



**Northern Virginia Transportation Authority**  
*The Authority for Transportation in Northern Virginia*

**PLANNING COORDINATION ADVISORY COMMITTEE**

**Wednesday, June 22, 2016, 6:30pm**

**NVTA Office**

**3040 Williams Drive, Suite 200**

**Fairfax, Virginia 22031**

**AGENDA**

- I. Call to Order/Welcome** Chairman Foreman

**Action**

- II. Approve Summary Notes of February 29, 2016 Meeting**  
*Recommended Action: Approval [with abstentions  
from those who were not present]*

**Discussion/Information**

- III. FY2017 Program Update** Mr. Jasper, Program Coordinator
- IV. Revised FY2017 Drawdown Policy #17** Ms. Backmon, Executive Director
- V. NVTA Update** Ms. Backmon, Executive Director
- VI. TransAction Update** Mr. Jasper, Program Coordinator

**Adjournment**

- VII. Adjourn**

**Next Meetings (as needed):  
July 27, 2016 and September 28, 2016  
6:30pm NVTA Office**



# Northern Virginia Transportation Authority

*The Authority for Transportation in Northern Virginia*

## PLANNING COORDINATION ADVISORY COMMITTEE

Monday, February 29, 2016, 6:30 pm  
 Northern Virginia Transportation Authority  
 3040 Williams Drive, Suite 200  
 Fairfax, Virginia 22031

### SUMMARY NOTES

#### I. Call to Order/Welcome Chairman Foreman

- Chairman Foreman called the meeting to order at 6:30 pm.
- Attendees:
  - **PCAC Members:** Chairman Foreman (Town of Dumfries); Council Member Jonathan Way (City of Manassas); Supervisor Ralph Buona (Loudoun County); Supervisor Jeff McKay (Fairfax County); County Board Chair Libby Garvey (Arlington County); Council Member Jeff Greenfield (City of Fairfax); Council Member Phil Duncan (City of Falls Church); Council Member David Kirby (Town of Herndon); Council Member Linda Colbert (Town of Vienna).
  - **NVTA Staff:** Monica Backmon (Executive Director); Keith Jasper (Program Coordinator).

### Action

#### II. Meeting Summary Notes of May 21, 2015, PCAC Meeting

- The May 21, 2015 Planning Coordination Advisory Committee meeting summary was unanimously approved.

#### III. Adoption of the 2016 Meeting Calendar

- A decision to meet monthly as needed (at least quarterly) was unanimously approved. Meetings will be scheduled at 6:30 pm on the fourth Wednesday of the month at NVTA.

### Discussion/Information

#### IV. Amended NVTA Bylaws Ms. Backmon

- Ms. Backmon referred to page 10 of the Bylaws document, describing the charge, membership, etc. of the PCAC.
- The Planning and Programming Committee (PPC) has replaced the Project Implementation Working Group (PIWG). Appointments have not yet been made.
- The Finance Committee will meet later this week on March 3<sup>rd</sup>.
- Chairman Foreman is the Town's representative on the Authority.
- Chairman Foreman recommended that when other NVTA Committees have tasks for the PCAC, representatives of those Committees should attend PCAC.

**V. NVTA Update**

Ms. Backmon

- Ms. Backmon reminded Committee members that in CY2016 the Authority will be meeting on the second Thursday at 7:00 pm (no meeting in August.)
- The FY2017 Program is under development, with 24 candidate projects. The program will be adopted in Spring 2015. A number of these projects have also requested funding under the HB2 process.
- Secretary Layne has requested the Authority participate in the I-66 Outside the Beltway project. The Authority submitted the project under the HB2 process, and has passed a resolution indicating the project will be considered for funding under the Authority's project selection process for the FY2017 Program.
- In response to a question from Chairman Foreman regarding whether the project list will be shared with the PCAC, Ms. Backmon confirmed this would be case.
- Council Member Way mentioned the previously approved, NVTA-funded Route 28 Bypass study may change the need for the I-66/Route 28 Interchange project. Ms. Backmon noted that Prince William County is currently working on the Request for Proposals for that study. She anticipates that the Authority will receive a briefing on the study in due course, as it has for other NVTA-funded studies. Similar briefings can be held for the PCAC if requested.
- Council Member Greenfield asked whether the PCAC will have an opportunity to vet the Authority's Six Year Program. Ms. Backmon confirmed this will be the case, noting that inclusion of projects in the ongoing TransAction update is a requirement for projects to be funded through the Six Year Program.
- Council Member Way enquired as to the connection between TransAction and MWCOG/TPB's Constrained Long Range Plan (CLRP). Ms. Backmon noted that TransAction is financially unconstrained, although some projects may use federal funding as well as regional and local revenues. Air quality conformity and other federal requirements are potentially applicable to NVTA-funded projects.

**VI. TransAction Update**

Mr. Jasper

- Mr. Jasper introduced the TransAction overview video. Chairman Foreman commented that the process works well when citizens are involved. Supervisor McKay emphasized this by recalling the well-attended South County town hall

meeting for the FY2015-16 Program, specifically related to the Fairfax County Route 1 project.

- Supervisor added that it is important to consider transportation needs from a national security perspective, e.g. Fort Belvoir.

**VII. FY2017 Program Update**

Mr. Jasper

- Mr. Jasper provided a brief overview of the status of the FY2017 Program, and introduced a list of the 24 candidate projects. In response to a question from Supervisor McKay regarding why amounts are shown for individual years from FY2017 thru FY2021, Mr. Jasper responded that applicants were required to show when FY2017 revenues (if approved) would be expended. Approved projects for the FY2017 Program are required to make an initial drawdown no later than June 30, 2019.
- Chair Foreman mentioned he has been discussing with other towns the need to attach support letters to applications to help get funding. For smaller jurisdictions a lesson learned is to subdivide projects into smaller packets, e.g. by phase, in order to progress.
- Council Member Colbert asked when the deadline for the next Call for Projects would be. Ms. Backmon responded that this may be in early 2018. Chair Foreman added that NVTAs are very good at posting notices and deadlines well ahead of time.
- County Board Chair Garvey asked how HB599 ratings from previous funding programs would be applied. Mr. Jasper indicated that all previously rated projects will be re-rated to ensure consistency and to reflect the fact the candidate project pool is new and also includes transit projects.

**Adjournment**

**VIII. Adjourn**

- The meeting adjourned at 7:35 pm.

## 24 Candidate Projects for the NVTA Draft FY2017 Program

Project ID	Jurisdiction/ Agency	Project Title	FY2017 NVTA Funding Request	Total Project Cost	Phase Funded*	CRRC**		NVTA	
						Ratio	Rank	Quantitative Score	Rank
6R	Arlington	Lee Highway Corridor Intelligent Transportation System Enhancements	\$ 3,000,000	\$ 3,000,000	Des, Eng, ROW, Con	1.56	1	51.08	7
3M	Fairfax	Route 28 Widening: Prince William County Line to Route 29	\$ 5,000,000	\$ 68,910,000	Des, Eng, Env, ROW, Con	0.52	2	65.34	5
3P	Manassas	Sudley Road Westbound Third Lane: Godwin Drive to Dorsey Circle	\$ 7,400,000	\$ 7,400,000	Des, Eng, Env, ROW, Con	0.40	3	37.07	23
3Q	VRE	Manassas Park Station Parking Expansion	\$ 2,000,000	\$ 19,600,000	Eng, Env, Des	0.40	3	33.33	24
6W	Falls Church	Bikeshare Connections to Orange and Silver Line Metrorail Stations	\$ 2,000,000	\$ 2,000,000	Des, Eng, ROW, Con, Acq	0.36	5	47.66	12
5D	Fairfax	Route 286 Fairfax County Parkway Widening: Route 123 to Route 29	\$ 10,000,000	\$ 82,400,000	ROW	0.33	6	49.22	9
3N	Prince William	Route 28 Widening: Route 234 Bypass to Linton Hall Road	\$ 10,000,000	\$ 28,774,000	Con	0.32	7	47.20	15
9P	Fairfax	Connector Buses (11 New)	\$ 5,500,000	\$ 5,500,000	Acq	0.30	8	40.18	19
8BB	Prince William	Route 1 Widening: Featherstone Road to Marys Way	\$ 11,000,000	\$ 85,725,114	Con	0.26	9	58.36	6
8FF	WMATA	Blue Line Traction Power Upgrades	\$ 17,443,951	\$ 88,625,564	Eng, Con	0.25	10	65.61	4
1S	Fairfax	Route 7 Widening: Colvin Forest Drive to Jarrett Valley Drive	\$ 10,000,000	\$135,900,000	ROW	0.18	11	66.24	2
6T	Fairfax	I-66/Route 28 Interchange Improvements	\$370,000,000	\$385,000,000	Des, Eng, Env, ROW, Con	0.16	12	73.57	1
7D	Fairfax	Braddock Road HOV Widening: Burke Lake Road to I-495	\$ 6,200,000	\$ 62,300,000	Des, Eng, Env	0.14	13	40.62	18
8Y	Arlington	Crystal City Streets: 12th Street Transitway, Clark/Bell Realignment & Intersection Improvements	\$ 11,600,000	\$ 11,600,000	Des, Eng, Env, Con	0.13	14	48.74	11
8EE	Dumfries	Route 1 (Fraley Blvd) Widening: Brady's Hill Road to Dumfries Road	\$ 16,500,000	\$168,766,000	ROW	0.13	14	47.47	13
6S	Arlington	East Falls Church Regional Connections and Access	\$ 6,500,000	\$ 6,500,000	Des, Eng, Env, Con, Acq	0.12	16	49.32	8
8DD	Alexandria	Potomac Yard Metrorail Station	\$ 66,000,000	\$287,484,000	Des, Con (Design-Build)	0.08	17	66.20	3
8CC	Alexandria	West End Transitway	\$ 7,000,000	\$142,414,938	Des, Eng	0.05	18	49.00	10

Project ID	Jurisdiction/ Agency	Project Title	FY2017 NVTA Funding Request	Total Project Cost	Phase Funded*	CRRC**		NVTA	
						Ratio	Rank	Quantitative Score	Rank
1U	Leesburg	Route 7 (East Market Street)/Battlefield Parkway Interchange	\$ 37,000,000	\$ 58,000,000	Con	0.05	18	43.06	16
8AA	Fairfax	Route 1 Widening: Mount Vernon Memorial Highway to Napper Road	\$ 5,000,000	\$215,000,000	Eng, ROW	0.03	20	47.46	14
6V	Prince William	Route 15 Widening: Route 55 to south of RR tracks & Construct RR Overpass	\$ 20,000,000	\$ 45,000,000	Des, ROW, Con	0.03	20	39.91	20
6U	Fairfax	Seven Corners Ring Road Improvements	\$ 5,000,000	\$ 52,100,000	Des, Eng, Env, ROW	0.03	20	39.05	21
8Z	Fairfax	Frontier Drive Extension & Intersection Improvements	\$ 15,000,000	\$ 84,500,000	Des, Eng, Env, ROW	0.03	20	37.79	22
1T	Herndon	East Elden Street Improvements & Widening	\$ 18,700,000	\$ 35,611,000	ROW, Con	0.01	24	42.79	17
<b>TOTAL:</b>			<b>\$ 667,843,951</b>	<b>\$2,082,110,616</b>					

\*Des - Design; Eng - Engineering; Env - Environmental; ROW - Right of Way; Con - Construction; Acq – Acquisition

\*\* Congestion Reduction Relative to Cost Ratio (Total Project Cost)

Detailed scoring information can be found at: <http://www.thenovaauthority.org/planning-programming/fy2017-program/>

# **NORTHERN VIRGINIA TRANSPORTATION AUTHORITY**

## **Policy Number 17 – FY2017 Program First Drawdown/Project Activation**

- I. Purpose.** The Authority appropriates current and projected financial resources from the Regional Revenue Fund upon project approval. The purpose of this policy is to provide a mechanism for the Authority to remove appropriations for approved FY2017 Program projects that do not submit a first drawdown request by June 30, 2019, or are unable to document project activation/progression within six months of an executed Standard Project Agreement (SPA). These appropriations will be returned to the Regional Revenue Fund for assignment to future projects.
- II. General.**
- A.** This policy will be in effect for all projects approved with FY2017 Regional Revenue Funds.
  - B.** The Authority assigns funding to a project with the clear expectation of progress as outlined in the Project Description/Scope of Work. Project funding is appropriated at the point that the Authority approves the project. The SPA (covered in Policy 12) provides details of expected utilization and timing of the appropriated funds, specifically the cash flow summary included in Appendix B.
  - C.** For the FY2017 Program, projects will be approved based, in part, on project readiness. For the FY2017 Program, project readiness is assessed in part on:
    - 1. The first drawdown (initial reimbursement request) being made during FY2017, FY2018, or FY2019, regardless of when the SPA is executed.
    - 2. Documented project activation/progression starting within the first six months of an executed SPA.
  - D.** If a project sponsor is unable to submit an initial reimbursement request by the end of FY2019 – either due to circumstances within or outside of their control – the best interest of the Authority may be served by cancelling the project and the appropriation. This policy specifically addresses projects approved for the FY2017 Program that are not advancing in accordance with their approved SPAs. This includes FY2017 Program projects with approved SPAs that experience delays due to procurement, funding, unforeseen construction-related events, or other issues.
  - E.** Any project that is unable to meet the commitment to submit the initial reimbursement request to NVTA by June 30, 2019, **or is** unable to document project activation/progression within the first six months of an executed SPA is subject to cancellation.
  - F.** Requests for extension of time must be made to the Executive Director. The Executive Director may request additional information prior to submitting a recommendation to the Finance Committee.
  - G.** In all cases, agreement will be sought with the implementing jurisdiction or agency. If agreement is not forthcoming, the Executive Director may take a project cancellation recommendation to the Finance Committee prior to referral to the Authority for action.
  - H.** Upon action by the Authority to remove funding all NVTA funds made available from actions taken under this policy will be returned to the Regional Revenue Fund for future allocation by the Authority.

### **III. Responsibilities.**

#### **A. Project sponsoring jurisdiction or agency**

1. Submittal of first drawdown request by June 30, 2019.
2. Document project activation/progression through monthly updates submitted to NVTA and reported in the Executive Director's monthly report to the Authority.
3. Request cancellation of any projects for which the jurisdiction determines the submittal of first drawdown request by June 30, 2019, or project activation/progression within the first six months of an executed SPA is not possible, or request an extension of the deadline. Any request for an extension must include:
  - a. Basis for current delay.
  - b. Action needed to resolve delay.
  - c. Schedule for completion of actions to resolve delay.
  - d. Revised SPA Appendix B.

#### **B. NVTA Executive Director**

1. Monitor project progress through requests for reimbursements, submission of project activation/progress reports by project sponsors.
2. Include a report of project status in the Executive Director's monthly report to the Authority. Status reports will be consistent with project progress documented by project sponsors unless otherwise noted.
3. Accept requests for project cancellation and forward with recommendation to the Finance Committee prior to referral to Authority with recommendation to accept or reject the request.
4. Receive notice from project sponsors of possible delays in submitting first drawdown request or activating/progressing the project by the deadline.
5. If no submittal of first drawdown is requested by deadline or no notice of delay received, request information from project sponsor as to reason.
6. Request additional information, when required to evaluate project sponsor notice of delay or response to request for information on delay.
7. Evaluate requests for extension of time or other accommodation requested by project sponsor.
8. Make recommendation to the Finance Committee on action to be referred to the Authority.

**Approved by Northern Virginia Transportation Authority:** December 10, 2015 (Revision notation to be added.)