

Roanoke Valley Transportation Plan Amendment and Adjustment Processes

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1. Purpose

The Roanoke Valley Transportation Plan (RVTP) identifies all federally funded and other regionally significant transportation investments planned over a 20+ year timeframe. The Roanoke Valley Transportation Plan includes the region's Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP).

The RVTP was developed in cooperation with representatives from the Virginia Department of Transportation (VDOT), the Virginia Department of Rail and Public Transportation (DRPT), local public transportation operators, the Roanoke Valley Greenway Commission, the Roanoke-Blacksburg Regional Airport, and the local governments within the urbanized area. Through the Metropolitan Performance-Based Planning and Programming Process, proposed **Priority Projects to Pursue** have been approved in the RVTP and RVTPO-approved **Funded Projects** are eligible to utilize the planned obligations in the **TIP**.

The Federal Fiscal Year (FFY) 2024-2027 TIP is the initial four-year timeframe of the region's Financial Plan. The RVTPO follows the state's schedule for developing the TIP. Virginia updates the Statewide TIP, which includes all Metropolitan Planning Organization TIPs, on a three-year basis. Federal law requires the TIP to be updated at least every four years.

The remainder of the **Financial Plan** demonstrates the investment priorities of the MTP for which the region is seeking funding. The Priority Projects to Pursue are updated at least every five years but more realistically, at least every two years to coincide with major funding opportunity cycles such as the SMART SCALE and Surface Transportation Block Grant programs.

Although there is a routine cycle for updating content in the RVTP, the Roanoke Valley Transportation Planning Organization (RVTPO) Policy Board's priorities or strategies for meeting the region's transportation needs and accomplishing its goals may change before the next formal update. Depending on the magnitude of the changes, an amendment or an adjustment may be needed.

2. Amendment vs. Adjustment

Amendments occur when changes are significant, where the public is engaged for comment, and the RVTPO Policy Board reviews public comment and decides on the proposed change. Adjustments are changes that are considered minor; thus, they do not involve the public for comment and do not require the Policy Board to decide. RVTPO staff coordinate details of the minor change with any necessary stakeholders and make the change within the document. Both amendments and adjustments are recorded and published online.

2.1 Amendments

Amendment A revision that involves a major change to a project included in a metropolitan plan or TIP including the addition or deletion of a project or a major change in project cost, project/project phase initiation dates, or a major change in design concept or design scope (e.g., changing project termini or the number of through traffic lanes or changing the number of stations in the case of fixed guideway transit projects).

An amendment is a revision that requires public review, a redemonstration of fiscal constraint, and RVTPO Policy Board approval. An amendment is required when a major change occurs. The following sections explain typical situations that would require an amendment.

a) Adding or deleting a funded or unfunded priority project to pursue

The RVTP's Funded Projects list shows the investments approved by the RVTPO Policy Board for use of federal funds in the RVTPO region. The RVTP's Priority Projects to Pursue are unfunded federally eligible investments, with consideration of the expected budgetary fiscal constraint; the RVTPO Policy Board has reviewed and approved, concurring with the value of these proposed investments to the Roanoke Valley's transportation system. Adding or deleting a project from either of these lists requires an amendment including the following:

- Any roadway project on a Corridor of Statewide Significance.
- Federally eligible roadway, bicycle, pedestrian, or transit project/service/study anywhere in the region.

b) Adding or deleting a grouping category or ungrouped project in the TIP

The TIP enables federal funds to be used on RVTPO approved projects; it outlines for which ungrouped projects or grouping categories the finances will be monitored by the RVTPO. Adding or deleting an ungrouped project or a grouping category from the TIP requires an amendment.

c) A major change in project cost estimate

Cost estimates evolve over the life of a project. Minor changes to a cost estimate are expected; but if a project's estimated cost goes up beyond what is acceptable, as shown in Table 1 and Table 2, public comment and Board action are required along with redemonstration of fiscal constraint in the RVTP Financial Plan which supports the region's TIP, Funded Projects, and Priority Projects to Pursue.

Table 1: Sliding Scale of FHWA Project/Phase Cost Increase Thresholds for Amendments

Approved RVTP Total Estimated Project Cost	Minimum Total Estimate Increase Requiring Amendment
\$2 million or less	> 100%
>\$2 million to \$10 million	> 50%
>\$10 million to \$20 million	> 25%
>\$20 million to \$35 million	> 15%
>\$35 million	> 10%

Table 2: Sliding Scale of FTA Project/Phase Cost Increase Thresholds for Amendments

Approved RVTP Total Estimated Project Cost	Minimum Total Estimate Increase Requiring Amendment
\$2 million or less	> 100%
>\$2 million to \$10 million	> 50%
>\$10 million	> 25%

d) Major change in Project/Project Phase Initiation Dates

Where project/project phase initiation dates are provided, any major change to those dates, beyond a two-year period, will be advertised for public comment and shared with the Board for approval.

e) Major change in design concept or design scope

When a funded or unfunded project is approved for inclusion into the RVTP, it is with a shared understanding of the need(s) being addressed, what the scope entails as provided in the project description, the estimated total cost, and the anticipated transportation benefit. The Transportation Solutions Utilized explain how the transportation need(s) will be addressed by the investment. These details are shared with the public and decision-makers and projects/services/studies are approved based on their anticipated transportation benefits.

Major changes could potentially affect how the project is used, and by whom, and thus requires public engagement and Board action before proceeding. Major changes to the design concept or scope include changing a project’s start/end locations or the removal/addition/swapping of transportation solution(s) identified as part of the project.

2.2 Adjustments

Minor changes may be handled via adjustments. These changes are made by RVTPO staff and do not involve public participation or Board action. Summaries of RVTP adjustments can be found in the Amendments/Adjustments Summary.

Minor changes are not of the scale or impact outlined as major changes requiring amendments. Text changes may be made to clarify design concept, project scope/description, funding sources, and funding changes.

Moving a project from the unfunded priority projects to pursue list to the funded list that is within the scope and cost as previously communicated to the public and decision-makers may be handled administratively. This applies to all projects in the RVTP.

Administrative Modification (Adjustment)

A minor revision that includes minor changes to project/project phase costs, minor changes to funding sources of previously included projects, and minor changes to project/project phase initiation dates.

Examples of changes which may be handled via an Adjustment

- Adding a new priority transportation need
- Minor changes in project design concept, scope, or description that do not add/remove a transportation solution or need addressed by the project
- Moving a project's funding from year to year
- Minor changes within a project phase start date
- Change in a project's lead agency
- Change in the funding source (s)
- Funding changes less than the threshold established in the sliding scale

Other changes may arise which RVTPO staff may choose to handle as an adjustment; RVTPO staff may at any time determine that any proposed change will be handled as an amendment.

3. Procedures for Amendment/Adjustment Requests

Through its continuous collaboration and coordination with stakeholders, RVTPO staff may initiate amendments/adjustments to the RVTP. Additionally, adjustments or amendments may also be requested by localities or modal agencies using the Amendment/Adjustment Request Form available on the RVARC website.

Requests involving projects should include, at a minimum, the following information:

1. Submitting agency
2. Project manager
3. Project title
4. Road/Facility Route/Name/Number
5. Project start and end locations

6. Project length
7. General project description (include Common Transportation and/or Unique Solutions Utilized and how they are being used in the project)
8. Primary need for the project (include Need Categories and Need IDs)
9. Cost in present year dollars
10. Anticipated year of project initiation
11. Previous public involvement efforts

Requests involving new priority regional transportation needs should include, at a minimum, the following information:

1. Need Type
2. Location
3. Need Termini
4. Rationale
5. Source of identified need (plan/study, public involvement effort, data)

RVTPO staff may follow-up to obtain other project details. Any request for an adjustment or amendment must be submitted in writing to the RVARC Director of Transportation. RVARC staff will review the request and determine if it meets the required definitions and thresholds for an adjustment or an amendment. Depending on the circumstances, RVTPO staff may decide to pursue an amendment rather than an adjustment.

Administrative Modifications (Adjustments)

- If RVTPO staff determine an adjustment is appropriate, they will coordinate with appropriate local and state agencies and, in writing, submit a response on the adjustment request to the initiating agency within ten (10) working days of the request. The change will be updated in the relevant documents to reflect the adjustment and documentation of the adjustment action will be summarized in an appropriate section of the **Amendments/Adjustments Summary Attachment**.
- For adjustments to priority needs in the RVTP, RVTPO staff may determine if another priority transportation need has been identified in between major updates and may adjust the priority regional transportation needs to include such need. Staff will notify the TTC and Policy Board of the adjustment and vet the possible and preferred solutions with relevant stakeholders.

Amendments

- If RVTPO staff determine an amendment is warranted, the initiating agency will be notified within five (5) working days of the request that the requested change will be handled as an amendment.
- For amendments to projects, RVTPO staff will initiate the public involvement process including a public comment period and a public hearing conducted per the RVTPO Public Participation Plan.

- Upon the RVTPO Policy Board’s approval of the project amendment, the relevant document(s) are updated to reflect the amendment and documentation of the amendment action will be summarized in the **Amendments/Adjustments Summary Attachment**.

The updated document(s) will be posted on the RVTPO website.

4. Public Engagement

Public input on amendments will be sought and provided to the RVTPO Policy Board for their consideration prior to the amendment’s adoption. The RVTPO Public Participation Plan (PPP) provides a toolbox of activities that may be utilized for public engagement. At a minimum, a 14-day public comment period and an opportunity to address the Board during a public hearing prior to the amendment’s adoption will be used to solicit public input. The public will be notified of input opportunities via notices provided on the RVTPO website, social media, one newspaper serving area minority populations, and emailed to identified interested stakeholders as maintained in a database by RVTPO staff. Other strategies to engage the public may also be explored.

5. Timelines

Adjustments may be initiated or requested on a rolling basis. The RVTPO Policy Board may consider amendments according to the following schedule shown below.

Milestone	Date
Deadline to request an amendment for consideration as early as the following month	First Friday of month prior to the month when the amendment is desired
Opening of 14-day public comment period	By the Fourth Thursday of the month prior to the month when the amendment is desired
TTC considers draft amendment and makes recommendation to RVTPO Policy Board	The following month’s regularly scheduled TTC meeting unless a special-called meeting is requested.
Public hearing and consideration of draft amendment by the RVTPO Policy Board	The following month’s regularly scheduled Board meeting unless a special-called meeting is requested.

This amendment process enables stakeholders and project sponsors to provide the RVTPO Policy Board with new information so the Board may reevaluate identified investment priorities. In addition, technical corrections or formatting updates may be made by RVTPO staff as needed and do not require approval. Technical corrections may include typographical, grammatical, or syntactical errors that address, for example, an error in spelling, grammar, or deletion of a redundant word. It does not include changes to funding amounts.