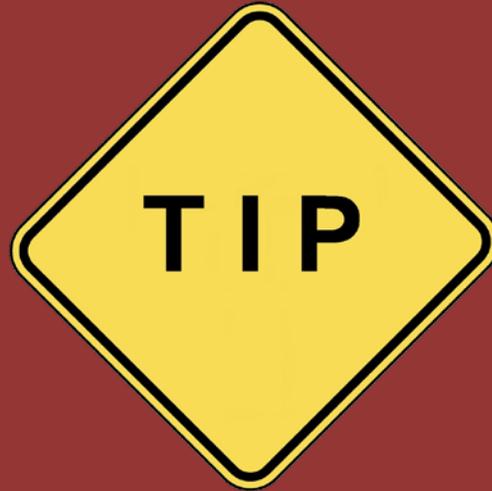




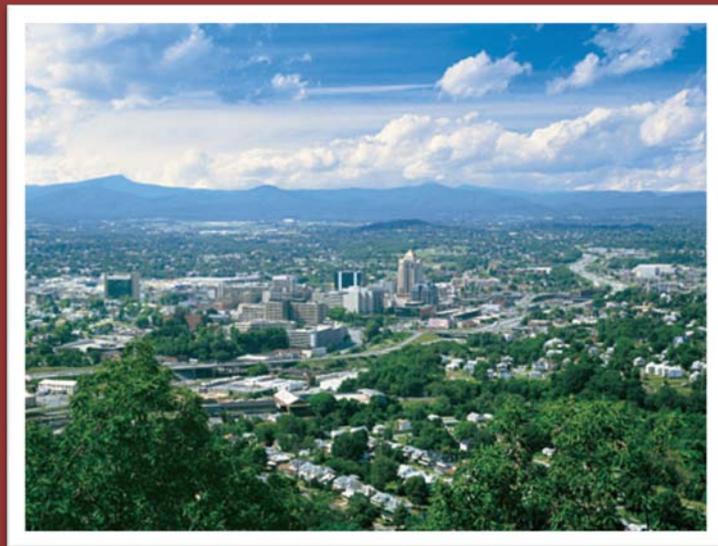
# Roanoke Valley Transportation PLANNING ORGANIZATION

Staffed by the  
**REGIONAL**commission

## A BASIC GUIDE TO THE



## TRANSPORTATION IMPROVEMENT PROGRAM



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This report was prepared by the Roanoke Valley-Alleghany Regional Commission (RVARC) staff in cooperation with and assistance by: the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Virginia Department of Rail and Public Transportation (DRPT), Virginia Department of Transportation (VDOT), Roanoke Valley Transportation Planning Organization (RVTPO) member localities, Greater Roanoke Transit Company (GRTC/Valley Metro), and RADAR (Roanoke Area Dial A Ride).

## Disclaimer

The contents of this report reflect the views of the Roanoke Valley Transportation Planning Organization. The RVARC staff is responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of the FHWA, FTA, VDOT, DRPT, Valley Metro, RADAR, or the RVARC. This report does not constitute a standard, specification or regulation. FHWA, FTA, VDOT and DRPT acceptance of this report as evidence of fulfillment of the objectives of this program does not constitute endorsement/approval of the need for any recommended improvements nor does it constitute approval of their location and design or a commitment to fund any such improvements. Additional project level environmental impact assessments and/or studies of alternatives may be necessary.



## Introduction

This Basic Guide provides information to enable citizens, organizations and local decision makers to actively participate in the transportation project development process for the Roanoke Valley region. A major point in this process is when a project is placed in the Roanoke Valley Area Metropolitan Planning Organization (MPO) *Transportation Improvement Program*, or *TIP*. Transportation projects and programs in the Roanoke Valley region cannot receive federal funds unless they are in the *TIP*.

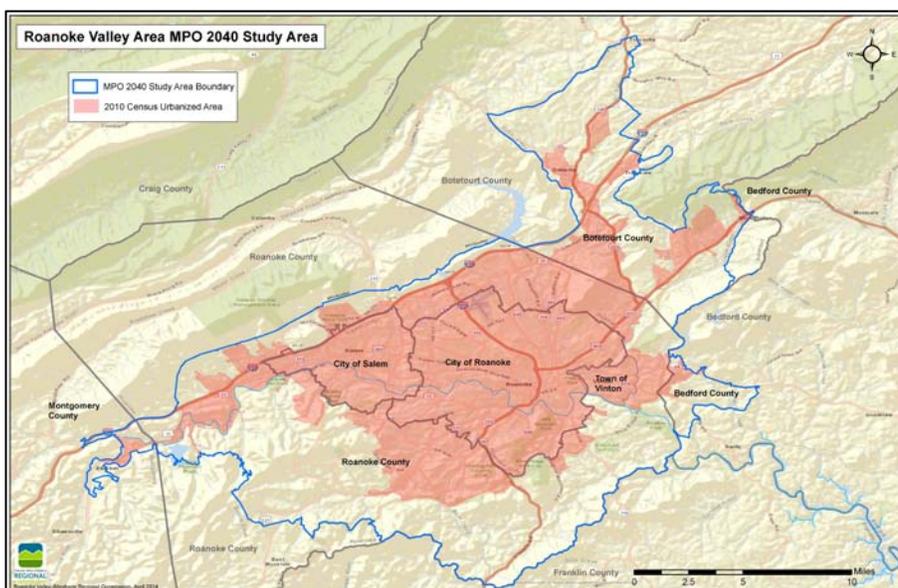
First, is a brief description about the metropolitan transportation planning process for the region—starting with a description of the Roanoke Valley Area MPO.

***Transportation projects and programs in the Roanoke Valley Region cannot receive federal funds unless they are in the TIP.***

## Roanoke Valley Area MPO

Federal law requires the formation of an “MPO” for any urbanized area with a population of more than 50,000. The Roanoke Valley Area Metropolitan Planning Organization (RVAMPO) was created in 1979 to plan and budget the use of federal transportation dollars in the Roanoke region. There are currently 14 MPOs in Virginia. The U.S. Department of Transportation recognizes the RVAMPO as the entity responsible for transportation-related planning within the Roanoke urbanized area boundary. Over the years, it has been observed that the term Metropolitan Planning Organization (MPO) does not directly communicate the transportation planning focus and role of the MPO to the public at large. The RVAMPO Policy Board decided in 2014 that the RVTPO should be commonly referred to as the Roanoke Valley Transportation Planning Organization (RVTPO). The use of RVTPO more clearly communicates the purpose and role of the body. The official name for contracts, agreements and memorandums of understanding (MOUs) will remain the RVAMPO. For day-to-day planning activities, plans and routine matters facing the public, we will be referred to as the RVTPO.

The population of the Roanoke Valley TPO Study Area is approximately 230,000, and covers the Cities of Roanoke and Salem, the Town of Vinton, and the urbanized portions of the Counties of Bedford, Botetourt, Roanoke and Montgomery. The TPO study area is required to include the Census Urbanized Area (currently based on the 2010 Census) and the area that is expected to be urbanized in the next 20 years (see map below). An MPO with an urbanized area boundary population of 200,000 and above is also designated as a Transportation Management Area (TMA) by the Secretary of Transportation. After the 2010 Census, in 2011, Roanoke became a TMA.

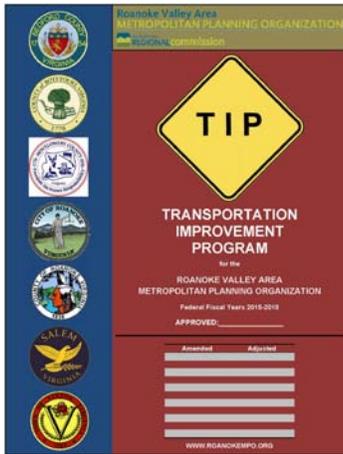


Financial support comes primarily from federal transportation funding, with matching funds provided by the seven member localities and the Virginia Department of Transportation. Planning and administrative staff is provided by the Roanoke Valley-Alleghany Regional Commission (RVARC), which also serves as the fiscal agent.

# Key Functions of the Roanoke Valley Area MPO/TMA

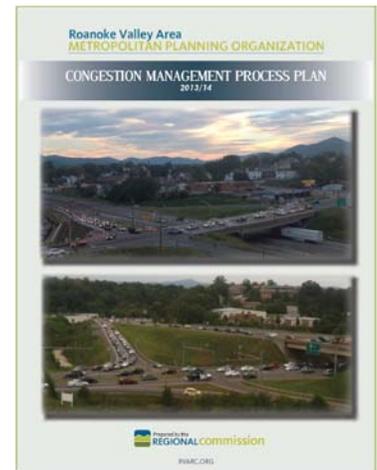
The Roanoke Valley Transportation Planning Organization (RVTPO) develops four key documents that are the backbone of transportation planning and programming in the region — the Long-Range Transportation Plan, the Transportation Improvement Program, the Congestion Management Process Plan, and the Unified Planning Work Program.

**Long-Range Transportation Plan (LRTP):** guides the region in creating a more efficient, responsive and environmentally-sensitive transportation system over the next 20+ years. The plan examines transportation trends/issues and offers a list of specific projects for addressing the region’s mobility needs.



**Transportation Improvement Program (TIP):** is a four-year schedule of all federally-funded and regionally-significant transportation projects to be implemented in the TPO region. It functions like a budget and projects can only be funded if they are consistent with the goals of the Long-Range Transportation Plan. The TIP is updated each year.

**Congestion Management Process Plan (CMPP):** urban areas like Roanoke—with populations over 200,000—are called transportation management areas (TMA). All TMAs must develop a CMPP that both identifies and evaluates projects and strategies aimed at reducing traffic congestion and increasing the mobility of people and goods. The RVTPO CMPP is updated every three years.



**The Unified Planning Work Program (UPWP):** is a one-year schedule of all transportation planning activities that will be performed using state and federal planning funds. Project suggestions can originate from any of the participating members of the Roanoke Valley TPO, as well as the public. The TPO Policy Board, with advice from the Transportation Technical Committee, makes the final decision on which projects are included in the UPWP. The Unified Planning Work Program includes: Bicycle and Pedestrian Planning, Greenway Planning, Elderly/Disabled Mobility, Corridor Studies, coordination with RIDE Solutions, transit planning, public involvement, and local technical assistance.

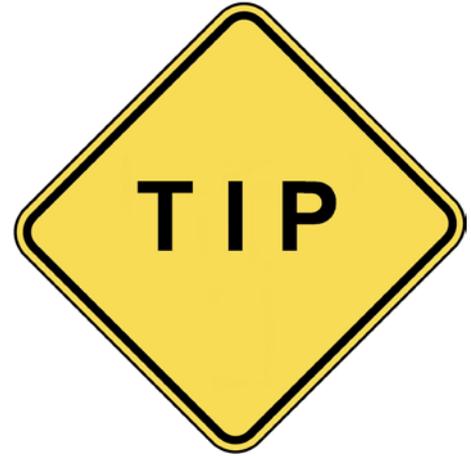
DOCUMENT	TIME/HORIZON	CONTENTS	UPDATE REQUIREMENTS
LRTP	30 Years	Future Goals, Objectives & Projects	Every 5 Years
TIP	4 Years	Transportation Investments	Every 4 Years
CMP Plan	3 Years	Strategies & Products to Increase Mobility	Every 3 Years
UPWP	1 Year	Planning Studies & Tasks	Annually



## The Transportation Improvement Program (TIP)

Under federal law, the *TIP*:

- Covers a minimum four-year period
- Is updated at least every four years, and can be updated sooner, but must be updated in a cycle compatible with the State Transportation Improvement Plan (STIP).
- Is realistic in terms of available funding (known as a fiscally constrained *TIP*) and is not just a "wish list" of projects
- Is approved by the TPO and the Governor and is incorporated into the *Statewide Transportation Improvement Program (STIP)*.
- Lists all federally funded and regionally significant locally funded projects.



**The *TIP* shows estimated costs.** The *TIP* not only lists specific projects, but also documents the anticipated cost for each project. Each project has three phases: Preliminary Engineering (PE), Right-of-Way Acquisition (RW), and Construction (CN). The estimated project cost may include the entire project, or may stipulate one project phase.

**The *TIP* may be changed after it is adopted.** The approved *TIP* can be amended to add new projects, delete projects, advance projects into the first year, and accommodate cost and phase of work or scope changes to a project. Minor adjustments can be made administratively, but amendments which add or delete projects from the *TIP* must go through a public involvement process and be approved by the TPO Policy Board.

**The *TIP* is multimodal.** In addition to the more traditional highway and public transit projects, the *TIP* may also include bicycle, pedestrian and freight-related projects and studies.

**The *TIP* has several funding sources.** The major funding source for the projects in the *TIP* is the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21), administered through the U.S. Department of Transportation's Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). In addition, funds are made available by the Commonwealth of Virginia to match federal funding in varying ratios. Local counties, municipalities, and private developers or toll authorities, as well as transit operators may also participate in providing matching funds for federal aid.

## The TIP Represents Regional Consensus

The production of the *TIP* is the culmination of the transportation planning process and represents a consensus among state and regional officials as to projects selected for implementation. Consensus is important because the federal and state governments want assurances that all parties have cooperatively developed priorities before committing funds to a project. A project's inclusion in the *TIP* signifies regional agreement on the priority of the project and establishes federal fund eligibility.

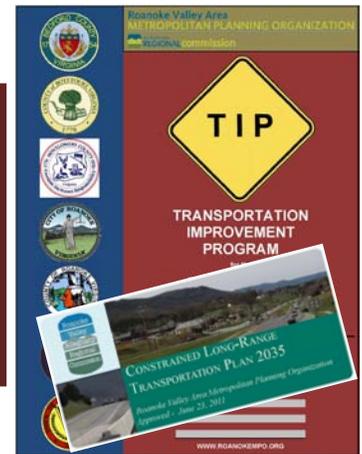
After the *TIP* is approved by the TPO, it is submitted to VDOT for inclusion in the *Statewide TIP (STIP)*, which is then submitted to FHWA and FTA for approval.



## The TIP and the Long-Range Plan

Regionally significant projects must be drawn from the Long-Range Transportation Plan and all projects in the *TIP* must work toward its implementation. The *LRTP* is the document which directs transportation decisions over a minimum 20 year horizon. A current *TIP* represents the short-term implementation of selected recommendations from the TPO's most recently adopted *LRTP*.

**All regionally significant projects in the TIP must originate in the MPO's Long-Range Transportation Plan**



## Who Are the Actors?

There are many participants in the *TIP* development process. They include TPO local governments, transportation operating agencies, citizen appointees, and state and federal agencies. Municipalities within the TPO study area participate through their respective governments (i.e., Board of Supervisors, City Council, and Town Council). Other groups, organizations, and the general public become involved through the RVTPO public involvement process in addition to their involvement at the local government level.

### MPO voting members:

- City of Roanoke
- City of Salem
- County of Bedford
- County of Botetourt
- County of Montgomery
- County of Roanoke
- Greater Roanoke Transit Company (Valley Metro)
- Roanoke Regional Airport Commission
- Town of Vinton
- Virginia Department of Rail and Public Transportation
- Virginia Department of Transportation

### Non-voting members:

- Federal Highway Administration
- Federal Transit Administration
- Roanoke Valley-Alleghany Regional Commission

## How Does a Project Get in the TIP?

Securing a spot in an TPO's *Transportation Improvement Program* is not a simple task. Typically, years of study and public input precedes a project's inclusion in the *TIP*. Within this regulatory framework of metropolitan cooperation, the Commonwealth Transportation Board (CTB) has lead responsibility for selecting and programming federally funded Interstate, Maintenance, Bridge, National Highway System, Statewide (non-metropolitan) STP, Safety, Enhancement, and certain FTA projects. Local governments have lead responsibility for selecting projects within the urban and secondary roadway systems. The CTB adopts the Six-Year Program (SYP) on an annual basis. The SYP includes the Six-Year Improvement Program (SYIP) and the Secondary Six-Year Program (SSYP). These programs are developed by evaluation of existing and future needs based upon statewide and regional plans and projections, priorities for implementation of the transportation plan, and public comment on transportation priorities. Projects listed in the SYP are updated to reflect the latest revenue estimates, project costs, changes in priorities, and federal and state laws.

Criteria used in selecting proposed projects and in developing project priorities include:

- Conformance to the TPO adopted transportation plan and study area local governments/agencies plans and programs;
- MAP-21 planning factors:
  - Support the economic vitality of the metropolitan area by enabling global competitiveness, productivity, and efficiency
  - Increase the safety of the transportation system for motorized and non-motorized users
  - Increase the security of the transportation system for motorized and non-motorized users
  - Increase the accessibility and mobility of people and for freight
  - Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state/local planned growth and economic development patterns
  - Enhance the integration and connectivity of the transportation system, across and between modes, people and freight
  - Promote efficient system management and operation
  - Emphasize the preservation of the existing transportation system;
- Provision of funding for previously programmed projects in need of additional funds; and
- Comments received as part of the TPO Public Involvement Process.

### FY2015-2018 Transportation Improvement Plan Process



The diagram above illustrates the STIP and TIP development process. More specifically, the following are action items resulting in the adoption of the RVAMPO TIP:

- Fall 2013 - Public meetings began in all nine VDOT Construction Districts and local administrators, legislators and citizens provided comments on the upcoming Six-Year Improvement Plan (of which TIP projects must be included).
- Fall 2013/Winter 2014 - Localities (staffs and governing bodies), transit providers, VDOT and VDRPT staffs discuss project priorities for potential inclusion in the TIP.
- January 2014 - Public comments were received, compiled and reviewed by VDOT and VDRPT officials.
- March/April 2014 - RVAMPO staff receives draft TIP projects and holds discussions with localities, VDOT and VDRPT regarding the draft list.
- March/April 2014 - The RVAMPO Transportation Technical Committee reviews and refines draft TIP project list.
- May/June 2014 – The RVAMPO Policy Board reviews the draft TIP and adopts it on June 26, 2014.

## In What Ways Can the Public Participate?

Public participation occurs during all stages of a project's development. Letters of concern to state, regional, and local government officials are one of the most effective starting points. Public input may also be provided at various meetings or informal sessions with government officials and staff. Once a project is in the *TIP* and it enters the preliminary engineering phase, the detailed environmental review process affords additional opportunities for public comment. Public participation plays a key role in the planning process. Federal regulations stress enhanced public involvement. In order to comply with these mandates, the Roanoke Valley TPO developed a Public Involvement Policy.

Two standing committees assist the Roanoke Valley TPO Policy Board:

- The Transportation Technical Committee (TTC) is responsible for making recommendations to the TPO Policy Board on all transportation plans and programs in the region. The TTC also develops and reviews documents, amendments, and reports. The *TIP* is reviewed and forwarded to the TPO Policy Board for adoption.
- The Community Advisory Committee (CAC) provides a citizen's perspective on the impact of transportation plans in the region and advises the TPO Policy Board on the public participation plan. The CAC will be instrumental in the development of the Long-Range Transportation Plan.

Citizens and public interest groups also have the opportunity to comment on the draft *TIP* before it is officially adopted by the TPO. The TPO conducts a public comment period for the *TIP* and holds several informational meetings to allow citizens to ask questions and make comments. Copies of the draft *TIP* are distributed to many area libraries and the final *TIP* documents can be accessed through the RVTPO website at [www.rvtpo.org](http://www.rvtpo.org).



The purpose of the policy is to identify a proactive public involvement process for the planning efforts undertaken by the TPO. This includes, but is not limited to, adherence to state and federal regulations regarding public notices and public hearings, complete access to information barring legal or fiduciary restraints, input to key decisions, development of demographic profiles for respective study areas of the TPO, and development and deployment of innovative public involvement strategies.

## Acronym Guide

Acronym	Name
<b>CTB</b>	Commonwealth Transportation Board
<b>CMPP</b>	Congestion Management Process Plan
<b>FHWA</b>	Federal Highway Administration
<b>FTA</b>	Federal Transit Administration
<b>GRTC</b>	Greater Roanoke Transit Company
<b>L RTP</b>	Long-Range Transportation Plan
<b>MPO</b>	Metropolitan Planning Organization
<b>RSTP</b>	Regional Surface Transportation Program
<b>RV TPO</b>	Roanoke Valley Transportation Planning Organization
<b>STIP</b>	State Transportation Improvement Program
<b>TTC</b>	Transportation Technical Committee
<b>TIP</b>	Transportation Improvement Program
<b>TPO</b>	Transportation Planning Organization
<b>UPWP</b>	Unified Planning Work Program
<b>VDOT</b>	Virginia Department of Transportation
<b>VDRPT</b>	Virginia Department of Rail and Public Transportation

## For More Information

The following contact information is provided for your use in obtaining additional information.

Agency/Locality	Contact	Phone	Website
Bedford County	Kevin Leamy	(540) 586-7616	<a href="http://www.bedfordcountyva.gov/Res/Planning/index.asp">www.bedfordcountyva.gov/Res/Planning/index.asp</a>
Botetourt County	Nicole Pendleton, Planning Manager / Zoning Administrator	(540) 473-8320	<a href="http://www.botetourtva.us/government/planning.php">www.botetourtva.us/government/planning.php</a>
Montgomery County	Karen Drake, Planning Director	(540) 394-2148	<a href="http://www.montva.com/content/1146/98/167/default.aspx">www.montva.com/content/1146/98/167/default.aspx</a>
Roanoke County	David Holladay, Planning Administrator	(540) 772-2068 ext. 227	<a href="http://www.roanokecountyva.gov/index.aspx?nid=305">www.roanokecountyva.gov/index.aspx?nid=305</a>
City of Roanoke	Chris Chittum, Director of Planning, Building & Development	(540) 853-2356	<a href="http://www.roanokeva.gov/85256A8D0062AF37/vwContentByKey/N254FPNC289FGUREN">www.roanokeva.gov/85256A8D0062AF37/vwContentByKey/N254FPNC289FGUREN</a>
City of Salem	Benjamin Tripp, Planner	(540) 375-3007	<a href="http://www.salemva.gov/departments/planning/PlanningDevelopment.aspx#">www.salemva.gov/departments/planning/PlanningDevelopment.aspx#</a>
Town of Vinton	Ryan Spitzer, Assistant to the Town Manager	(540) 983-0607	<a href="http://www.vintonva.gov">www.vintonva.gov</a>
Greater Roanoke Transit Company (Valley Metro)	Carl Palmer, Executive Director	(540) 982-0305	<a href="http://www.valleymetro.com">www.valleymetro.com</a>
Roanoke Valley-Alleghany Regional Commission/ Roanoke Valley Area MPO	Bryan Hill, Transportation Planner	(540) 343-4417	<a href="http://www.rvarc.org/transportation/mpo-urban-transportation/tip/">www.rvarc.org/transportation/mpo-urban-transportation/tip/</a>
Virginia Department of Transportation – Salem District	Rob Cary, P.E., L.S., District Administrator	(540) 387-5820	<a href="http://www.virginiadot.org/about/salem_quick.asp">www.virginiadot.org/about/salem_quick.asp</a>
Virginia Department of Rail and Public Transportation	Michael Todd	(804) 786-4440	<a href="http://www.drpt.virginia.gov">www.drpt.virginia.gov</a>

## Roanoke Valley Transportation Planning Organization TPO Policy Board Membership – as of January 1, 2015

### VOTING MEMBERS

The Honorable Bill Thomasson	Bedford County
The Honorable Todd Dodson	Botetourt County
The Honorable Billy Martin, Sr., <b>Chair</b>	Botetourt County
The Honorable Al Bedrosian	Roanoke County
The Honorable Charlotte Moore <i>(Alternate: The Honorable Jason Peters)</i>	Roanoke County
The Honorable Annette Perkins <i>(Alternates: King, Biggs, Tuck)</i>	Montgomery County
The Honorable Ray Ferris	City of Roanoke
The Honorable Bill Bestpitch	City of Roanoke
The Honorable Lisa Garst	City of Salem
The Honorable Jane Johnson, <b>Vice Chair</b>	City of Salem
The Honorable Doug Adams	Town of Vinton
The Honorable Wes Nance	Town of Vinton
Carl Palmer <i>(Alternate: Kevin Price)</i>	Greater Roanoke Transit Company (Valley Metro)
Efren Gonzalez <i>(Alternate: Diana Lewis)</i>	Roanoke Regional Airport Commission
Michael Todd <i>(Alternate: Neil Sherman)</i>	Virginia Department of Rail and Public Transportation
VACANT	Virginia Department of Transportation–Salem District

### TPO SECRETARY

Wayne G. Strickland,  
RVARC Executive Director

### PROJECT STAFF

Bryan W. Hill, Transportation Planner I  
Cristina D. Finch, Regional Planner III  
Mark McCaskill, Senior Planner  
Jackie Pace, Office Manager

### NON-VOTING MEMBERS

Tammye Davis	Federal Highway Administration
Tony Cho	Federal Transit Administration
J. Lee E. Osborne	Roanoke Valley- Alleghany Regional Commission