
- Adding/removing obligations.
- Splitting or combining individually listed projects with no major change in scope/termini
- Minor project schedule changes. Ad-mods with subsequent schedule project delays will be reviewed on a case-by-case basis.
- Project name/description change with no major change in scope.
- Minor changes to funding sources of previously included projects, including a change in the source of funds (e.g: change from non-Federal to Federal, change in type of Federal funds, or change in type of non-Federal funds).

The sliding scale was developed in coordination with VDOT, FHWA, and FTA and has not been updated in over fifteen years. The cost estimate for projects continues to rise and has so for many years. A potential update to the sliding scale levels will be discussed.

Please visit the HRTPO TIP webpage for more information:  
[www.hrtpo.org/234/TIP-Amendments-and-Administrative-Modifi](http://www.hrtpo.org/234/TIP-Amendments-and-Administrative-Modifi)

**Mr. John V. Mihaly, HRTPO Principal Transportation Planner, will initiate discussion on this item.**

Attachment 4

**RECOMMENDED ACTION:**

Recommend TTAC approval of an update to the sliding scale cost levels.

**Highway-FHWA Project/Phase Cost Increase Thresholds for Amendments**

<b>Approved STIP Total Estimate Project Cost Estimate</b>	<b>Estimate Increase Requiring Amendment</b>
Up to \$2,000,000	Greater than 100%
Greater than \$2,000,000 to \$10,000,000	Greater than 50%
Greater than \$10,000,000 to \$20,000,000	Greater than 25%
Greater than \$20,000,000 to \$35,000,000	Greater than 15%
Greater than \$35,000,000	Greater than 10%

**Transit-FTA Project/Phase Cost Increase Thresholds for Amendments**

<b>Approved STIP Total Estimate Project Cost Estimate</b>	<b>Estimate Increase Requiring Amendment</b>
Up to \$2,000,000	Greater than 100%
Greater than \$2,000,000 to \$10,000,000	Greater than 50%
Greater than \$10,000,000 to \$20,000,000	Greater than 25%
Greater than \$20,000,000 to \$35,000,000	Greater than 15%
Greater than \$35,000,000	Greater than 10%

**ITEM #5: FY 2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AND STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) PROCESS UPDATE**

VDOT and HRTPO staff have been working collaboratively to review and document the TIP/STIP Process for increased efficiency. A series of working sessions have been held between VDOT and HRTPO staff to gain consensus on the actions involved in the TIP and STIP processes. A working group was formed at the July 26, 2024 TPS meeting and have met to discuss the initiative. Items that were discussed include: documenting processes related to VDOT District and locality requests, TIP letters, required stakeholder meetings and coordination, etc. An initial opportunity for locality partners to provide input has been completed with a survey.

The draft TIP/STIP Process Guidebook is attached (Attachment 5).

**Mr. John V. Mihaly, HRTPO Principal Transportation Planner, and VDOT staff, will initiate discussion on this item.**

Attachment 5

**RECOMMENDED ACTION:**

Recommend TTAC approval of the draft TIP/STIP Process Guidebook.

**Hampton Roads Transportation Improvement Program (TIP)  
Statewide Transportation Improvement Program (STIP)  
Amendment and Administrative Modification Process**

*Draft*

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## **Initiative**

The Virginia Department of Transportation (VDOT) Hampton Roads District and the Hampton Roads Transportation Planning Organization (HRTPO) have collaborated on an initiative to enhance the efficiency and transparency of the Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP) processes. This involves documenting processes related to requests originating from the VDOT Hampton Road District and localities.

This strategic initiative involved a series of working sessions with key personnel from VDOT and HRTPO to build consensus and a shared understanding of the actions and interdependencies in TIP and STIP development and implementation.

A core objective of this initiative is the documentation of high-level processes, including procedures for VDOT Hampton Roads District and locality requests, formal TIP letter issuance, and stakeholder coordination throughout the program's lifecycle. This aims to streamline operations, reduce bottlenecks, and create a more cohesive transportation planning and programming framework for the Commonwealth.

## Key Definitions and Stakeholders

- **Allocations:** Funds available each fiscal year as identified in VDOT's budget and Six Year Improvement Plan (SYIP) (e.g. federal funds, state funds, and local/state matching funds)
- **Assistant Programming and Investment Director (APID):** Assists the Programming and Investment Director (PID) to support allocation management in the Six-Year Improvement Program (SYIP), including funding transfers and allocation alignment.
- **Code of Federal Regulations (CFR):** Lists the rules and regulations issued by federal government agencies and departments (ex. USDOT, FHWA, FTA).
- **Department of Rail and Public Transportation (DRPT):** Oversees programs and initiatives that support freight investments, administers public transportation funding, and manages investments in local and regional commuter assistance programs.
- **Federal Programs Management Division (FPMD):** Advances the Commonwealth's transportation program through the direction and management of both short- and long-term planning for all financial resources
- **Hampton Roads Transportation Planning Organization (HRTPO):** Group consisting of Hampton Roads localities and state and federal agencies to perform the duties of Metropolitan Planning Organizations (MPO) under federal regulations.
- **Infrastructure Investment Division (IID):** Supports investment in Virginia's transportation infrastructure by ensuring innovation and financial integrity in program development and delivery.
- **Inter-Agency Consultation for Conformity (IACC):** Involves collaboration among various federal, state, local transportation, and air quality agencies to ensure the development and implementation of transportation plans and compliance with environmental regulations.
- **Locality:** Refers to a city or county within the state.
- **Obligations:** Commitments by the Federal government to reimburse the State for the Federal share of a project's eligible costs.
- **Planning and Reporting (PAR):** The Planning and Reporting Team manages development of the federally mandated STIP, processes STIP amendments and administrative modifications, provides consultation and coordination with district and other planning partners
- **Programming and Investment Director (PID):** Supports allocation management in the Six-Year Improvement Program (SYIP), coordination with MPOs, funding transfers and allocation alignment. investment and allocation of certain fund types, creation and initiation of projects, phase authorization processes, and monitoring project data throughout project life cycles.
- **Project Coordinator (PC):** Person assigned to work with the Local Public Agency (LPA) and to provide guidance, as needed, for all aspects of project development

- **Project Manager (PM):** Person designated by an agency to oversee development of a project.
- **Project Pool:** VDOT's central repository and main source of project detail data.
- **Six Year Improvement Plan (SYIP):** Public funds allocated by the CTB to transportation projects over six fiscal years.
- **Statewide Transportation Improvement Program (STIP)**
- **TIP Block:** A data sheet provided by the Federal Programs Management Division (FPMD) containing project data from the STIP.
- **Transportation Improvement Program (TIP)**
- **Transportation Planning Subcommittee (TPS):** Provides a forum, at the request of TTAC for in-depth discussions related to transportation funding issues and programs. The primary focus of TPS is project selection and funding related to federal programs.
- **Transportation Technical Advisory Committee (TTAC):** Provides review and recommendations on all regional transportation planning efforts.
- **VDOT District Planning:** Section that supports all District projects—both current and planned—through comprehensive studies that help internal and external stakeholders understand the structural and multifaceted complexities of each project.

## Key Resources

- [Approved FFY24-27 STIP](#)
- [Approved HRTPO FY24-27 TIP](#)
- [Commonwealth of Virginia STIP Procedures](#)
- [Congestion Mitigation & Air Quality Improvement Program & Regional Surface Transportation Program](#)
- [How to Read STIP Grouping Tracking Sheets](#)
- [HRTPO Funding Website](#)
- [IACC Document](#)
- [LIVE Federal Fiscal Years 2024-2027 STIP Report](#)
- [STIP Grouping Tracking Sheets](#)
- [VDOT Project Funding](#)

## **TIP/STIP Overview**

The TIP and STIP is a federally required four-year program that documents the obligations of federal transportation funding to individual projects or those that require approval from the Federal Highway Administration (FHA) or the Federal Transit Administration (FTA). The STIP includes all projects in an urbanized area that are included in a Metropolitan Planning Organization's Transportation Improvement Program (MPO's TIP). The STIP is comprised of all the MPO TIPs and federally funded projects in the rural areas of Virginia.

Any changes to the STIP and TIP documents require a federally mandated approval process. The changes are categorized as TIP/STIP Amendments or Administrative Modifications. An Amendment is a major change to a project, while an Administrative Modification is a minor change to a project. Detailed examples of major and minor changes can be found in the ***Commonwealth of Virginia Statewide Transportation Improvement Program (STIP) Procedures and FY 2024-2027 TIP Report Document***.

According to the CFR, projects not considered to be of appropriate scale for individual identification and are not regionally significant may be grouped by function, work type, or geographic area. The ***Commonwealth of Virginia Statewide Transportation Improvement Program (STIP) Procedures*** provides grouping categories for identifying projects in the STIP & TIP. **The HRTPO does not group the following projects:**

- Congestion Mitigation and Air Quality Improvement Program (CMAQ) funded projects
- Regional Surface Transportation Program (RSTP) funded projects
- Carbon Reduction Program (CRP) funded projects
- Regionally Significant projects
- Projects that are part of the regional trail systems (Trail 757 (formally the BoAT) and South Hampton Roads Trail)

# VDOT District Request

*This section outlines the documented processes, starting with district and locality requests, then moving to allocation transfers and VDOT/DRPT rollovers.*

## Internal Request

1. Project Manager/Project Coordinator enters changes in Project Pool (i.e., schedule changes, estimate increases, changes to allocation/obligations, etc.) based on updated project information provided by the localities.
2. Central Office (CO) FPMD reviews projects in the rolling STIP report, federal strategy, and funding verifications to determine if any STIP actions are required (weekly/monthly reviews dependent on time of the year).
  - If required, CO FPMD enters a request in the STIP workflow and prepares a TIP block.
  - VDOT District Planning is then notified through the STIP Workflow.
  - Alternatively, the VDOT District Planning staff can enter information into the STIP workflow when a PM/PC notifies the District Planning staff of the Project update for FPMD review and action.

## TIP Request Letter Drafting

1. VDOT District Planning uses the TIP Block from the STIP Workflow for the current funding obligations. VDOT District Planning section retrieves the previous obligations from the STIP, allocations from the SYIP, and Project Information from Project Pool. The information pulled from VDOT's internal systems is compared to the HRTPO's current TIP. Any project changes are included in request letter submitted to the HRTPO.
  - VDOT District Programming communicates with HRTPO and includes VDOT District Planning when non-routine IID allocation actions are performed (e.g. funding expiration rule due to Appropriation Act).
  - HRTPO staff will, for a few specific instances, draft VDOT's request letters for non-routine programming allocations.
  - All allocation discrepancies should be confirmed with VDOT District Programming.

## Required Stakeholder Meetings

### HRTPO TTAC Meeting

1. TIP Amendment request letter is part of the TTAC Agenda for review and recommended for approval by the HRTPO Board.
2. TIP requests discussed at the HRTPO TPS meetings are provided to HRTPO staff.
3. After the TPS meeting, official request letters are drafted either by locality/agency staff or HRTPO staff for localities/agencies to sign and return to HRTPO staff.
  - Localities and agencies can use the [HRTPO TIP Amendment/Administrative Modification \(Ad-Mod\) Procedures](#) as a guide to determine whether the request is a TIP Amendment request or a TIP Ad-Mod request. All request letters are emailed to HRTPO staff.
  - The TIP Amendment request is added to the TTAC by HRTPO staff for recommended approval by the HRTPO Board at its next meeting. After TTAC recommends approval of the Amendment, HRTPO staff adds the request to the HRTPO Board agenda for Board approval consideration.
  - The TIP Ad-mod request is processed by HRTPO staff and routed for signature to be signed by the HRTPO Executive Director.

4. For all amendments, a 14-day Public Involvement Review is required prior to the HRTPO Board meeting. This review starts when the meeting agenda is released prior to the TTAC meeting.
5. For amendments pertaining to non-exempt projects, public involvement review is initiated by a public notice on the day that the TTAC agenda is posted to the HRTPO website.
  - Consultation must take place by either an Inter-Agency Consultation for Conformity (IACC) email sent by HRTPO staff or through the TTAC agenda item (with or separate from the amendment).
  - Public review must start on the day the TTAC agenda is posted to the website or the amendment cannot be included on the upcoming HRTPO Board agenda.
6. PM/PCs should have changes applicable to TIP/STIP revision procedures updated in Project Pool and coordinate with VDOT District Planning 2-3 weeks prior to the TIP Amendment deadline.
  - See [HRTPO Board Meeting](#) and [TIP Revision Calendar](#)

## **HRTPO Board Meeting**

1. The Board reviews the agenda note for each amendment and considers approval
2. If the TIP Amendment is approved, HRTPO staff then writes the HRTPO Board Action Letter stating amendment approval and summary of actions.
  - A new HRTPO TIP Sheet is attached reflecting amendment actions taken.
3. The HRTPO Board Action Letter is signed by the HRTPO Executive Director and emailed along with new HRTPO TIP Sheet to key stakeholders (i.e., VDOT, DRPT, Locality, Transit Agency, etc.).
  - Conformity statements for exempt/non-exempt projects will be noted in all TTAC/HRTPO Board TIP agenda notes and HRTPO Board Action letters for TIP Amendments.
  - A TIP Administrative Modification Action Letter does not require the approval of HTRPO Board or a conformity statement.

## **VDOT Federal Programs Management Division (FPMD) Coordination**

1. HRTPO uploads Action Letter to STIP Workflow from VDOT requests; locality requests are not uploaded to the STIP Workflow.
2. VDOT District Planning approves notification of HRTPO Board Action Letter in STIP Workflow.
3. FPMD develops and sends Amendment Package to FHWA for approval via the STIP Workflow.
4. FPMD and VDOT District Planning are notified through the STIP Workflow when the Amendment Package has been approved.
  - VDOT District Planning notifies HRTPO, VDOT Urban Planning and Investment Management (PIM) and Programming Sections of the Amendment package approval.
  - HRTPO can access the Amendment package through the STIP Workflow.
  - FPMD can add Ad-Mods to the notification package without going through the amendment approval process.
  - For information on what causes an Amendment in the STIP, please refer to [23 CFR 450.104, "Amendment"](#).
  - To find project information (i.e., UPC, etc.), see the MPO Monthly Data Detail report on [FPMD's STIP Connection SharePoint site](#). For access, contact VDOT FPMD, PAR Team.

# Locality Request

## Initial Internal Request

1. Locality requests are first initiated with VDOT Urban LAP.
  - When locality requests involve transit agencies, Urban LAP coordinates with DRPT.
2. Urban LAP section coordinates with VDOT District Programming section (PID and Assistant PID) to ensure that VDOT allocation funding is sufficient and aligned with HRTPO records.
3. From this point Urban LAP will coordinate with locality for confirmation.

## TIP Request Letter Drafting

1. Locality/Agency TIP Amendment and TIP Ad-Mod request letters are drafted by either the locality/agency or HRTPO staff to be signed by the locality/agency.
  - Any TIP Amendment or TIP Ad-mod request must first be coordinated with the VDOT LAP PM and DRPT (if required for Transit) before submitting the request to HRTPO staff.
  - If it is a TIP Amendment request, the official request must be placed on both the TTAC and HRTPO Board agendas and approved by the HRTPO Board. If it is a TIP Ad-Mod request, HRTPO staff will process the TIP Ad-Mod administratively.

## TIP Administrative Modifications

1. HRTPO processes TIP Ad-Mods.
2. After receiving the final TIP Ad-Mod request letter, HRTPO staff will process it and route it for signature by the HRTPO Executive Director.
3. The completed HRTPO Staff Action Letter, including new TIP sheet, will be emailed to VDOT District Planning, VDOT District Programming, VDOT Urban Program Director, Locality/Transit Agency, and DRPT, if applicable.
4. If the Ad-mod request comes out of an HRTPO TPS meeting, either locality/agency or HRTPO staff will draft the request letter, and then it will be processed as noted above.

## Obligation requests for DRPT-Administered Projects

1. For DRPT-Administered projects, changes in obligations are processed as TIP Ad-Mods.
2. The transit agency drafts the TIP Ad-Mod request letter and emails the request to HRTPO staff.
3. For DRPT-Administered projects that contain CMAQ and/or RSTP funds, the transit agencies first coordinate with DRPT for concurrence, then request the updated project information through VDOT District Planning. VDOT District Planning then sends TIP Ad-Mod request letter to TPO staff.

## HRTPO Transportation Technical Advisory Committee (TTAC) Meeting

1. All TIP Amendments require VDOT/Locality/Transit Coordination before HRTPO staff can place the Amendment on the TTAC Agenda.
2. The final/official TIP Amendment request is placed on the TTAC Agenda for review and recommended approval to the HRTPO Board.
3. Any TIP Amendment request that results from the actions of the HRTPO Transportation Programming Subcommittee (TPS) will be placed on the TTAC Agenda for review and recommended approval to the HRTPO Board.

## **HRTPO Board Meeting**

1. TIP Amendments are considered for approval at the HRTPO Board meeting.
2. Once a TIP Amendment is approved by the HRTPO Board and the Board Action Letter is signed by the HRTPO Executive Director, HRTPO staff emails the HRTPO Action Letter, including the new TIP sheet, to VDOT District Planning, VDOT District Programming, VDOT Urban Program Director, Locality/Transit Agencies, and DRPT, when applicable.

## **Urban LAP Coordination with VDOT District Programming on Allocation Transfers**

1. The Transfer of Funds form is used by VDOT District Programming to request IID transfer funds
2. District is notified by IID once the transfer has been made.
3. VDOT District Programming to provide HRTPO and Urban PM with confirmation that HRTPO action letter transfers are complete.
4. VDOT District Urban LAP PM will send updated Appendix A to locality to reflect transfers.

## **Allocation Transfers**

1. Need for funding transfer identified (i.e. project closeout, fund deficit on underway project, etc.) by locality and/or VDOT District staff
2. District Urban or other District staff coordinate with VDOT District Programming to request confirmation of available funds. A Financial Analysis will be done to identify any surplus and/or deficit funding. Once performed, VDOT District Programming will provide the information to requester.
3. Locality submits a request to transfer RSTP, CMAQ, or CRP allocations to HRTPO staff for agenda placement.
  - Once HRTPO approval by way of formal action is provided, HRTPO staff provides documentation of approval to VDOT District staff
4. VDOT District Programming submits the transfer request to IID for processing in SYIP.
  - CTB approved monthly transfers are included in the MPO Monthly Data Detail report on [FPMD's STIP Connection SharePoint site](#) and notification is emailed to all VDOT District Planners from FPMD.
  - A tab is included that shows all of funding transfers that occurred that month.
  - VDOT District Urban LAP may have to send an updated Appendix A to the locality to reflect transfer
5. VDOT District Programming sends email confirmation to HRTPO staff and VDOT Project Manager / Coordinator confirming allocation transfer has been processed or if it is not able to be transferred.
6. HRTPO staff sends VDOT District Programming email confirming TIP Sheet has been updated in TIP and Funding Tracking Sheets (CMAQ, RSTP, Reserve Accounts/Balance Entries) are updated and available on HRTPO site

# **HRTPO Tracking of CMAQ/RSTP/CRP/Active Transportation Projects**

1. The HRTPO tracks all projects containing CMAQ/RSTP/CRP funds as individual projects in the TIP.
2. The HRTPO also tracks all active transportation projects individually. Any grouped projects in these categories must be ungrouped and added back into the TIP in the form of an Amendment per Federal regulations.
3. HRTPO will provide VDOT District Programming with the reserve tracking documentation.
4. If a DRPT-administered project contains CMAQ/RSTP/CRP funds, the project must also be assigned a UPC number to individually track these funds in the TIP by the HRTPO.
5. The other FTA/state/local project funding will be included and updated as needed in the TIP under the DRPT-administered project section of the TIP.

## **VDOT/DRPT Rollovers**

TIP and STIP Amendments managed through the VDOT and DRPT's Rollover Process will be included in the new STIP after FHWA approval. VDOT, HRTPO, and FHWA work collaboratively to develop and document the rollover process. HRTPO is notified when the rollover amendment has been submitted to FHWA. Once a response is received that the rollover has been approved, HRTPO staff will be notified by VDOT so its TIP can be updated accordingly.

## **HRTPO Coordination Process**

1. With a new TIP live as of October 1 of the new TIP year, any actions that were requested by VDOT/DRPT/Localities/Transit Agencies during the timeframe of October 1 of the previous year to September 30 (the day before the new TIP goes live), must be provided to HRTPO staff in the form of a VDOT or DRPT rollover TIP Amendment or TIP Ad-Mod request letter.
2. VDOT District Planning and HRTPO will coordinate to compare the rollover lists from FPMD and HRTPO to ensure correct rollovers are documented in the new TIP.

**ITEM #6: FY 2026 CARBON REDUCTION PROGRAM (CRP) PROJECT SELECTION PROCESS KICK-OFF**

The purpose of the Carbon Reduction Program (CRP) is to reduce transportation emissions through the development of State carbon reduction strategies and by funding projects designed to reduce transportation emissions (See 23 USC. 175 as established by the Infrastructure Investment and Jobs Act (IIJA) (Public Law 117-58, also known as the "Bipartisan Infrastructure Law" (BIL)) (BIL § 11403).

The Federal Highway Administration (FHWA) encourages the use of CRP funding on transportation projects that reduce emissions while addressing one or more of the following:

- Safety and complete streets
- ADA compliance
- Equity for all community members
- Climate change and sustainability
- Labor and workforce development
- Truck parking

The available CRP funding from FY 2022-2031 is shown below. The projects and funding allocations from FY 2022-2026 are shown in Attachment 6.

CRP Reserve	UPCT27909	2022	2023	2024	2025	2026	2027*	2028*	2029*	2030*	Grand Total
		\$0	\$500,000	\$890,000	\$0	\$0	\$3,619,414	\$3,691,802	\$3,765,638	\$3,840,951	
	<b>2031*</b>										<b>\$20,225,575</b>
		\$3,917,770									

For more information on this program and the CRP project application please visit:  
[www.hrtpo.org/717/Carbon-Reduction-Program-CRP](http://www.hrtpo.org/717/Carbon-Reduction-Program-CRP)

**Mr. John V. Mihaly, HRTPO Principal Transportation Planner, will initiate discussion on this item.**

Attachment 6

**RECOMMENDED ACTION:**

Submit project applications to John Mihaly ([jmihaly@hrtpo.org](mailto:jmihaly@hrtpo.org)) by the COB on November 21, 2025.

Jurisdiction/Agency	UPC Number	Project Name	FY-22 Allocation (Federal Share)	FY-22 Allocation (State Match)	FY-23 Allocation (Federal Share)	FY-23 Allocation (State Match)	FY-24 Allocation (Federal Share)	FY-24 Allocation (State Match)	FY-25 Allocation (Federal Share)	FY-25 Allocation (State Match)	FY-26 Allocation (Federal Share)	FY-26 Allocation (State Match)
HRT	T22709	Victoria Boulevard Facility Upgrades - Phase 2					\$80,000	\$20,000	\$717,680	\$179,420		
James City County	102980	US Route 60 (Pocahontas Trail) Widening and Complete Street	\$0	\$0	\$800,000	\$200,000						
James City County	115512	Longhill Road Shared Use Path - Phase 2									\$329,483	\$82,371
Newport News	109076	Amtrak Multimodal Station - Station, Platform, Parking Lot (child project of UPC 102734)	\$1,765,754	\$441,439								
Newport News	121108	Trail 757 Multi-Use Path - Yorktown Road to Newport News Park	\$800,000	\$200,000	\$400,000	\$100,000						
Norfolk	113866	Emergency Vehicle Preemption		\$80,000	\$20,000							
Norfolk	125975	Signal System Upgrade for Incident Management					\$596,446	\$149,112	\$800,000	\$200,000	\$800,000	\$200,000
Port of Virginia	103928	Green Operator - Near Zero Emission Trucks	\$382,626	\$95,657	\$2,240,377	\$560,094	\$800,000	\$200,000	\$513,901	\$128,475	\$806,445	\$201,611
Virginia Beach	110802	Dam Neck Road/Holland Road Intersection Improvements		\$520,000	\$130,000							
Virginia Beach	125974	Pacific Avenue at 17th Street and 22nd Street Improvements					\$800,000	\$200,000	\$800,000	\$200,000	\$800,000	\$200,000
WATA	127832	Electric/Hybrid Expansion Support Vehicle					\$88,000	\$22,000				
Total			\$3,548,380	\$887,096	\$3,440,377	\$860,094	\$2,364,446	\$591,112	\$2,831,581	\$707,895	\$2,735,928	\$683,982
HRTPO CRP Reserve Account	T27909	HRTPO CRP Reserve Account (VDOT's Balance Entry)		\$0	\$0	\$400,000	\$100,000	\$712,000	\$178,000	\$0	\$0	\$0
State CRP funds on UPC 123832 (below) - not tracked by the HRTPO												
York County	123832	I-64 Gap Widening - Segment C - Park and Ride		\$2,020,713	\$505,178							

**ITEM #7: REQUESTS FOR HRTPO CMAQ, RSTP, AND CRP FUNDING**

At the October, 1, 2025 TTAC meeting, HRTPO staff outlined that there were funding reserves available in the CMAQ, RSTP, and CRP programs that needed to be allocated and obligated to existing projects as soon as is possible. If the funding is not obligated to projects by the end of Fiscal Year (FY) 2026 on June 30, 2025, they could potentially be lost and returned to the commonwealth for use elsewhere outside of the Hampton Roads region.

Current funds available for transfer associated with the HRTPO Reserve Accounts have been verified with the HRTPO and the Virginia Department of Transportation (VDOT). The reserves are shown in Attachment 7.

**Mr. John Mihaly, HRTPO Principal Transportation Planner, will initiate discussion on this item.**

Attachment 7

**RECOMMENDED ACTION:**

Recommend TTAC approval of FY Previous and FY 2026 CMAQ, RSTP, and CRP funding reserves allocations.

# CURRENT HRTPO RESERVE FUNDING

## HRTPO CRP, CMAQ, and RSTP Reserves (as of 9/29/25)

CRP Reserves									
2022	2023	2024	2025	2026	2027*	2028*	2029*	2030*	Grand Total
\$0	\$500,000	\$890,000	\$0	\$0	\$3,619,414	\$3,691,802	\$3,765,638	\$3,840,951	
2031*									\$20,225,575
\$3,917,770									

\*Figures are drawn from the VDOT Final FY26-31 SYIP

CMAQ Reserves									
2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
\$0	\$0	\$0	\$1	\$0	\$0	\$90	\$0	\$0	\$0
2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2025	2026	2027	2028	2029	2030	2031		Grand Total	
\$490,993	\$0	\$0	\$0	\$16,529	\$0	\$603,355			\$1,110,968

RSTP Reserves									
2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
\$0	\$0	\$0	\$0	\$0	\$170,649	\$0	\$131,814	\$0	\$2,623,427
2025	2026	2027	2028	2029	2030	2031		Grand Total	
\$527,319	\$0	\$0	\$0	\$2,419,704	\$3,191,358	\$6,051,339			\$15,115,610

The funding reserves listed in the highlighted cells need to be allocated as soon as is possible. (CRP - \$1,390,000 CMAQ - \$491,083 RSTP - \$3,453,209)

**ITEM #8: 2025 CMAQ AND RSTP PROJECT SELECTION PROCESS: FY 2032  
FUNDING ALLOCATIONS**

The HRTPO selection process for projects proposed to be funded under the Congestion Mitigation and Air Quality (CMAQ) Improvement Program and Regional Surface Transportation Program (RSTP) is conducted annually. The 2025 CMAQ/RSTP Project Selection Process will allocate CMAQ and RSTP funds to eligible projects in the Hampton Roads region for FY 2032.

Tables listing previously approved CMAQ and RSTP projects in the region with “penciled-in” funding needs in FY 2032 are attached (Attachment 8). The Transportation Programming Subcommittee (TPS) has previously agreed not to accept new project applications for the 2025 CMAQ and RSTP Project Selection Process due to the “penciled-in” amounts for previously approved CMAQ and RSTP projects exceeding the anticipated available FY 2032 funding totals in both programs.

Localities and Agencies were asked to verify the “penciled-in” amounts for projects listed in attachment 8 by September 15, 2025.

**Mr. Jeff Raliski, HRTPO Transportation Analyst III, will initiate discussion on this item.**

Attachment 8

**RECOMMENDED ACTION:**

Recommend projects and FY 2032 CMAQ and RSTP funding allocations to the TTAC.

**Previously Approved CMAQ Projects w/ FY-2032 "Penciled-in" Requests**

#	ID	Jurisdiction	Project Description	FY - 32 Request	Allocations FY - 32	FY - 33 Request	FY - 34 Request	FY - 35 Request	Total Remaining CMAQ Funding Request
1	NO8CM	Norfolk	Traffic Management Center (TMC) Upgrade	\$246,700		\$230,490	\$120,000		\$597,190
2	NO2CM	Norfolk	Citywide Signal Retiming Phase VI	\$353,320					\$353,320
3	HR1CM	Hampton Roads Transit	Bus Vehicle Replacement	\$5,940,500		\$9,917,000	\$7,000,000	\$7,797,000	\$30,654,500
4	VB1CM	Virginia Beach	Citywide Traffic Signal Retiming	\$616,000					\$616,000
5	CH1CM	Chesapeake	Citywide Signal Retiming -- Phases 1-5	\$150,000		\$150,000	\$150,000	\$150,000	\$600,000
6	NO1CM	Norfolk	Advanced Traffic Management System (ATMS) Phase 5	\$2,148,420		\$3,094,380			\$5,242,800
7	NN1CM	Newport News	Citywide ITS Upgrades	\$500,000		\$500,000			\$1,000,000
8	NN2CM	Newport News	Citywide Signal Retiming	\$500,000		\$500,000			\$1,000,000
9	NO3CM	Norfolk	Citywide Signal System Upgrades	\$1,790,750		\$1,664,700	\$1,664,700	\$1,929,510	\$7,049,660
10	NO4CM	Norfolk	Traffic Signal Detection Upgrades	\$832,200		\$799,200	\$799,200	\$901,300	\$3,331,900
11	WA1CM	WATA	Bus Vehicle Replacement	\$3,952,402		\$3,173,847	\$3,111,800	\$2,871,030	\$13,109,079
12	NN3CM	Newport News	Warwick Boulevard/Main Street Intersection Improvements	\$910,000					\$910,000
13	JC2CM	James City County	Richmond Road Sidewalk Infill Segment 1	\$163,796		\$476,030	\$476,030		\$1,115,856
14	CH3CM	Chesapeake	Cedar Road Sidewalk -- Cedar Lakes to Bartell E	\$600,000		\$490,000			\$1,090,000
<b>TOTAL</b>				\$18,704,088		\$20,995,647	\$13,321,730	\$13,648,840	\$66,670,305

FY-32 Mark (Using Current FY-31 Mark)

\$15,361,905

Previously Approved ("Penciled-in")

\$18,704,088

Total Available for Allocation Less "Penciled-in"

**(\$3,342,183)**

FY-32 Allocations - Penciled In

**\$0**

Balance

**\$15,361,905**

**Previously Approved RSTP Projects w/ FY-2032 "Penciled-in" Requests**

#	ID	Jurisdiction	Project Description	FY - 32 Request	Allocations FY - 32	FY - 33 Request	FY - 34 Request	FY - 35 Request	Total Remaining RSTP Funding Request
1	T14104	HRT	goCommute Program	\$1,000,000		\$1,000,000	\$1,000,000	\$1,000,000	\$4,000,000
2	123588	Norfolk	Citywide Fiber Upgrades	\$1,707,100		\$568,930			\$2,276,030
3	123641	Isle of Wight County	Route 17 Widening at Smiths Neck Road	\$10,253,249					\$10,253,249
4	123636	Chesapeake	Military Hwy Near Bainbridge Blvd Safety Improvement	\$1,651,188					\$1,651,188
5	123635	Norfolk	Military Highway at Poplar Hall Shared Use Path	\$2,703,148		\$2,066,975			\$4,770,123
6	123587	Chesapeake	Rt 17/460 Intersection Improvement	\$9,814,153					\$9,814,153
7	T19477	HRT	Pennisula BRT	\$4,000,000					\$4,000,000
8		Gloucester County	Rt. 17 Gloucester Point Shared Use Path	\$4,758,773		\$2,208,773			\$6,967,546
9	123585	Virginia Beach	Laskin Road Phase I-B	\$13,687,691		\$14,938,384			\$28,626,075

**TOTAL** **\$49,575,302** **\$20,783,062** **\$1,000,000** **\$1,000,000** **\$72,358,364**

FY-32 Mark (Using Current FY-31 Mark)

**\$37,078,513**

Previously Approved ("Penciled-in")

**\$49,575,302**

Total Available for Allocation Less "Penciled-in"

**(\$12,496,789)**

FY-32 Allocations

**\$0**

Balance

**\$37,078,513**

**ITEM #9: OLD/NEW BUSINESS**

**ITEM #10: ADJOURNMENT**