



## 2016 Local Programs Workshop

September 13th–15th

Hotel Roanoke

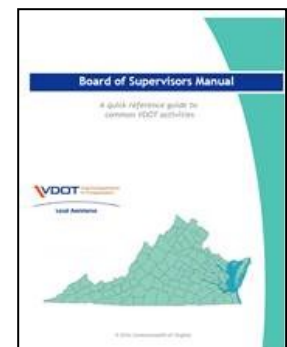
More details coming soon!

## Funding Requirements for Construction Program Projects

The Commonwealth Transportation Board (CTB) Six-Year Improvement Program (SYIP) Policy related to HB2 and HB1887 states, “In general, it is the Board’s intent to demonstrate commitment to projects selected for funding in the SYIP by fully funding the projects through construction.” Essentially, this requires (with few exceptions) that all project phases will be fully funded when adding the project to the SYIP. Further, this means that projects will no longer be initiated with one phase fully funded, but subsequent phases partially funded or unfunded unless a commitment for funding is identified. Projects that do not advance or that are cancelled may require payback for expended state and federal funds. An Information and Instructional Memorandum (I&IM) has been developed outlining the new policy and process. The I&IM may be accessed at [IIM-IID-3.0](#).

## Board of Supervisors Manual

The Local Assistance Division maintains a manual for new Board of Supervisors’ (BOS) members. This document contains brief overviews of many VDOT topics the Board members may be questioned about. The manual was updated the first week of January and has also been helpful to new local government and VDOT staff. To access the BOS manual click [here](#).



## Call For Applications

- **High Volume Unpaved Road Program**
  - ↳ Deadline March 18, 2016
- **Primary Extension Paving Funding Program**
  - ↳ Deadline March 25, 2016

Detail information on application process inside under Funding Programs

## FUNDING PROGRAMS

### Primary Extension Paving Funding Program

The 2014 General Assembly modified Section 33.2-358 of the *Code of Virginia* so that Primary Extensions maintained by municipalities could receive a portion of the reconstruction and paving allocations that were beforehand only available to Interstates and Primary Roads. Municipalities can apply for paving funding up to \$1 million for qualifying routes. To qualify, routes have to be locally maintained, have a primary route number (routes with numbers less than 600), and must have a Combined Condition Index (CCI) of less than 60, and must be included in VDOT's inventory at this [link](#).

Applications are now being accepted for the FY 2017 Primary Extension Paving Funding Program. Localities must submit applications to their local VDOT contact by Friday, March 25, 2016. Applications are due to the Local Assistance Division by Friday, April 1, 2016. For more information on the Primary Extension Paving Funding Program and application process, please visit our [website](#).

**Note:** The applications will be scored on a statewide competitive basis. An additional 15 points will be awarded to those municipalities who have expended at least 25 percent of their urban maintenance payment allocations on pavements in their municipalities. The expenditures will be based on the data submitted by the municipality in the **Weldon Cooper Center** for Public Service annual Road, Street and Highway Finance Survey as described at the following link: <http://www.coopercenter.org/econ/highway-finance-survey-information>. These surveys must be completed on the Weldon Cooper Center website by March 15, 2016. Municipalities with a late survey may not receive the additional 15 points towards their Primary Extension Paving Funding Applications.

### State of Good Repair Program (HB1887)

Due to higher than planned revenue projections, VDOT is planning to provide funding through the State of Good Repair Program earlier than initially projected. Applications submitted for Primary Extensions will also be considered for this funding.

The details for the application process for locally maintained bridges is still being developed and additional information will be provided as details are available.

### High Volume Unpaved Road Program

Applications are now being accepted from counties for the FY2017 High Volume Unpaved Road Program. Section 33.2-358 of the Code of Virginia authorizes the set-aside of unpaved road funds for providing a hard-surface to unpaved roads with traffic volumes over 50 vehicles per day. The Commonwealth Transportation Board (CTB) established a policy, effective July 1, 2014, whereby a small portion of these unpaved road funds may be allocated to address high volume unpaved roads in counties. The policy defines a high volume unpaved road as one with a traffic count greater than 500 vehicles per day.

An application is necessary for each proposed project, and a county with qualifying routes may apply annually for up to \$300,000. An application's score relies on criteria including traffic count, construction readiness, safety issues, and the road's access to schools and other community/public service facilities.

FY2017 applications are due to VDOT Residency Administrator or designee by Friday, March 18, 2016. Applications are due to the Local Assistance Division by Friday, March 25, 2016. Recommendations for funding will be presented to the CTB in June 2016. Applications, as well as the list of qualifying routes and instructions, can be found on our [website](#).

## Revenue Sharing Program

VDOT's Local Assistance Division received 267 applications totaling approximately \$218.4 million for the FY 2017 Revenue Sharing Program. The applications are being reviewed to ensure eligibility of project work under the Guidelines for the Program and categorized according to priority stipulated by *Code*. The Commonwealth Transportation Board (CTB) will consider the recommended projects and funding amounts at its June 2016 action meeting. Upon approval by the CTB, funds will become available July 1 for the FY 2017 Program.

Based on the Department's process for de-allocation of Revenue Sharing funds, projects identified as candidates for de-allocation were presented to the CTB at its January meeting. The Department's process for de-allocation of Revenue Sharing Program funds was established following 2008 legislation which stipulated a time-frame for prompt use of these funds. The procedures are described in the current Revenue Sharing Program Guidelines. This year's annual review process culminated with CTB approval of the de-allocation of Revenue Sharing funding on 26 projects, totaling approximately \$4.5 million. These funds are anticipated to be part of the CTB allocation for the FY 2017 program approval in June.

## Transportation Alternatives Program (TAP)

Scoring has been completed and the CTB members received the project listing for consideration at their February meeting. District CTB member selections are due to VDOT LAD staff by Tuesday, March 8, 2016. Each District member will have \$1 million in federal TA funds for distribution within their area. The remaining TA funds will be shared with the Secretary of Transportation and five At-Large CTB members for distribution statewide. The At-Large selections will be made in April and included with the Department's tentative SYP at their statewide public hearings in the spring.

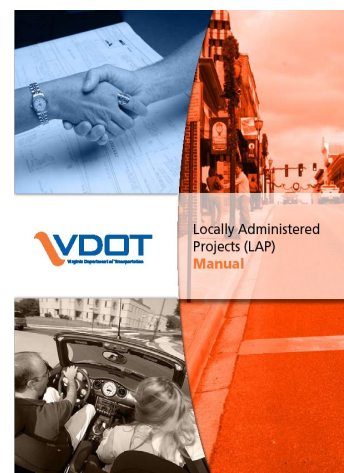
## LOCALLY ADMINISTERED PROJECTS

### LAP Manual Updates

LAD continues working on comprehensive updates to the LAP Manual.

The next update scheduled will include:

- Program Development (CH2)
- Project Development (CH 12)
- Project Management (CH13)
- Structure and Bridge (CH18)



## TRAINING FOR LOCAL GOVERNMENTS

### Transportation Project Management Institute (TPMI)

The Center for Transportation Studies at the University of Virginia is currently accepting applications for the Transportation Project Management Institute (TPMI). TPMI is an eight day intensive residential training program exclusively designed for managing the development phase of transportation projects. Additional information can be found at <http://www.cts.virginia.edu/transportation-project-management-institute/>.

To encourage local government participation in the TPMI, VDOT's Local Assistance Division offers up to five partial scholarships of \$2,000 to eligible local government staff. Local staff must first apply to UVA CTS by March 25 for eligibility determination, and state on their application that they wish to be considered for the VDOT scholarship. Applicants will be notified of scholarship awards the week of April 4th. Scholarship evaluation criteria include local government size, locality participation on VDOT-funded programs, and the applicant's project management responsibilities.

Additional questions regarding VDOT's Scholarships may be referred to Penny Forrest, (804)786-9810, [penny.forrest@vdot.virginia.gov](mailto:penny.forrest@vdot.virginia.gov).

### Roadway Departure Crash Countermeasure Plan Workshop

Over 50 percent of Virginia's traffic deaths result from roadway departures. While these severe crashes remain primarily a rural issue, surprisingly over 40 percent of fatalities on locally maintained roads are due to vehicle departures. Working with FHWA, VDOT developed a Virginia Roadway Departure (RD) Safety Implementation Plan to systemically target and deploy countermeasures to reduce these severe crashes.

With the assistance of Kimley-Horn, VDOT has prepared a free one day workshop for all local partners looking to address roadway departure related crash patterns on their jurisdictional roadways. This workshop will present background information used in the development of the RD Plan and locations identified for potential improvements, present VDOT's new Roadway Departure Countermeasure Templates and Tools (RDCT), and strategies for scoping and programming roadway departure related countermeasure projects within individual jurisdictions.

The workshop will be held in the Richmond and Hampton Roads areas, March 3 and 24, 2016. Workshops will be free, but please register through the Virginia Local Technical Assistance Program (LTAP)/Transportation Training Academy [website](#).

### Virginia Concrete Conference—March 3-4, 2016

The Virginia Concrete Conference will be held at The Westin Richmond, Richmond, VA on March 3-4, 2016. The theme of the 2016 conference is "Concrete: Building for Tomorrow." The conference is being hosted by the American Concrete Pavement Association, Mid-Atlantic Chapter, the Virginia Chapter of ACI, the Virginia Ready-Mixed Concrete Advisory Council, the Precast Concrete Association of Virginia, VDOT and the Federal Highway Administration.

Information and registration can be downloaded from the American Concrete Pavement Association (ACPA) Mid-Atlantic Chapter [website](#).

## A SUCCESS STORY

### Town of Clifton

The Town of Clifton is a small historic town, with approximately 280 residents. The Town's all-volunteer staff was responsible for administering the first phase of the Streetscape project. This locally administered project was adopted by the Town in April 2012. Bud Siegel, NOVA District's LAD Program Manager, stated, "the Town's all-volunteer staff did a great job working with VDOT to comply with all state and federal requirements associated with the project delivery. This project represents a wonderful use of the Transportation Alternative Program (TAP) to enhance the downtown Clifton and this is exactly how a locally administered project should be run. I am proud of everyone's contributions."



## New LAD Employees

### Yolanda Newton

Yolanda joins LAD as the new Local System Policy Manager. Yolanda comes to us from the Central Office Infrastructure Investment Division where she has most recently served as the Finance Team Lead. With over 19 years with VDOT, she has extensive experience in project financing and budgeting to include phase authorizations, project closeout, reconciliation and developing/implementing new processes and procedures. Yolanda's career started in the Richmond District where she gained experience at the South Hill and Ashland Residency Offices as well as the Richmond District Office. She brings a great deal of experience to Local Assistance with her knowledge of various project development, programming and financial systems.



### Megan Nelson

Megan is LAD's newest Locally Administered Projects Program Coordinator. Megan is a graduate from George Mason University, majoring in Public Administration. She began her VDOT career in LAD as a business intern, then a business program coordinator, and now joins the division's Locally Administered Projects program section. In her new position her responsibilities will include LAP performance reporting; coordination with districts for agreement development and reviews, responding to questions/issues regarding LAP project development and delivery processes. For fun, Megan enjoys playing volleyball, traveling the nation to different music festivals and enjoys playing with her cat, Braxton.



## On-Time Advertisement of LAP's

On-time project delivery is a key performance measure for both VDOT and locally administered projects. We periodically report on-time advertisement of locally administered projects as a measure of program success. This information is tracked in two ways—real time via VDOT's Dashboard and also by tracking advertisements planned by calendar year on what we call our "commitment list". The CY2016 Commitment List is posted on our webpage. Our statistics utilizing both tracking methods as of December 31, 2015 are shown below. We have additional performance data available by locality on our "Outside VDOT" team site. If you would like access to the team site, please contact John Simmers at (804)786-2571.

Localities are reminded to use the scheduling templates for locally administer projects to ensure good schedules are developed at the beginning of the project!

### Dashboard—End of Month—January 2017

Target 70% Actual 80%

### **End of 2nd Quarter (12/31/2015)**

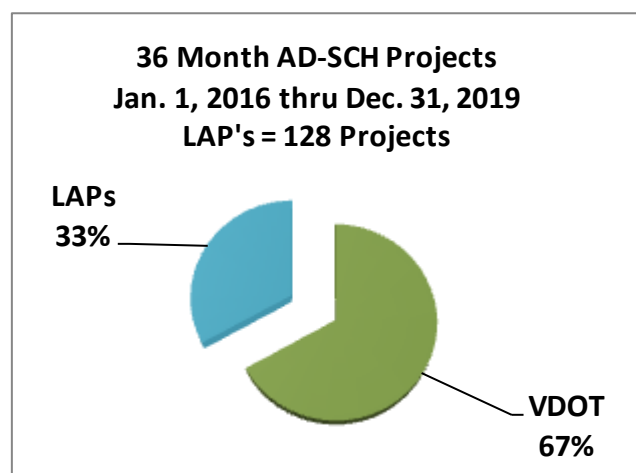
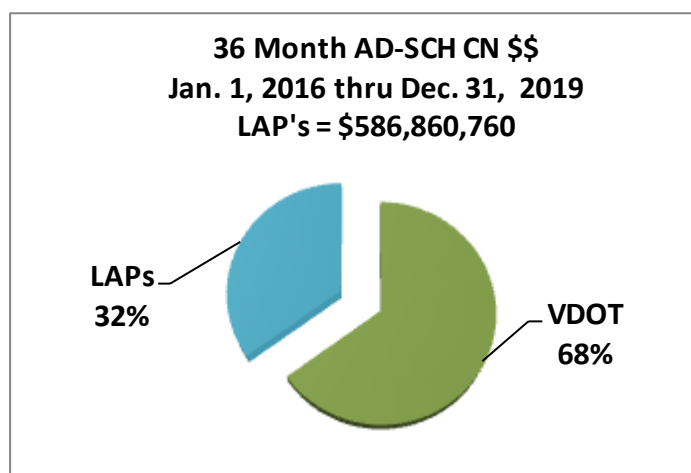
### CY16—Projects Committed for Advertisement

Planned 144 Actual (thru 12/31/15) 168

### CY15—\$ Value of Projects Committed for Advertisement

Planned \$310M Actual (thru 12/31/15) \$288M

We also continue to report quarterly on the size and scope of the local program relative to VDOT administered projects. Those statistics as of December 31, 2015 are shown below.



Visit us on the web!

<http://www.virginiadot.org/business/local-assistance.asp>