



**MINUTES**

The December meeting of the Transportation Technical Committee was held on Thursday, December 8, 2022 at 1:30 p.m. at the Roanoke Valley-Alleghany Regional Commission, 313 Luck Avenue, SW, Roanoke, VA.

**1. WELCOME, CALL TO ORDER**

Chair Sexton called the meeting to order at 1:30 p.m.

**2. ROLL CALL (including consideration of remote participation)**

Cristina Finch, Secretary to the TTC, called the roll and stated a quorum was present.

**VOTING MEMBERS PRESENT**

Nick Baker	County of Botetourt
Jonathan McCoy	County of Botetourt
Megan Cronise	County of Roanoke
Will Crawford	County of Roanoke
Wayne Leftwich	City of Roanoke
Dwayne D'Ardenne	City of Roanoke
Crystal Williams	City of Salem
Josh Pratt	City of Salem
Anita McMillan	Town of Vinton
Cody Sexton, <i>Chair</i>	Town of Vinton
William Long	Greater Roanoke Transit Company
Michael Gray	Virginia Dept. of Transportation - Salem District
Daniel Wagner ( <i>via zoom</i> )	Virginia Dept. of Rail and Public Transportation

**VOTING MEMBERS ABSENT**

Mariel Fowler	County of Bedford
Dan Brugh	County of Montgomery
Frank Maguire, <i>Vice Chair</i>	Roanoke Valley Greenway Commission
Nathan Sanford	Unified Human Serv. Transp. System (RADAR)
Kyle Kotchou	Roanoke-Blacksburg Regional Airport

**NON-VOTING MEMBERS ABSENT**

Kevin Jones	Federal Highway Administration
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**RVARC Staff Present:** Cristina Finch, Bryan Hill, Alison Stinnette, Jonathan Stanton, Andrea Garland (*via zoom*), Jeremy Holmes and Virginia Mullen.

**TPO POLICY BOARD:** Cities of Roanoke and Salem; Counties of Bedford, Botetourt, Montgomery and Roanoke; Town of Vinton; Greater Roanoke Transit Company (*Valley Metro*); Roanoke-Blacksburg Regional Airport; Virginia Department of Rail & Public Transportation; Virginia Department of Transportation

**Others Present:** David Jackson (via zoom), Cambridge Systematics; Erik Smedley, Bedford County

**3. ACTION REQUESTED: APPROVAL OF CONSENT AGENDA ITEMS**

The following consent agenda items were distributed earlier:

- A. December 8, 2022 TTC Meeting Agenda
- B. November 10, 2022 TTC Minutes

**Motion:** by Dwayne D'Ardenne to approve consent agenda items (A) & (B), as presented; seconded by Anita McMillan.

**TTC Action:** Motion carried unanimously.

**4. CHAIR REMARKS**

Chair Sexton thanked members for another year of service.

**5. CONTINUED DEVELOPMENT OF DRAFT ROANOKE VALLEY TRANSPORTATION PLAN (RVTP) - 2045 UPDATE**

**A. Summary of Public Comments**

Alison Stinnette and Elizabeth Elmore presented a summary of the month-long public comment period - October 27, 2022 through November 27, 2022 (the PowerPoint presentation is included with the Minutes).

Ms. Cronise suggested adding additional information to the presentation showing the whole story by including the number of participants and breaking it down by responses.

Mr. D'Ardenne asked if the presentation will be posted on the website as presented or additional information (adding context to the survey results) will be added as suggested and then posted on the website. Ms. Stinnette replied that staff will look into it. Chair Sexton asked if the same presentation will be presented to the TPO as well or will it be modified. Ms. Cronise suggested that the feedback received today be incorporated before presenting to the board.

**B. Benefits and Viability Analysis of Draft Priority Projects to Pursue**

Mr. David Jackson presented regarding benefits and viability analysis of draft priority projects to pursue (the PowerPoint presentation is included with the Minutes).

Ms. Finch reviewed the recommended list of "Priority Projects to Pursue" (pages 21 through 30 of Attachment #1). Mr. Gray commented that there are projects on the list that were not included in the survey and would be ok to leave them on the list. Ms. Cronise commented that it may be a good idea to wait and get a list that is more shapeable and then put it out for public comments. Mr. D'Ardenne stated he doesn't like using the term "not favored" in the "Public Comment Favorability Outcome" column. Mr. Leftwich suggested taking the entire public comment column out of the table and instead having text that represents the survey results.

Mr. Leftwich asked how the cumulative scores were gathered. Mr. Jackson explained the cumulative score is from the needs score, benefits score and objectives score; the benefit score was on a scale 0 to 12, the objective score and needs score were also translated to a scale of 0 to 12 for a total of 36 possible points. Chair Sexton commented that the highest score any project received was 24 and asked if that should indicate how to contemplate the projects? Mr. Jackson replied that given the analysis level of detail, the scores were tightly distributed. He suggested paying more attention to the reasons why scores were low rather than why a score is 19 vs. 22 vs. 24 because in reality there is not a lot of difference. Mr. Jackson suggested looking at it as a tool to guide conversations but not as an ultimate factor to guide decisions. Mr. Leftwich suggested having each score divided by ten (so 83 would be 8.3; 42 would be 4.2 etc.).

**C. Summary of Feedback on Draft RVTP Amendments and Adjustments Process**

Mr. Bryan Hill distributed the November 4 RVTP Draft Amendment/Adjustment Process (a copy is included in the Minutes) and went over the document's content.

**6. OTHER BUSINESS**

No other business was discussed.

**7. COMMENTS BY MEMBERS AND / OR CITIZENS**

Chair Sexton wished everyone a happy holiday season.

**8. ADJOURNMENT**

The meeting was adjourned at 3:29 p.m.



Cristina D. Finch, AICP, LEED AP, Secretary,  
Transportation Technical Committee



# Public Engagement Summary

## Roanoke Valley Transportation Plan

TTC Meeting  
December 8, 2022

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# Participation

Survey	Participants
Roadway	126
Pedestrian & Bicycle	114
Transit	67
<b>Total</b>	<b>307</b>

[www.rvarc.org](http://www.rvarc.org)



# Zip Code

Zip Code	% population	% response
24012	11%	14%
24013	3%	4%
24014	7%	5%
24015	6%	27%
24016	3%	9%
24017	9%	4%
24018	14%	14%
24019	10%	13%
24153	14%	4%
24175	3%	1%
24179	7%	2%
Other zip codes	14%	3%

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# Age & Race or Ethnicity

Age	% population	% response
18 to 24 years	10%	0%
25 to 34 years	15%	22%
35 to 44 years	14%	22%
45 to 54 years	16%	15%
55 to 64 years	17%	17%
65 years and over	28%	24%

Race or Ethnicity	% population	% response
Black or African American	14%	3%
Hispanic or Latino	4%	6%
White or Caucasian	78%	83%
Other	4%	9%

[www.rvarc.org](http://www.rvarc.org)



# Household Income

Household Income	Participants
Less than \$25,000	6%
\$25,000 to \$49,999	15%
\$50,000 to \$99,999	33%
\$100,000 to \$149,999	33%
\$150,000 or more	11%

# Public Input on Funded Projects

Response	Vehicle & Roadway Survey		Pedestrian & Bicyclist Survey		Transit Survey	
	Number	Percent	Number	Percent	Number	Percent
Yes	77	67.0%	76	77.6%	35	57.4%
No	19	16.5%	12	12.2%	13	21.3%
Other	19	16.5%	10	10.2%	13	21.3%
<b>Total Responses</b>	<b>115</b>	<b>100.0%</b>	<b>98</b>	<b>100.0%</b>	<b>61</b>	<b>100.0%</b>

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# Public Input on Regional Priority Needs

	Roadway	Bike/Ped	Transit	Total
Existing Locations	23	78	3	104
New Locations	58	59	39	156
<b>Total Locations</b>	<b>81</b>	<b>137</b>	<b>42</b>	<b>260</b>

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# Public Input on Regional Projects to Pursue



Roadway Survey



Pedestrian and Bicyclist  
Survey



Transit Survey

[www.rvarc.org](http://www.rvarc.org)



# Public Input on Regional Projects to Pursue



Roadway Survey

## **20 draft priority projects to pursue**

- 14 were supported
- 5 not supported
  - Route 220 in Daleville - Intersection Conversion
  - East Main Street Phase II(I),
  - Valley View Extension, I-581 to Cove Road,
  - Virginia Tech Carilion Access Improvements,
  - Texas Street Widening from Roanoke Boulevard to Electric Road
- split on one project

[www.rvarc.org](http://www.rvarc.org)





# Public Input on Regional Projects to Pursue



## Pedestrian and Bicyclist Survey

### 27 draft priority projects to pursue

- 24 were supported
- split on 3
  - Orange Avenue at I-581 Interchange,
  - Electric Rd Safety Improvement Project, Stoneybrook Rd/Grandin Rd Ext.
  - Electric Rd Safety Improvement Project, Grandin Rd Ext. to Keagy Rd

[www.rvarc.org](http://www.rvarc.org)



# Public Input on Regional Projects to Pursue



## Transit Survey

- **People agreed current transit services should continue.**
- **Comments about Transit Priorities:**
  - Expanding service area
  - Increased transit capacity on vehicles
  - Increased frequency
  - Better transit connectivity between destinations
  - Increased mobility access at bus stops

[www.rvarc.org](http://www.rvarc.org)



# Questions?

**Alison Stinnette & Elizabeth Elmore**  
*Transportation Planner & Public Engagement Manager*  
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# Roanoke Valley Transportation Plan (RVTP) Update

Benefits and Viability Analysis of Draft Priority Projects to Pursue

*presented to*  
Transportation Technical Committee

*presented by*  
RVTPO, Cambridge Systematics, Inc.



1



## *RVTP Project Prioritization*

### Purpose

1. Inform RVTP fiscal constraint decisions based on analysis of candidate priority projects to pursue benefits and viability
2. Inform decisions on projects to pursue for future rounds of SMART SCALE, STBG, and TA funding
3. Improve the process and standards for advancing concepts and solutions addressing regional transportation needs

Approach is consistent with RVTPOs commitment to an ongoing performance-based planning and programming process

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## *RVTP Project Prioritization*

### Context

**RVTP financial plan demonstrates how the anticipated available funding will be utilized within the time horizon of the plan**

**The funded projects make up the first several years of the RVTP's financial plan (TIP) with the remaining anticipated available money for use on unfunded priority projects to pursue**

**Projects to prioritize include:**

- Candidate projects for inclusion in the next SYIP (FY 2024 – FY 2029)
- Other projects with defined scopes and costs that address priority regional transportation needs

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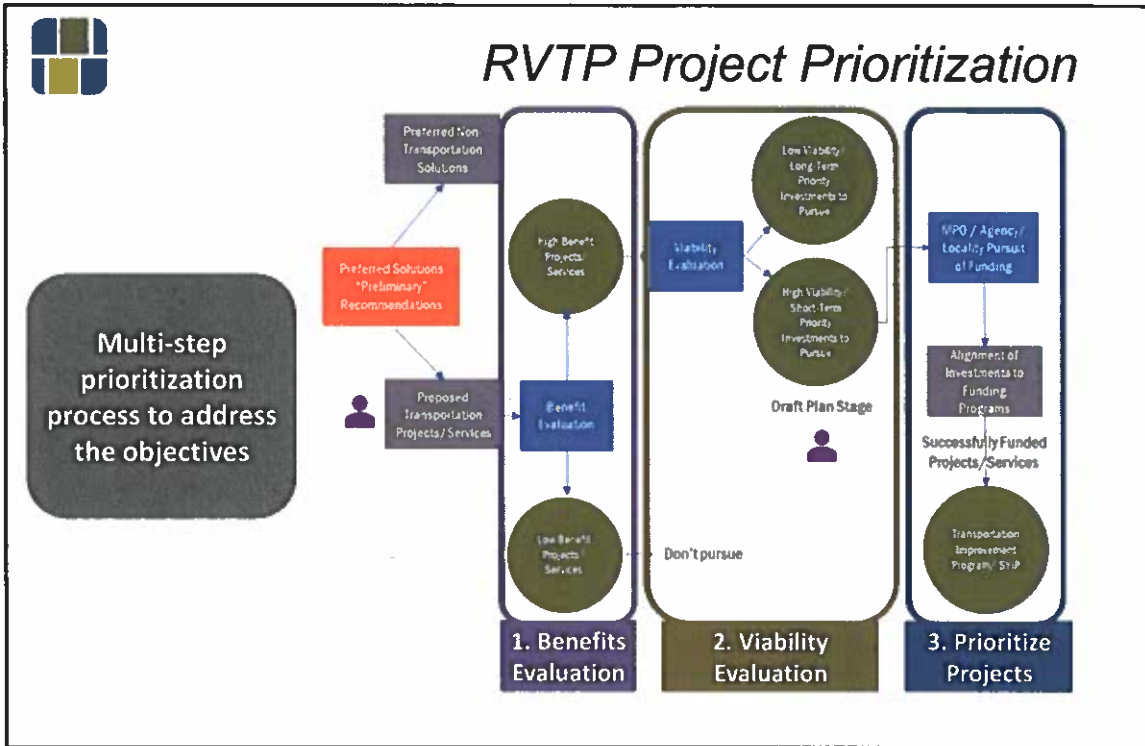


## *RVTP Project Prioritization*

### Approach for this RVTP

- Interim approach to evaluate benefits and viability
  - Consistent with schedule and available resources and data
  - Pilot test to educate TTC/TPO of potential value of prioritization and create framework to mature the process in 2023 and beyond
- The results of this analysis inform recommendations on the projects to retain in the priority projects to pursue list, versus those that will move to the priority or other needs list

4



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**RVTP Project Prioritization**

**Reviewed 37 total projects**

- Conducted initial benefits evaluation based on existing measures
  - Safety (SMART SCALE approach)
- Conducted initial benefits review (qualitative) for Federal measures
  - Reliability/Congestion
  - Asset condition
- Conducted initial viability evaluation based on project insights
- Reached initial conclusions on potential projects to advance for future grant cycles in 2023 and beyond
  - First discussion in continuous process to vet and position projects
  - Opportunities for process improvements

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# RVTP Project Prioritization

## 1. Benefit Evaluation *(quantitative & qualitative)*

- Alignment of candidate project with prioritized needs
  - Anticipated RVTP objectives met
  - Anticipated change by Federal performance measure
    - Quantitative – safety, based on SMART SCALE methodology
    - Qualitative – asset management, reliability, congestion
  - Anticipated transportation benefits/potential burdens of investment
  - Public favorability outcome
  - Summary of public comments per project
- } Total benefit score

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# RVTP Project Prioritization

Based on the highest need score (for projects addressing multiple needs)

Were needs addressed by project identified as priority gap needs?

Recommended List	Locality	RVTP Title	Need Score (0-100)	Priority Gap Need	Anticipated Objectives Met	Count of Objectives Met (0 - 17)
Short-Term Constrained (SSR5)	City of Roanoke	I-581/ U.S. 460/ U.S. 11 Improvements	94	No	1A, 2A, 6B, 6C, 7A	5

Objectives met based on scope review and needs

Count of objectives met (out of 17 total across 7 goals)

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## RVTP Project Prioritization

Rec. List	Locality	RVTP Title	Safety Benefit Score (Quantitative)	Safety Score (0 - 3)	Roadway Asset Condition Benefit (0 - 3)	Roadway Reliability Benefit (0 - 3)	Roadway Congestion Benefit (0 - 3)	Total Potential Benefit (0 - 12)
Short-Term Constrained (SSRS)	City of Roanoke	I-581/ U.S. 460/ U.S. 11 Improvements	208.27	3	1	2	2	8

Simplified SMART SCALE approach (both total crash reduction and crash rate reduction, based on EPDO weighting approach)

Scaled quantitative score based on all projects analyzed (3 = > 67<sup>th</sup> percentile)

1-3 scale based on qualitative review of project scope, location needs, public comment

Simple sum of four benefit categories

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## RVTP Project Prioritization

Rec. List	Locality	RVTP Title	Anticipated Transportation Benefits/Potential Burdens of Investment	Public Comment Favorability Outcome	Public Comments per Project	Scaled Cumulative Potential Benefit (0 - 36)
Short-Term Constrained (SSRS)	City of Roanoke	I-581/ U.S. 460/ U.S. 11 Improvements	<p><b>Benefits:</b> Motorists will be able to more easily turn onto Orange Avenue with the new traffic signal directing the timing of motorists movements eliminating the uncontrolled merges that currently exist, motorists will turn north onto Williamson Road in fewer light cycles due to the additional turn lane.</p> <p><b>Burdens:</b> Additional traffic signals will limit free flow of traffic through the interchange providing more control over movements onto/off-of the interstate.</p>	Favored 80% Roadway & Favored 82% Ped/Bike	<p>1. This is needed, but improved (grade separated) Pedestrian crossing of Orange Ave is needed as well in this area.</p> <p>2. Operational Improvements are a good way to improve roadway flow without adding more lanes.</p>	23

Project outcome and equity considerations

Metroquest survey results

Metroquest survey comments

Needs score + benefits score + count of objectives met

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## *RVTP Project Prioritization*

### **What did we learn?**

- Not possible to directly mimic SMART SCALE without detailed project scope information
- Data for safety benefits analysis is readily available
- Data and methodology tools for reliability and congestion benefits require use of the regional travel demand model
- Mixed qualitative and quantitative approach provides enough variables to inform prioritization, without over-complicating process (or requiring extensive resources)
- **Represents a good platform to mature the process in 2023**

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## *RVTP Project Prioritization*

### **2. Viability Evaluation**

- **Focuses on high benefit projects or services that are the best candidates** to submit for funding consideration as priority projects to pursue
  - A “viable” project or service is one that has been studied and developed to the level of detail that is required for competitive funding applications
  - Criteria could include topics like project readiness, cost, right of way sufficiency, funding likelihood, implementation timeframe, coordination with other projects, or regional and local support
  - Criteria are qualitative and require a careful review of each candidate high-benefit project based on a standard level of scope and costing detail

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# RVTP Project Prioritization

## 2. Viability Evaluation

- **Funding Eligibility** – comparison to key funding sources based on project cost and scope
  - SMART SCALE – HPP or DGP
  - STBG
  - TA
  - Other Federal discretionary grants
- **Three outcomes** –
  - Eligible likely (EL) - Project cost/scope fit into program standards
  - Eligible unlikely (EU ) - Project cost/scope **do not** fit into program standards
  - Ineligible (I)

Helps assess potential and position project in advance of future grant cycles

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# RVTP Project Prioritization

Rec. List	Locality	RVTP Title	Total Cost Estimate	Discretionary Federal/State Grant (DFG) - List Name	Smart Scale DGP Federal	Smart Scale HPPP Federal	TA Total	STBG Total
Short-Term Constrained (SSRS)	City of Roanoke	I-581/ U.S. 460/ U.S. 11 Improvements	\$25,670,186	EU	TBD	TBD	I	I

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## *RVTP Project Prioritization*

### **3. Prioritized Projects & Fiscal Constraint**

- **“High Benefit” and “High Viability” projects and services become Priority Projects to Pursue**
  - Inform RVTP discussions with localities and VDOT
  - Priority Projects to Pursue can be ranked in order of cost/benefit score to determine the order in which the projects or services should be pursued for funding
  - Useful insight to regional discussions on future grant application strategy and decisions
  - “Low Viability or Low Benefit” projects and services remain in the Developmental RVTP (and likely need to be studied in greater detail, further developed before they can be submitted for funding consideration)

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## *RVTP Project Prioritization Conclusions*

- Support justifications for final RVTP fiscal constraint
- Use as a tool to **inform decision making, not the tool to make decisions**
- **Version 1.0 represents a simple starting point, creating a platform for future enhancement**
- **Serves multiple purposes including fiscal constraint**

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**Roanoke Valley Transportation**  
**PLANNING ORGANIZATION**  
Staffed by the  
**REGIONAL**commission

# **RVTP Amendment and Adjustment Processes**

***Draft November 4, 2022***

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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 previously **Funded Projects** are eligible to utilize the planned obligations in the **TIP**.

The 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 projects on the regional network model
- Federally eligible bicycle, pedestrian, or transit project/service 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 Thresholds for Amendments*

<b>Approved RVTP Total Estimated Project Cost</b>	<b>Minimum Total Cost Increase Requiring Amendment</b>
\$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*

<b>Approved RVTP Total Estimated Project Cost</b>	<b>Minimum Total Cost Increase Requiring Amendment</b>
\$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 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 accepted 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 and TIP adjustments made can be found in the Amendments/Adjustments Summary.

### **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.

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 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.

### **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 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.

Requests involving projects should complete an Amendment/Adjustment request form which at a minimum includes 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 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/Adjustment 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.

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

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.