

Surface Transportation Block Grant Program (STBG) Project Selection Process

Fredericksburg Area Metropolitan Planning Organization



Approved by the FAMPO Policy Committee September 18, 2023. Amended October 16, 2023.

Mission Statement

The MPO's mission is to provide a cooperative, continuous, and comprehensive ("3C") transportation planning process to build regional agreement on transportation investments, that balance roadway, public transit, bicycle, pedestrian, and other transportation needs and support regional land use, economic, and environmental goals for the safe and efficient movement of people and goods. Special emphasis is placed on providing equal access to a variety of transportation choices and effective public involvement in the transportation planning process.

GWRC/FAMPO Title VI Nondiscrimination Statement

"The George Washington Regional Commission and the Fredericksburg Area Metropolitan Planning Organization fully comply with Title VI of the Civil Rights Act of 1964 and its related statutes and regulations in all programs and activities. For more information or to obtain a Discrimination Complaint Form, please visit www.gwregion.org or www.fampo.gwregion.org or call (540) 373-2890. Para información en español, llame al (540)-373-2890."

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1.0 Introduction

This document describes the process the Fredericksburg Area Metropolitan Planning Organization (FAMPO) will undertake to identify and select transportation projects for inclusion in FAMPO's Transportation Improvement Program (TIP) and VDOT's Six Year Improvement Program (SYIP). The selection process outlined in this document will be used for all proposed projects using federal Surface Transportation Block Grant Program (STBG) funding.

FAMPO's STBG project selection is a cooperative process between the Fredericksburg MPO, the Virginia Department of Transportation (VDOT), the Department of Rail and Public Transportation (DRPT), and the Commonwealth Transportation Board (CTB). STBG project recommendations are selected and prioritized by FAMPO and submitted to the CTB for final approval.

The procedure for selecting and prioritizing includes the development of a candidate project list by the FAMPO Technical Advisory Committee (TAC). A numeric scoring procedure is used to score each candidate project, and the results of the scores and project recommendations are reported to the FAMPO Policy Committee for consideration. The results of the project scores, according to established criteria, are the basis of TAC recommendations. The FAMPO Policy Committee considers the recommendations from the TAC and selects the final recommended list of STBG projects. Amendments to 23 U.S.C. funded projects, particularly STBG funded projects, must be approved by the CTB. This project selection process, as outlined above, is consistent with 23 U.S.C. § 134.

2.0 Background

The STBG program is a source of flexible federal funding that enables states and regions to fund a wide variety of transportation projects. STBG funds are suballocated to U.S. Census-defined urbanized areas (UZAs) that have Transportation Management Area (TMA) designation. To attain TMA designation, a UZA must have a population greater than 200,000. As a portion of the Washington, DC-MD-VA UZA (which receives STBG funding as a TMA) lies within Stafford County, a Memorandum of Understanding (MOU) between the National Capital Region Transportation Planning Board (TPB) and FAMPO was developed in 2004 and updated in 2021 that details FAMPO's responsibility for allocating STBG funding that flows to the region due to the TMA.

2.1 Call for Projects

At its regularly scheduled September TAC meeting, a call for projects window will be opened every other year. In the off year, FAMPO TAC will make a recommendation to park the off-year funding until the call for projects is ready. If it is anticipated by staff that there is less than \$1,000,000 in STBG fund available for allocation, a call for projects process will not be opened. Available funding should be placed in an out-year reserve. Eligible applicants are encouraged to prepare application information and supporting documentation ahead of time. To maximize impact with limited regional transportation funding through the STBG program, project applications will be limited in accordance with the following tables:

More information on the STBG program can be found on the [FHWA fact sheet here](#).

2.2 Typical Annual Schedule

Month	Activity
September	Call for projects
October	Project applications, ongoing
November	Project submissions by end of month; staff to email application summary to TAC
December	No FAMPO committee meetings; screening and project scoring begins
January	Presentation of draft scoring and forecast allocations if possible
February	Receive budgets from VDOT; Review draft scoring
March	Presentation of final scores and draft allocations
April	Approve allocations
May	Approve allocations, if not completed in April
June	Allocation approval by the CTB

2.3 Special Call for Projects

In the event it is deemed necessary the TAC or FAMPO staff can propose a modified call for projects that will then be approved by the FAMPO Policy Committee.

2.4 Application Forms and Submission

Staff will make STBG project application forms available on the FAMPO website, sent to FAMPO committees via email, and shared via FAMPO committee agenda packets. Forms are web-based and will allow applicants to save information and return to their applications over time. Staff will provide fillable Word or PDF application forms upon request.

Applicants will be asked to indicate the primary project type (roadway, transit/TDM, or active transportation), the funding amount requested, and provide a comprehensive set of details that will allow staff to properly score each project.

At a minimum, staff will provide at least ten weeks from the start of the call for projects to the deadline for submission. A 30-day grace period will follow the application submission deadline for resolutions of support in the event a governing body meets shortly after the close of the call for projects window.

3.0 STBG Requirements, Eligibility, and Screening

3.1 STBG Funding Requirements

The provisions for STBG funds state that projects funded by STBG funds (whole or part) shall be federally obligated within 24 months of their allocation by the board and expended within 48 months of the obligation (total six years). If the defined timeframes are not met, the CTB may use the funds for any other project eligible under 23 USC 149.

- VDOT is responsible for distributing STBG funds. All projects must conform to established STBG guidance.
- The Federal share for most STBG-eligible projects is 80 percent.
- The STBG program operates on a reimbursement basis, so funds are not provided until work is completed.

Eligible recipients of STBG funds in terms of federal regulations in the Fredericksburg region include the City of Fredericksburg, Spotsylvania County, Stafford County, the Potomac and Rappahannock Transportation Commission (PRTC), FXBGO!, Virginia Railway Express (VRE), VDOT, DRPT, GWRC with the GWRideConnect program, and FAMPO for the use within the FAMPO region.

Typically, eligible projects include:

- Highway, bridge, transit & safe streets projects on the National Highway System & other federal-aid highways & repair work on off-system bridges
- Planning, design, or construction roadways
- Planning studies
- Road & bridge new construction & reconstruction
- Transit capital purchases
- Roadway & traffic safety improvements & programs
- Traffic monitoring, management & control facilities & programs
- Traffic safety studies & public information initiatives
- ITS improvements
- Infrastructure-based ITS capital improvements, including the installation of vehicle-to-vehicle infrastructure communication equipment
- Projects & strategies designed to support congestion pricing, including electronic toll collection & travel demand management strategies & programs
- Truck parking facilities (conditions apply)
- Recreational trails projects
- Pedestrian & bicycle projects (filling in short gaps in existing multimodal system)

Typically, ineligible projects include:

- Projects not on a local federal-aid route
- Preliminary design
- Sidewalk maintenance
- Sidewalk replacement due to water, service, sanitary or storm service lead work that is not associated with a road project
- Utility relocation
- Off-Street parking
- New streetscape or landscape items

3.2 FAMPO's Eligible Applicants

3.2.1 Eligible Applicants

Project Category	Eligible Applicants
Roadway	FAMPO jurisdictions
Transit/TDM	FAMPO jurisdictions and FAMPO area public transportation providers eligible to receive federal funds who provide service within or for the direct benefit to the TMA in Northern Stafford, for projects within or that service the TMA
Active Transportation	Stafford County, for projects within 1 mile of the TMA
Studies	FAMPO, FAMPO jurisdictions, and FAMPO area public transportation providers eligible to receive federal funds who provide service within or for the direct benefit to the TMA in Northern Stafford, for projects within or that service the TMA

3.2.2 Number of Applications

FAMPO Jurisdictions will receive five STBG applications, regardless of mode if they are an eligible applicant, they divide the five applications by mode as they see fit.

Other Eligible Agencies will receive three STBG applications, regardless of mode if they are an eligible applicant, they may divide the three applications by mode as they see fit. Other eligible agencies should consult the jurisdiction(s) about a proposed project(s) before submitting a list of projects and provide the documentation of the communication.

FAMPO staff may present a request for STBG Studies funds at any time throughout the fiscal year. The TAC must take action on the staff's proposal for consideration by the Policy Committee. FAMPO Staff can submit for a specific study project(s) with Policy Committee approval to be scored during the open call for projects.

3.3 Project Screening

3.3 Project Screening

After the submission deadline for the call for projects window, staff will first screen each project according to the criteria below and develop a list of discussion items to review with the applicant prior to full project scoring.

- Project meets all applicable requirements under Code of Federal Regulations and State policies
- Roadway, Transit and Active Transportation project are identified in a current adopted local, statewide, GWRC, agency plans, Transit Strategic Plan or the FAMPO Long-Range Transportation Plan
- Project application is complete, and all requested documentation/data is accounted for
- Project timeline and current phase
- The project has a complete scope
- Project has a simple sketch that defines the project limits/scope, area of the project, and basic design elements if possible
- Funding request is clear (i.e., applicant must indicate whether the STBG will be used as leveraged funding or to fund the project in whole)
- Reasonable data (including data required for the scoring analysis if applicable) and cost estimates are provided
- Committed funding is documented in a budget, CIP, other official document, or signed letter from a jurisdiction/agency chief administrative officer or finance department
- Total Project Cost with supporting documentation in CEWB or other VDOT/FAMPO provided cost estimation tool
- A resolution of support from the local governing body in the project location
Multi-jurisdictional projects must have a resolution of support from all jurisdictions where the project is located or will operate
- Transit projects require a letter of support from the governing or advisory body of the operator in addition to a resolution of support from the local government body where the project is located within 30 days of the submission.

Staff will complete a project screening form addressing the criteria above and schedule a meeting with each project applicant to review the screening forms. This meeting will be an opportunity to address outstanding application issues, provide additional documentation/data for the full project scoring process, and ask questions about schedule, scope, estimates, and the like. After the deadline for the call for projects closes, if FAMPO, the VDOT Fredericksburg District or, DRPT do not concur that a project cost estimate provided is reasonable, the applicant may revise the cost estimate or scope and resubmit the cost estimate/scope for the project. If VDOT Fredericksburg District or DRPT does not find the revised cost estimates reasonable and FAMPO staff concur with VDOT/DRPT, then the project will be removed from scoring consideration.

4.0 STBG Project Scoring

Once projects have been screened in, according to the criteria in Section 3, staff will score each application according to the tables in this section.

4.1 STBG Roadway Scoring

Measure Category	Measures	Points Available	Description	Data Source	Scoring
Congestion (20 Point)	LOS Severity	10	Forecast year no build Level of Service (LOS) (determined by highest V/C ratio figure)	VDOT P4P, Applicant	=Log (Project No Build Forecast V/C Ratio, Largest V/C Ratio Project) Highest daily user receives 10 points other projects scaled on log scale relative to highest project
	CMP Corridor	10	Determine if project is on or intersects with Congestion Management Process (CMP) corridor and incorporates strategies listed in the CMP	Current FAMPO CMP – Appendix 5	On or intersects with CMP Corridor: Yes = 1 Point per Strategy Implemented in the project No but implement CMP strategies = 0.5 Points Maximum 10 points

Safety Benefit (30 Points)	Crash Frequency	10	Count the number of crashes over most recent 5-year time period occurring within 0.25 mile of project, including crash severity (KABCO) See Appendix A	VDOT P4P Crash Modification Clearing House, Data Source: Virginia State Preferred Crash Modification Factor (CMF)	=Log (Project Total Crashes, Largest of List) Top scoring project to receives 10 points, other projects scaled on log scale relative to first project
	Crash Severity	10	KABCO Weighted Scale (Value): K (Fatal Injury): 4.0 A(Suspected Serious Injury): 2.75 B (Suspected Minor Injury): 2.25 C (Possible Injury): 2 0 (No Apparent Injury): 1 See Appendix A	VDOT P4P Crash Modification Clearing House, Data Source: Virginia State Preferred Crash Modification Factor (CMF)	Assign Weight K=4, A=2.75, B=2.25, C=2, O=1. Calculate weighted score based on crash frequency. =Log (EPDO Score, Largest of List) Top Scoring Project to receives 10 points other projects scaled on log scale relative to first project
	Crash Reduction	10	Multiply the Observed Total Crashes by the Crash Modification Factor of the Primary Countermeasure (the project countermeasure with the greatest crash reduction in the Virginia Preferred CMF list). Observed Crashes * Primary Countermeasure CMF = Predicted / Estimated Crashes Assign 10 points to largest (Exit 126) and multiply each Log by 10 for Point Value	VDOT P4P, Crash Modification Clearing House, Data Source: Virginia State Preferred Crash Modification Factor (CMF), applicant	=Log (Crash Reduction = Observed Crashes minus Predicted / Estimated Crashes), Largest of List) Top Scoring project receives 10 points other projects scaled on log scale relative to first project

Project Readiness (30 Points)	Existing or Previous Project	10	Is the project currently funded or partially funded in previous STBG, STBG or similar FAMPO allocated funds	FAMPO CMAQ, STBG, or similar adopted documents	Is this a currently underfunded project in the CMAQ, STBG, or CRP Budget? Yes, underfunded: 10 Points Yes, Next Phase of an Existing Project: 5 points No: 0 Point
	Phase	10	Preliminary Engineering, Right of Way, Construction, Cost Validation	Applicant	Construction-ready with VDOT validated or VDOT approved 3 rd party cost estimates = 10 points Construction-ready =7 points PE and ROW = 4 Points PE = 2 Points
	Percent of Leveraged Funding	10	Calculate total committed funding by the applicant (excluding FAMPO distributed federal funds) divided by the requested FAMPO contribution.	Applicant	Leveraged funding percentage: 1 Point per 5% of total project cost of match funding provided up to 10 points
Cost Effectiveness (10 Points)	Cost Effectiveness	10	Current AADT divided by the requested FAMPO contribution. For intersection projects, use highest AADT of intersecting roadways	P4P (Default), or an adopted study if provided by the applicant	=Log (Cost per user, lowest cost per user project) Lowest cost per user receives 10 points, other projects scaled on log scale relative to the first project

4.2 STBG Transit/TDM/Alternative Fuels Project Scoring

Measure Category	Measures	Points	Description	Data Source	Scoring
Reduces Congestion (20 Points)	Corridor V/C	10	Targeting congested corridors based on the highest V/C ratio segment of the route or closest parallel route(s).	Pathways 4 Planning, Applicant	Most Recent Year Corridor V/C: 1 point per 0.1 of V/C Maximum of 10 points
	CMP Corridor	10	Determine if project is on or parallel or intersects with Congestion Management Process (CMP) corridor	Current Adopted FAMPO CMP	On or intersects with CMP Corridor: On/ or parallel route to CMP corridor = 8 points Intersecting two CMP Corridors = 6 points Intersecting one CMP Corridor = 2 points Rail Project + 2 points Maximum 10 Points
Mobility Benefit (20 points)	Project Impact	10	Current or Potential Daily Users (Daily number of users or projected users that will use or directly benefit from the project)	Applicant, accepted study, or daily service or route volume	=Log (Daily User, Highest daily user project) Highest daily user receives 10 points other projects scaled on log scale relative to highest project
	Multimodal Accessibility	10	Connections served to other modes (Marked bus stop, train station, trail, P&R lot) within 0.1mi of project	VDOT P4P, Applicant, FAMPO Sourced	Point per Multimodal Connections (max 10): Train station, Bus Transfer Station, or P&R lot: 3 points per location Marked Transit Stop: 1 per stop >6' Improved Surface Trail/SUP Access Point: 1 access point Maximum 10 Points

Project Readiness (10 points)	Existing or Previous Project	10	Is the project currently funded or partially funded in previous CMAQ STBG or similar FAMPO allocated funds	FAMPO CMAQ, STBG, or similar adopted documents	Is this a currently underfunded project in the CMAQ, STBG, or CRP Budget? Yes, underfunded: 10 Points Yes, Next Phase of an Existing Project: 5 points No: 0 Points
	Phase	10	Preliminary Engineering, Right of Way, Construction/Operations/Capital, Cost Validation	Applicant with supporting resolution	Construction/Operations/Capital with DRPT validated or approved 3 rd party cost estimates = 10 points Construction/Operations/Capital = 7 points PE and ROW = 4 Points PE Only = 2 Points
User Cost (10 points)	Cost per Annual User	10	Total FAMPO requested funding divided by the number of the estimated annual users	Applicant with demonstrated user base on similar infrastructure	=Log (Cost per user, lowest cost per user project) Most cost-effective project receives 10 points, other projects scaled on log scale relative to the first project
Leverage Funding (10 Points)	Percent of Leveraged Funding	10	Calculate total committed funding from applicant (excluding FAMPO federal funds) divided by the requested FAMPO contribution.	Applicant with supporting resolution	1 point per 5% of total project cost of leveraged funding Maximum 10 points

4.3 STBG Active Transportation Project Scoring

Measure Category	Measures	Points	Description	Data Source	Scoring
Supportive Network Infrastructure (25 Points)	Supportive Infrastructure for SOV Trip Reduction	15	<p>Project overcomes a major obstacle: Limited access facility, Railroad, Major Stream, multi-lane roadway, including turn lane, center turn lane, and at-grade crossings.</p> <p>Connects to a major activity center include school, park/recreation facility, government facility, shopping center, or higher density residential/mixed use development (excludes single family detached homes)</p>	VDOT P4P, project study, project sketch, applicant, USGS, jurisdictions approved land use document, FAMPO sourced	<p>Overcoming Obstacles River/ Major Stream (USGS classification) or Railroad = 15 points Limited Access Highway or 6+ lanes of traffic = 10 Points 4 or 5 lanes of traffic or other identified stream = 7 points 3 lanes of through traffic = 3 points</p> <p>Connections: +1 point per adjacent activity center (see description) +2 points if within 0.25 of built network miles of a marked transit stop Maximum of 10 points total</p>
	GWRC Regional Greenway Feasibility Study and Plan	10	Determine if project is on adjacent or intersects with GWRC adopted plan	Current Adopted FAMPO or GWRC Regional Greenway Plan - Regional Greenway Feasibility Study and Plan	<p>On or intersects with Regional Greenway Plan segment.</p> <p>Current Planned Trail Segment = 10 Points Intersects with two different current or planned trail segments =7 points Intersects with one current or planned segments = 4 Points Within 0.25 linear miles of a current or planned segments = 1 points</p>

Safety Benefit (25 Points)	Bike/Ped Crashes	15	<p>Multiply the Observed Total Crashes by the Crash Modification Factor of the Primary Countermeasure (the project countermeasure with the greatest crash reduction in the Virginia Preferred CMF list).</p> <p>Assign 5 points to longest project and multiply each project by length by Log by 10 for Point Value (See Appendix).</p> <p>Assign points based on PSAP Map identified corridor.</p>	Applicant, P4P, VDOT Pedestrian Safety Action Plan	<p>Observed crashes = Log (Project Crash Reduction, Largest of List). Assign 5 point for the largest reduction</p> <p>Length = Log (Project length, Longest project). Longest receives 5 points</p> <p>PSAP Heatmap Cluster =5 points Statewide/District Top 1% = 4points Statewide Top 5% = 3 points District Top 5% = 2 points</p>
	Degree of Separation from Traffic and Roadway	10	<p>Degree to which the proposed project is separated from motorized vehicles</p> <p>Bike/SUP – https://nacto.org/wp-content/uploads/2016/05/2-4_FHWA-Separated-Bike-Lane-Guide-ch-5_2014.pdf</p> <p>Pedestrian Only - https://nacto.org/publication/urban-street-design-guide/street-design-elements/sidewalks/</p>	Applicant Sketch and Description	<p>Degree of separation: Complete separation = 10 Physical barrier = 6 Visual barrier with space = 2</p>

Project Readiness (20 Points)	Existing or Previous Project	10	Is the project currently funded or partially funded in previous CMAQ, STBG or similar FAMPO allocated funds	FAMPO CMAQ, STBG, or similar adopted documents	Is this a currently underfunded project in the CMAQ, STBG, or CRP Budget? Yes, underfunded: 10 Points Yes, Next Phase of an Existing Project: 5 points No: 0 Point
	Phase	10	Preliminary Engineering, Right of Way, Construction, Cost Validation	Applicant	Construction with VDOT validated or VDOT approved 3 rd party cost estimates cost estimates = 10 points Construction =7 points PE and ROW = 4 Points PE = 2 Points
Leverage Funding (10 Points)	Percent of Leveraged Funding	10	Calculate total committed funding from applicant including TAP funds (excluding FAMPO federal funds) divided by the requested FAMPO contribution.	Applicant with supporting resolution	1 point per 5% of total project cost of leveraged funding Maximum 10 points
Cost Effectiveness (10 Points)	Cost Effectiveness	10	Total numbers of annual users divided by the requested FAMPO contribution.	Applicant with demonstrated user base on similar infrastructure	=Log (Cost per user, lowest cost per user project) Most cost-effective project receives 10 points, other projects scaled on log scale relative to the first project

4.4 STBG Studies Project Scoring

Measure Category	Measures	Points	Description	Data Source	Scoring
<p>Planning Factors (10 Points)</p>	<p>Consistency with Federal Planning Factors</p>	<p>10</p>	<p>Does the study scope directly address the following:</p> <ol style="list-style-type: none"> 1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency; 2. Increase the safety of the transportation system for motorized and non-motorized users; 3. Increase the security of the transportation system for motorized and non-motorized users; 4. Increase accessibility and mobility of people and freight; 5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns; 6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight; 7. Promote efficient system management and operation; 8. Emphasize the preservation of the existing transportation system; 9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and 10. Enhance travel and tourism. 	<p>Applicant and current federal transportation legislation planning factors</p>	<p>1 Point per factor listed in the description</p>

Scope and Purpose (40 points)	Long Range Planning	10	Does the study or project address objectives in FAMPO's Long Range Transportation Plan?	Applicant and current FAMPO LRTP – Chapter 2	1 point per LRTP objective, maximum 10 points
	Funding Application Support	10	Will this study develop improvement recommendations for federal, regional, or state funding programs (SMART SCALE, TAP, CMAQ/STBG, Revenue Sharing, etc.)?	Applicant	Non-application number “or Slot” restricted Federal/Statewide (Raise/MEGA or similar) Grant = 10 points Application limited Federal/Statewide Grant (Smart Scale or similar) = 8 points Regional/Local Assistance Grants (CMAQ/STBG/CMAQ/TAP) =6 points
	VTrans Needs	10	Is there at least one VTrans Need (statewide or districtwide) in the project study area?	Interact VTrans web map and data	Priority 1 or 2 = 2 points per need Priority 3 or 4 = 1 point per need Maximum 10 points
	Metropolitan Planning	10	Does the study proposal support a Priority (2.0) from FAMPO's Unified Planning Work Program?	Applicant and current FAMPO UPWP	1 point per priority addressed Maximum 10 points
Leveraged Funding (10 Points)	Percent of Leveraged Funding	10	Calculate total committed non-FAMPO funding divided by project total cost	Applicant	Leveraged funding percentage: 1 point per 5% of total project cost of leveraged funding Maximum 10 points

5.0 Recommended Allocation and Distribution

5.1 Allocation Process

In order to establish an objective, clear process by which allocation and programming recommendations are made to the Policy Committee, the following steps and criteria will be used:

- 1) The VDOT Fredericksburg District will provide to the TAC a detailed document with leftover funds from completed STBG projects. Projects nearing completion that are likely to have excess funds in a previous year available for transfer to another project will also be detailed by District staff. This documentation should be presented to the TAC at its February meeting.
 - a) No balance should remain for previous years.
 - b) Projects and studies with funds in previous years that have not begun should be reviewed by the TAC to determine whether to keep funding on the project or transfer the funding to an active project.
- 2) Next fiscal year (the first year of the forthcoming SYIP) will be fully funded with no STBG funds in the balance entry.
 - a) Active projects eligible to receive funding in the first year of the SYIP can receive existing balance entry funds and donate mid- or out-year STBG funds on a dollar-for-dollar basis.
- 3) A 5% reserve set aside will be established for each fiscal year of years 2-6 of the SYIP.
 - a) In the event of a STBG budget decrease, this step may be skipped in order to keep existing, active projects fully funded.
- 4) Initial dedicated annual allocation per fiscal year for the FAMPO staff federal planning requirements. FAMPO's STBG allocation shall be based on FY28 \$100,000 and then indexed on the percentage STBG increase for each of the following fiscal year for the call for project.

FAMPO staff will receive funds to assist with the development of the FAMPO Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), and other federally required planning procedures (e.g. Transportation Management Area, etc.).

- 5) Before adding new projects, fund existing STBG projects up to an additional 10% of the existing funding amount as requested by the recipient subject to the following:
 - a) The most STBG funding any one project can receive is limited to two times the annual average existing STBG budget.
 - b) Any single project may not be allocated more than 50% of any one year's STBG budget.
 - c) Single project requests cannot be for more than the 10% of the furthest fiscal year (FY) total funding amounts available during a call for projects.
- 6) In assessing the existing funding allocation outlay, projects with CMAQ and STBG funds can receive/donate either funding type for flexibility in keeping projects fully funded and on schedule.
- 7) After assessing existing STBG projects, the following budgets by mode will be utilized for new project applications:
 - a) Roadway – 60%; Transit/TDM – 15%; Active Transportation (TMA) – 15%; Studies – 10%
- 8) If no eligible project is submitted in a modal category (Roadway, Transit, or Active Transport or Studies), then the percentage set-aside for that mode will be redistributed by weighted the modal split percentage outlined above with the redistributed funding category removed. These percentage budgets will generally be for the out-year of the SYIP, but should funding be available in a mid-year (between years 2-5), that amount of funding will be accounted for in developing the percentage breakdown by mode. This applies to all new funding available. Utilizing the amounts of funding established from the percentage breakdown by mode in Step 7, fund top-scoring projects up to their requested amounts first.
 - a) The most funding any one project can receive is limited to two times the annual average existing SYIP STBG budget.
 - i) Any single project may not be allocated more than 50% of any one year's modal CMAQ budget or
 - ii) If only one project is submitted for any one mode, there is no maximum amount of funding in any single year that project can receive.
 - b) If the top-scoring project in each mode can be funded up to its requested amount or reaches the 50% annual budget cap, continue to fund new projects by score in accordance with the remaining funds by mode.

- c) When there is no longer enough funding to cover new projects (by mode), the TAC will recommend the sum of the remaining STBG funding be placed in the out-year balance entry for future allocation or added to a new project in any mode.

5.2 Funding Shortfalls and Unused Funding

If the cost/annual allocation and/or scope of a project change by less than 10% of the initially funded STBG allotment on any one STBG funded project, the project sponsor should notify the TAC Chairman and FAMPO Administrator with a request and justification for a change in funding. The TAC must review the request and recommend use of the reserve account or, if possible, commit future year funding to preserve the project. Otherwise, if the cost/annual allocation and/or scope of the project change by more than 10% of the originally allocated STBG funds, project sponsors must submit a new application.

FAMPO Policy Committee may review the request and may recommend one or any combination of the following:

1. Scale back the project
2. Use Local funds
3. Use STBG reserve account funds
4. Use existing STBG funds from another project
5. Use future STBG allocations
6. Drop the project

If there are unused STBG funds allocated to a project that has been completed or canceled, within 180 days after the project has been completed or canceled, the project sponsor (locality or agency) will request that the available funds be transferred to the STBG balance entry.

Should a surplus of STBG allocations on a project occur as a result of an award of funding from other programs, such as SMART SCALE, Revenue Sharing, Transportation Alternatives, etc., within 90 days after VDOT or DRPT confirms that an approved STBG project is overfunded due to receipt of funds from other programs, the project sponsor (locality or agency) will request any STBG funds in excess of what is needed to fully fund the project be transferred to the STBG balance entry.

In the event a project has been allocated STBG from FAMPO and those allocations are subsequently removed due to the project being fully funded from other sources, the project will retain its status as a previously approved STBG project should it require additional funding from the FAMPO STBG balance entry at a later date to cover a cost overrun. The project will not be rescored if the additional cost overrun is 10% or less than the original FAMPO funded amount and may receive funding approval upon recommendation of the TAC and approval of the Policy Committee. If the requested cost increase is over 10%, the project shall be resubmitted in a call for projects and be rescored with new project or the Policy Committee shall direct FAMPO staff to allocate funds.

Any institution receiving an annual allocation via the STBG Project Selection Process that does not spend the full allocation by the end of the fiscal year will have the unspent balance transferred to the balance entry for reallocation by the TAC to other projects in the next call for project cycle unless a request is approved the Policy Committee to extend funding past the end of the fiscal year.

5.3 New Funding

Prior to additional new funding amounts becoming known or available, the TAC may identify an area of regional critical need in which the TAC recommends where future new funding could be distributed should additional funds become available. This shall be done before the close of the call for projects, often occurring in November. All funds will be applied to existing projects or projects scored in the current call for projects round.

If there is no identified area critical need, new funding shall be distributed first by the requirements of the funding source and then by the funding distribution outlined in the methodology above in sections 5.0 and sections 5.1.