

**Summary Minutes of the
Hampton Roads Transportation Programming Subcommittee (TPS) Meeting
March 16, 2018**

The Hampton Roads Transportation Programming Subcommittee (TPS) Meeting was called to order at 9:32 a.m. in the Regional Boardroom, 723 Woodlake Drive, Chesapeake, Virginia, with the following in attendance:

TPS Members Present:

Paul Holt (Chair, JC)	Sherry Earley (SU)
Steve Froncillo (CH)	Robert Lewis (SU)
Earl Sorey (CH)	Phil Pullen (VB)
Angela Rico (HA)	Katie Shannon (VB)
John York (HA)	Carolyn Murphy (WM)
Tammy Rosario (JC)	Timothy C. Cross (YK)
Jackie Kassel (NN)	Sonya Hallums-Ponton (VDOT)
Bridjette Parker(NN)	Eric Stringfield (VDOT)
Rob Brown (NO)	Barbara Creel (WATA)

TPS Members Absent:

Randy Martin (FR)	Keisha Branch (HRT)
Dannan O'Connell (PQ)	Ivan P. Rucker (FHWA)
Michael Johnson (SH)	

HRTPO Staff:

John Mihaly
Kathlene Grauberger

Public Comment Period

There were no public comments.

Approval of Agenda

Chair Paul Holt asked for additions or deletions to the agenda. Hearing none, Mr. Phil Pullen Moved to approve the agenda as written; seconded by Mr. Rob Brown. The Motion Carried.

Minutes

Chair Holt indicated the TPS Summary Minutes of November 17, 2017 were included in the March 16, 2018 TPS Agenda. He asked for corrections or amendments to the minutes. Hearing none, Ms. Carolyn Murphy Moved to approve the minutes as written; seconded by Mr. John Yorks. The Motion Carried.

HRTPO CMAQ and RSTP Funding Policies

Ms. Kathlene Grauberger, HRTPO Transportation Planner, reported that at the November 17, 2017 TPS meeting, members discussed new policy language for the CMAQ/RSTP Project Selection Process to clearly document how CMAQ/RSTP allocations will be affected in situations in which a project receives money from duplicate funding sources such as SMART SCALE, State of Good Repair, TA Set-Aside, CMAQ/RSTP, etc. Staff was also asked to draft language to ensure that any project that has returned duplicate CMAQ/RSTP funding to the CMAQ/RSTP Reserve account be able to retain its status as a previously-approved CMAQ/RSTP project should it require additional funding.

Ms. Grauberger stated that staff has drafted the following language for the members' approval:

Policy for handling surplus CMAQ and RSTP allocations on a project that occur as a result of an award of funding from other programs such as SMART SCALE, State of Good Repair, TA Set-Aside, TIGER, INFRA, etc.

Within 90 days after VDOT or DRPT confirms that an approved CMAQ/RSTP project is overfunded due to receipt of funds from other programs resulting from duplicate funding requests, any CMAQ and/or RSTP funds in excess of what is needed to fully fund the project will be handled as follows:

- *The project sponsor (locality or agency) will request that the available funds be transferred to one or more of the sponsor's previously approved CMAQ or RSTP projects, depending upon the type of funds available; or*
- *The project sponsor (locality or agency) will request that the available funds be transferred to the CMAQ or RSTP reserve account.*

In the event a project has been allocated CMAQ and/or RSTP funds from the HRTPO and those allocations are subsequently removed due to the project being fully funded from other sources, the project will retain its status as a previously-approved CMAQ/RSTP project should it require additional funding at a later date to cover a cost overrun.

Discussion ensued and Mr. Robert Lewis suggested adding the following bolded language in the last paragraph as follows:

*In the event a project has been allocated CMAQ and/or RSTP funds from the HRTPO and those allocations are subsequently removed due to the project being fully funded from other sources, the project will retain its status as a previously-approved CMAQ/RSTP project should it require additional funding **from the HRTPO CMAQ/RSTP Reserve Account** at a later date to cover a cost overrun.*

Mr. Lewis Moved to recommend approval of the new policy, with the additional language, regarding projects that receive duplicate funding from the HRTPO CMAQ/RSTP Project Selection process and other sources; seconded by Mr. Earl Sorey. The Motion Carried.

FY 2019-2020 Transportation Alternatives Set-Aside Allocation

Mr. John Mihaly, HRTPO Senior Transportation Planner, stated that for FY 2019-2020, TA Set-Aside funds to be allocated by the HRTPO totaled \$3,614,909. In Virginia, District members of the Commonwealth Transportation Board (CTB) are each provided \$1 million per year (\$2 million per cycle) in TA Set-Aside funds to allocate to projects in their Districts.

He commented that HRTPO staff coordinated with VDOT Local Assistance Division (LAD) staff in carrying out the project selection process for Hampton Roads. LAD received a total of 25 applications (existing and new projects) from the HRTPO area. He noted that LAD coordinated the application process and scored proposed projects based on criteria developed in cooperation with Virginia MPOs. Each proposed project was scored by several VDOT staffers individually. The scores from each project evaluator were then combined and divided by the number of evaluators to produce the final average score.

Mr. Mihaly stated that Mr. John Malbon, the CTB Hampton Roads District member, allocated TA Set-Aside funds to the submitted projects as shown below.

Number	TAP Project Number	Jurisdiction	Project Description	TAP Request	CTB Allocation
Existing Projects					
1	18107	York	Bypass Road Sidewalk Rehabilitation	\$225,175	\$112,588
2	18010	Newport News	Washington Avenue Pedestrian Improvements - Phase III	\$400,000	\$200,000
New Projects					
4	18040	Virginia Beach	Euclid Road Sidewalk - Phase II	\$275,225	\$137,612
5	18037	Virginia Beach	Three Oaks Elementary Multi-Use Path	\$370,672	\$185,336
8	18026	Virginia Beach	Violet Bank Trail	\$318,848	\$172,434
9	18019	Norfolk	Granby Street Bike Bypass at Riverview	\$462,880	\$231,440
16	18016	Norfolk	Virginia Beach Boulevard at Chapel Street Pedestrian Safety	\$120,000	\$120,000
18	18061	Hampton	Mercury Boulevard Road Diet - Segment I	\$469,260	\$234,630
19	18055	HRT	Bus Stop Accessibility Improvements	\$280,000	\$280,000
22	18071	Williamsburg	Francis Street Sidewalk/Trail	\$208,250	\$208,250

The following projects received allocations based upon their project score and TPS member discussion.

Number	TAP Project Number	Jurisdiction	Project Description	TAP Request	HRTPO Allocation
Existing Projects					
1	18107	York	Bypass Road Sidewalk Rehabilitation	\$225,175	\$112,587
2	18010	Newport News	Washington Avenue Pedestrian Improvements – Phase III	\$400,000	\$200,000
New Projects					
3	18039	Virginia Beach	South Boulevard Sidewalk	\$450,525	\$450,525
4	18040	Virginia Beach	Euclid Road Sidewalk – Phase II	\$275,225	\$137,613
5	18037	Virginia Beach	Three Oaks Elementary Multi-Use Path	\$370,672	\$185,336
6	18038	Virginia Beach	Parliament Drive Sidewalk Phase II	\$666,783	\$666,783
7	18017	Suffolk	Suffolk Seaboard Coastline Trail – Phase II	\$800,000	\$800,000
8	18026	Virginia Beach	Violet Bank Tranil	\$318,848	\$146,414
9	18019	Norfolk	Granby Street Bike Bypass at Riverview	\$462,880	\$231,440
11	18062	Hampton	Mercury Boulevard Road Diet – Segment II	\$235,420	\$117,710
13	18060	Hampton	Mellen Street Bike and Pedestrian – Segment II	\$349,180	\$331,871
18	18061	Hampton	Mercury Boulevard Road Diet – Segment I	\$469,260	\$234,630

Mr. Tim Cross Moved to recommend the above set of TA Set-Aside projects and allocations for consideration by the TTAC in April 2018; seconded by Mr. Phil Pullen. The Motion Carried.

CMAQ and RSTP Marks/Reserves Update – HRTPO

Mr. John Mihaly, HRTPO Senior Transportation Planner, reported that HRTPO staff received updated CMAQ and RSTP “marks” for FY 2019-2024 from VDOT on March 8, 2018. The updated marks resulted in funding increases in FY 2019 of \$3,855 CMAQ and \$1,247,699 RSTP. The tables below reflect FY 2019 – FY 2025 CMAQ/RSTP available funding, current allocations, and reserves.

CMAQ	FY 2019 Allocation	FY 2020 Allocation	FY 2021 Allocation	FY2022 Allocation	FY 2023 Allocation	FY 2024 Allocation	FY 2025 Allocation	
Available Funding	\$13,694,234	\$14,001,684	\$14,243,448	\$14,243,448	\$14,243,448	\$14,243,448	\$15,082,339	
Allocations	\$13,694,234	\$14,001,684	\$14,243,448	\$13,827,069	\$13,461,828	\$13,911,525	\$0	
Reserve Amount	\$0	\$0	\$0	\$406,379	\$781,620	\$331,923	\$0	
Updated Marks*	\$13,698,089	\$14,001,684	\$14,243,448	\$14,243,448	\$14,243,448	\$15,082,339	\$0	
Difference	\$3,855	\$0	\$0	\$0	\$0	\$838,891	\$0	
Updated Reserve Amount	\$3,855	\$0	\$0	\$406,379	\$781,620	\$1,170,814	\$0	\$2,362,668

RSTP	FY 2019 Allocation	FY 2020 Allocation	FY 2021 Allocation	FY2022 Allocation	FY 2023 Allocation	FY 2024 Allocation	FY 2025 Allocation	
Available Funding	\$32,512,526	\$33,896,256	\$34,322,550	\$34,978,269	\$34,978,269	\$35,645,134	\$36,394,116	
Allocations	\$32,512,526	\$33,896,256	\$34,322,550	\$34,978,269	\$32,579,166	\$33,314,126		\$0
Reserve Amount	\$0	\$0	\$0	\$0	\$2,399,103	\$2,331,008		\$0
Updated Marks*	\$34,774,658	\$35,507,193	\$34,389,843	\$35,046,704	\$35,714,733	\$36,394,116		\$0
Difference	\$2,262,132	\$1,610,937	\$67,293	\$68,435	\$736,464	\$748,892		\$0
Less FR/SH ** Set-Aside	\$1,014,433	\$0	\$0	\$0	\$0	\$0		\$0
Updated Reserve Amount	\$1,247,699	\$1,610,937	\$67,293	\$68,435	\$3,135,567	\$3,079,990		\$0
								\$9,209,921

* Source: VDOT updated CMAQ/RSTP marks March 8, 2018

** Franklin/Southampton

Mr. Mihaly stated TTAC will be briefed on the updated CMAQ/RSTP marks at the April 4, 2018 meeting. The TPS will discuss all locality/agency CMAQ/RSTP funding requests at the next meeting to be held on July 20, 2018.

Chair Holt stated that James City County anticipates submitting a transfer request of FY 2023 RSTP funds for the July 20, 2018 TPS meeting.

FY 2019 CMAQ and RSTP Project Selection Process – HRTPO

Mr. John Mihaly, HRTPO Senior Transportation Planner, reported that the HRTPO selection process for projects proposed to be funded under the CMAQ and RSTP programs is conducted annually. He noted that the updated project application forms, the *Guide to the HRTPO CMAQ/RSTP Project Selection Process*, and other resources may be accessed on the HRTPO website. He stated the deadline for project applications is August 15, 2018.

Old/New Business

Mr. Earl Sorey requested replacing the April TTAC meeting with a joint meeting of the Long-Range Transportation Plan (LRTP) Subcommittee and Transportation Programming Subcommittee (TPS) to discuss how SMART SCALE relates to the LRTP. He stated that since the HRTPO Board did not meet in April it would be prudent to discuss SMART SCALE funding in a timely manner.

After discussion, there was a consensus among the TPS members to suggest trying to shorten the April TTAC meeting and then move directly into a joint LRTP and TPS meeting.

Mr. Robert Lewis stated that the Hampton Roads Transportation Operations (HRTO) Subcommittee received \$2 million in CMAQ funding for a unified network of emergency vehicles project; however, he indicated that the project will now be local in nature with the funds being split among seven localities. He noted that it was the intent of the HRTO Subcommittee that the localities use the funds for another Emergency Vehicle Preemption (EVP) project in their jurisdiction, if possible.

Mr. Eric Stringfield commented that the localities have the ability to utilize unused funding on any CMAQ eligible project per policy in the CMAQ/RSTP Project Selection Process Guide.

Adjournment

There being no more business before the Hampton Roads Transportation Programming Subcommittee, the meeting was adjourned at 10:31 a.m.