

**Summary Minutes of the
HRTPO Transportation Programming Subcommittee (TPS) Meeting
March 12, 2021**

The HRTPO Transportation Programming Subcommittee (TPS) Meeting was called to order at 9:30 a.m. via WebEx.

Mr. John Mihaly, HRTPO Principal Transportation Planner, read the following statement:

Pursuant to the declared state of emergency in the Commonwealth of Virginia in response to the COVID-19 pandemic and to protect the public health and safety of Transportation Programming Subcommittee members, staff, and the general public, today's meeting is being held electronically. This electronic meeting is required to complete essential business on behalf of the region.

Per the requirements of the Code of Virginia, the agenda and all supporting documentation were posted on the HRTPO website for public review, and electronic copies of this information were provided to TPS members and other interested parties.

The general public was provided an opportunity to comment on today's agenda in advance of the meeting via two options:

- 1. Members of the public were invited to email comments to the TPS.*
- 2. Members of the public were invited to call into a dedicated phone line where comments could be recorded for the TPS.*

No comments were received via either option as of 48 hours before the meeting

Before we begin today's remote meeting, I need to remind members of a few important housekeeping rules:

Everyone is asked to keep their phones and computers muted except for when you are providing input.

Please identify yourself by name and the locality or agency you represent when you provide input. Do the same should you provide a motion or a second.

All votes taken today must be made by roll call vote and recorded in the minutes.

In order to vote, TPS members must be members of TTAC. For attendance and voting purposes, if your name is not called during roll call and you are a member of TTAC, please let us know as we want to:

- Make sure that each locality and agency is correctly represented in the voting record, and*
- Make sure that the minutes are accurately reflected.*

Thank you for your cooperation and patience. Attendance will now be recorded by roll call.

A roll call vote was conducted and the following represents the attendance of the meeting.

TPS Members Present:

Bryan Stilley (Chair, NN)
Troy Eisenberger (CH)
Earl Sorey (CH)
Carol Rizzio (GL)
Lynne Keenan (HA)
Jamie Oliver (IW)
Paul Holt (JC)
Angela Rico (NN)
Rob Brown (NO)
Deborah Mangiaracina (NO) *
Carl Jackson (PO)

David Jarmon (VB)
Katie Shannon (VB)
Carolyn Murphy (WM)
Tim Cross (YK)
Ivan Rucker (FHWA)
Keisha Branch (HRT)
Sonya Hallums-Ponton (VDOT)
Eric Stringfield (VDOT) *
Barbara Nelson (VPA)
Barbara Creel (WATA) *
Josh Moore (WATA)

TPS Members Absent:

Anne Ducey-Ortiz (GL)
Jason Mitchell (HA)
Sandon Rogers (HA)
James Wright (PO)
Dannan O'Connell (PQ)
Ellen Roberts (PQ)
Michael Johnson (SH)

Beth Lewis (SH)
LJ Hansen (SU)
Robert Lewis (SU)
Phil Pullen (VB)
Tiffany Dubinsky (DRPT)
Todd Halacy (VDOT)

HRTPO Staff:

Kathlene Grauberger
John Mihaly

Pavithra Parthasarathi
Jeff Raliski

* Arrived after the Attendance roll call

Others Recorded Attending:

Karen McPherson (McPherson Consulting); Dawn Odom, Heather Patel, Stanley Smith (VDOT); Logan Grimm (HRPDC)

Public Comment Period

There were no public comments.

Approval of Agenda

Chair Bryan Stilley asked for additions or deletions to the agenda. Hearing none, Ms. Angela Rico Moved to approve the agenda as written; seconded by Ms. Katie Shannon. The Motion Carried by Affirmation.

Minutes

Chair Stilley indicated the TPS Summary Minutes of January 15, 2021 were included in the March 12, 2021 TPS Agenda. He asked for corrections or changes to the minutes. Mr. Tim Cross Moved to approve the minutes as written; seconded by Mr. Josh Moore. The Motion Carried by Affirmation.

FY 2023 and FY 2024 Transportation Alternatives (TA) Set-Aside Project Selection Process: Update

Ms. Heather Patel, VDOT District Programming Director, reported that this year's TA Set-Aside project selection process will result in allocating TA Set-Aside funds for FY 2023 and FY 2024. She briefed the TPS on the schedule for this year's process as follows:

- Applicant Workshop webinar from 10:00 a.m. to 12:00 p.m. on April 14, 2021
- Smart Portal opens on May 17, 2021 at 8:00 a.m. for pre-applications in the FY 2023-2024 funding cycle
- Pre-application deadline for the Smart Portal is July 1, 2021 at 5:00 p.m.
- VDOT validation for pre-applications closes on April 15, 2021 and full applications can then be accessed
- Full application deadline is October 1, 2021 at 5:00 p.m.
- A Request to Administer (RtA) form will be required with the pre-application for localities planning to administer the proposed project
- Documents can be accessed at <http://www.virginiadot.org/business/prenhancegrants.asp>.

Mr. John Mihaly, HRTPO Principal Transportation Planner, stated that localities/agencies applying for TA Set-Aside funds must request a letter of support from the HRTPO by August 16, 2021, to be included with the full application.

Congestion Mitigation and Air Quality (CMAQ) Improvement Program and Regional Surface Transportation Program (RSTP) Project Selection Process Guide: Update

Mr. John Mihaly, HRTPO Principal Transportation Planner, reported that the *Guide to the HRTPO CMAQ/RSTP Project Selection Process document* was created to provide information and guidance on the CMAQ and RSTP programs. The HRTPO has the responsibility and authority of project selection and allocation of funds for these two federal programs.

Mr. Mihaly stated that HRTPO staff plans to update the Guide this year as it was last revised in October 2018. He noted that the following sections may be included in the update:

- Administrative updates to the front-end of the Guide consisting of locality/agency representation, project staff, and table of contents
- Funding Cost Overruns
- CMAQ Analysis Methodologies: Staff plans to update data sources utilized for scoring CMAQ candidate projects
- RSTP Analysis Methodologies: Staff plans to evaluate RSTP candidate projects with the updated HRTPO Prioritization Tool

Mr. Mihaly requested TPS members provide recommended updates for the Guide to him by May 21, 2021 for consideration at the TPS meeting on June 18, 2021.

CMAQ Improvement Program Reconciliation: Update

Ms. Sonya Hallums-Ponton, VDOT Urban/LAP Program Director Hampton Roads District, reported that discussions within VDOT's Executive staff have focused on unexpended balances on projects, poor burn rates, the financial health of VDOT's funding programs, and maximizing the use of limited funding resources. The Appropriations Act requires CMAQ funds be federally obligated within 12 months of their allocation by the Commonwealth Transportation Board (CTB) and expended within 36 months of such obligation. She noted that if these requirements are not met, the CTB shall use the funds for any other project eligible under 23 USC 149.

Ms. Hallums-Ponton stated that based on VDOT's review of projects within the Hampton Roads TPO, 46 projects were federal final vouchered before 2017 and have a deficit or unexpended CMAQ funds remaining beyond the 36-month timeframe set out in the Appropriations Act. VDOT has prepared recommended CMAQ transfers and transmitted template letters to the affected localities in order to submit requests for funding transfers to the HRTPO CMAQ Reserve Account. She explained that project closeouts must also address outstanding deficits and the template letters include these recommended transfers as appropriate.

She requested the affected localities review the transfer template letters with their Chief Administrative Officers and Elected Officials and submit the requests to HRTPO staff. She noted that VDOT must process all CMAQ transfers to the CMAQ Reserve Account before June 1, 2021.

Mr. John Mihaly stated that all CMAQ transfer requests to the CMAQ Reserve Account be submitted to HRTPO staff by COB March 22, 2021 in order to be included in the Transportation Technical Advisory Committee (TTAC) and the HRTPO Board meeting agendas for April 7, 2021 and April 15, 2021, respectively.

Mr. Mihaly noted that the next steps in the CMAQ Reconciliation process are:

- April 16, 2021 – Deadline for project letters sent to the HRTPO requesting CMAQ funds transferred to the Reserve Account
 - Must be an active CMAQ project
 - Preference given to projects with a phase start within the next 12 months
- April 23, 2021 – TPS to consider CMAQ Reserve Account requests from localities and provide recommendations to TTAC
- May 5, 2021 – TTAC to provide recommended CMAQ HRTPO Reserve Account funding allocations and projects to the HRTPO Board
- May 20, 2021 – HRTPO Board to consider approval of the recommended CMAQ Reserve Account funding requests

2021 CMAQ and RSTP Project Selection Process “Penciled-in” Requests for FY 2028 Funding

Mr. Jeff Raliski, HRTPO Transportation Analyst II, reported that the HRTPO selection process for projects proposed to be funded under the CMAQ and RSTP programs is conducted annually. Mr. Raliski indicated that the *Guide to the HRTPO CMAQ/RSTP Project Selection Process* and other resources may be accessed on the HRTPO website at <http://www.hrtpo.org/page/cmaq-and-rstp/> to assist localities/agencies. The deadline for project applications for the FY 2028 funding cycle will be August 16, 2021.

Mr. Raliski summarized the previously approved CMAQ and RSTP projects in the region with “penciled-in” funding needs in FY 2028. He noted that the “penciled-in” amounts for previously approved RSTP projects exceed the anticipated available funding in FY 2028 by more than \$12.6 million. The “penciled-in” amounts for previously approved CMAQ projects result in available funding in FY 2028 of \$2.9 million.

Mr. Raliski requested TPS members submit all updated cost and schedule information for current CMAQ and RSTP projects, along with verification of “penciled-in” requested FY 2028 CMAQ/RSTP funds, to him by COB April 9, 2021.

Old/New Business

Mr. John Mihaly stated that once the CMAQ Reconciliation process is complete, VDOT will begin the RSTP Reconciliation process and requested localities/agencies begin identifying funds that can be moved.

Adjournment

There being no more business before the Hampton Roads Transportation Programming Subcommittee, the meeting was adjourned at 10:15 a.m.