



Funding the Right  
**Transportation Projects**

# HB2 Application Guide

*prepared for*

Commonwealth Transportation Board

*date*

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# 1.0 Introduction

## 1.1 PURPOSE OF THIS DOCUMENT

The purpose of the Application Guide is to provide detailed information on the HB2 application process and inputs needed for project screening and scoring. A copy of the pre-application coordination form is attached to this guide and is available for download. Applicants can use this worksheet to compile all data and information necessary to complete the online application. This pre-application form may also be used to discuss project-related application questions and share compiled data to be used for the application. The Application Guide gives an overview of key inputs needed to complete the application to assist in this process.

## 1.2 OVERVIEW OF THE HB2 PRIORITIZATION PROCESS

HB2 requires the Commonwealth Transportation Board (CTB) to develop and implement a quantifiable and transparent prioritization process for making funding decisions for capacity and safety-enhancing projects within the Six-Year Improvement Program (SYIP). The HB2 [Policy Guide](#) provides the background and details of the methodology for implementing the prioritization process.

Candidate projects will be solicited from eligible entities beginning in August of each year, with project applications due September 30<sup>th</sup>. From there, the Office of Intermodal Planning and Investment (OIP), Virginia Department of Transportation (VDOT), and Department of Rail and Public Transportation (DRPT) staffs will screen, review, and evaluate the projects per the HB2 process from October through early January. By mid-January, the list of projects and scores will be released to the public and the CTB, allowing the CTB to consider the evaluated project lists for inclusion in the SYIP. In April, the draft SYIP will be released by the CTB, followed by public hearings to gather input. In June, the revised final SYIP will be released and considered for adoption by the CTB. The following July, the next year's process begins again.

The HB2 application, screening, and project evaluation and scoring methods will be reviewed and potentially updated on an annual basis. This review will consider the availability of new analysis tools or data and general feedback from project applicants, the HB2 review team, and the CTB on the overall strengths and weaknesses of the entire process.

More information can be found at the following website: <http://virginiahb2.org>.

## 1.3 APPLICATION

A pre-application coordination form is available for potential applicants to download and print prior to submitting application information online. The purpose of this form is to provide the potential applicants with a clear understanding of the information and data that will be required for submission in the online application.

Once the applicant is ready to submit, the online application can be completed and submitted via the following website:

<http://www.virginiahb2.org/>

- Eligible entities must identify a staff person to serve as the Administrator for the online HB2 application system.
- Designated Administrators will be provided login credentials via email. If the Administrator experiences any problems they should submit an email to HB2@CTB.Virginia.gov.
- For the online application, visit the link provided at <http://www.virginiahb2.org/>. Those that have completed the pre-application coordination form may transfer the information and data from the document in to the on-line application..
- ***Note: The organization Administrator and Submitter will receive and email confirmation that the application submission has been received.***

Applicants will be required to provide the following information when submitting a project:

- Point of contact – Metropolitan Planning Organization (MPO), Planning District Commission (PDC), or locality (county, city, or town) project specific contact. This person will be contacted by OIPI, VDOT, or DRPT with any questions on the content of the application during the screening and scoring process.
- Who will administer project? – The project applicant should confirm with VDOT or DRPT prior to submission if the project is to be locally administered. This impacts the role of the applicant and VDOT or DRPT in developing project cost estimates.
- Project priority (if submitting more than one) – If the applicant is submitting more than one project, they must rank each project in priority order. During the evaluation process, VDOT and DRPT will evaluate the highest ranked priority projects first.
- Detailed project description/scope – The scope should define the limits of the project, its physical and operational characteristics, and physical and/or operational footprint (see details in Section 2).

- Project sketch (see Section 2.3 for an example), or operational transit routes or rail-line maps.
- Project status, cost estimate and duration by phase – Cost estimate should be as realistic as possible – considering known information and should account for possible risk and contingencies. Anticipated schedule should be realistic and reflect complexity of project and identify phase durations (PE, RW, CN or other entered milestones). Please refer to the details presented in Section 4.
- Measure information related to Accessibility, Economic Development, Environment, and Land Use factors
- Amount of HB2 funding requested – The cost estimate reflects to total implementation cost for the project. This input details the total project cost share to be covered by HB2 funding.
- Description of any non-HB2 funding committed to project- – For the remainder of project funding, the applicant should describe the funding sources involved.

Any applicable supporting documents (local resolutions, plans, studies, etc.) beyond the documents required in the information above can also be uploaded. The more relevant information provided for a project, the more robust and efficient the scoring process. Note, however, providing the succinctly relevant portions of reports rather than the entire document is preferred.

Additional information on the specific information required to complete an application is contained in this Application Guide.

Ultimately the final application for each project must be submitted prior to the September 30th deadline. A key guiding theme in developing the application was that it should not require applicants to invest significant time and resources for submission of project information, or require the use of consultants to develop an eligible application. VDOT and DRPT staff will be available to provide support and tools for applicants in compiling data and information needed for application. For more information on who can submit an application, please see Table 2.1 of the HB2 [Policy Guide](#).

## 1.4 SCHEDULE/DEADLINES

The application and evaluation process timeline for the first HB2 implementation cycle includes:

- **July** – Early coordination with DRPT and VDOT prior to application submissions.
- **August 1** – Call for applications and notification of estimated amount and types of funding available.
- **August through September** – Applicants coordinate with DRPT staff and VDOT District staff on candidate projects and submit applications.

- **September 30** – Applications due. All applications will be made public after the deadline to submit has passed. Applications may be edited after they are submitted up until the end of the application period, September 30, 2015. No additional information may be submitted after September 30, 2015 for consideration in this HB2 Cycle, except that resolutions of support from relevant entities may be submitted to [HB2@CTB.Virginia.gov](mailto:HB2@CTB.Virginia.gov) up until December 1, 2015.
- If the project is submitted to promote a locally designated growth area with a code reference to the Code of Virginia (§15.2-2223.1), the project applicant submitter must confirm with OIPI prior to October 1<sup>st</sup> the validity of the code reference or the status of the designated Urban Development Area in the jurisdiction's current comprehensive plan.
- **October through January** – Submitted projects are screened and evaluated by OIPI, VDOT and DRPT.
- **Mid-January** – Results of HB2 screening/scoring presented to CTB and public.
- **February through June** – HB2-funded projects will follow existing public comment period and SYIP approval process.

## 1.5 APPLICATION ASSISTANCE

For highway projects, localities should work initially with the VDOT RA/RE, and regional entities (MPOs/PDCs) should work with the PIM/DPM to address questions and compile information. Depending on the project, district resources will be made available to assist with refining project scopes, schedules, and estimates. These resources may include the District Project Development Engineer (PE Manager), District Bridge Engineer, District Construction Engineer, Regional ROW Manager, District Traffic Engineer/ Operations, and District Planning Manager (DPM).

A list of VDOT and DRPT contacts is shown in Table 1.1 below and will also be available through the on-line application.

**Table 1.1** VDOT Representatives: Highway Projects

VDOT District	Representative	Phone	Email Address
Bristol	Donny Necessary	276-669-9956 ex. 256	<a href="mailto:Donald.Necessary@VDOT.Virginia.gov">Donald.Necessary@VDOT.Virginia.gov</a>
Culpeper	Dan Painter	540-829-7687	<a href="mailto:Daniel.Painter@VDOT.Virginia.gov">Daniel.Painter@VDOT.Virginia.gov</a>
Fredericksburg	Allison Richter	540-899-4103	<a href="mailto:Allison.Richter@VDOT.Virginia.gov">Allison.Richter@VDOT.Virginia.gov</a>
Hampton Roads	Dawn Odom	757-925-1581	<a href="mailto:Dawn.Odom@VDOT.Virginia.gov">Dawn.Odom@VDOT.Virginia.gov</a>
Lynchburg	Rick Youngblood	434-856-8331	<a href="mailto:Rick.Youngblood@VDOT.Virginia.gov">Rick.Youngblood@VDOT.Virginia.gov</a>
Northern Virginia	Andy Beacher	703-259-2239	<a href="mailto:Andrew.Beaucher@VDOT.Virginia.gov">Andrew.Beaucher@VDOT.Virginia.gov</a>
Richmond	Mark Riblett	804-524-6151	<a href="mailto:Mark.Riblett@VDOT.Virginia.gov">Mark.Riblett@VDOT.Virginia.gov</a>
Salem	Michael Gray	540-375-3565	<a href="mailto:Michael.Gray@VDOT.Virginia.gov">Michael.Gray@VDOT.Virginia.gov</a>
Staunton	Terry Short	540-332-9057	<a href="mailto:Terry.ShortJR@VDOT.Virginia.gov">Terry.ShortJR@VDOT.Virginia.gov</a>

For transit and rail projects applicants should work with the applicable DRPT Project Manager, listed in Table 1.2 below:

**Table 1.2** DRPT Representatives  
*Transit/Rail Projects*

DRPT Project Manager	Representative	Phone	Email Address
Rail	Jeremy Latimer	804-225-4016	<a href="mailto:Jeremy.latimer@drpt.virginia.gov">Jeremy.latimer@drpt.virginia.gov</a>
Transit (Central)	Patrice Strachan	804-786-7940	<a href="mailto:Patrice.strachan@drpt.virginia.gov">Patrice.strachan@drpt.virginia.gov</a>
Transit (Hampton Roads)	Steven Hennessee	804-225-4157	<a href="mailto:steven.hennessee@drpt.virginia.gov">steven.hennessee@drpt.virginia.gov</a>
Transit (Southwest)	Neil Sherman	804-786-1154	<a href="mailto:neil.sherman@drpt.virginia.gov">neil.sherman@drpt.virginia.gov</a>
Transit (NoVa)	Todd Horsley	703-259-2117	<a href="mailto:todd.horsley@drpt.virginia.gov">todd.horsley@drpt.virginia.gov</a>

## 2.0 General Project Information

Projects submitted as candidates for HB2 funding will be held to a basic standard of development to assure that they can be evaluated reliably. VDOT and DRPT intend to provide support to project submitters prior to entering applications to help applicants understand and meet expectations. Project applicants are encouraged to initiate coordination with VDOT and DRPT staff prior to the application period to ensure that candidate projects are adequately developed.

Certain projects that are based on conceptual planning-level recommendations and have not been formally scoped or defined, may require additional planning/pre-scoping level work before their benefits can be adequately assessed according to the HB2 factors and measures. Planning and pre-scoping resources exist within VDOT, DRPT, localities, regional planning bodies, and some other entities (e.g., SPR, PL, Pre-scoping, FTA 5303, FTA 5304, etc.). However, resources are unlikely to be sufficient to fund every potential request for assistance for project development related to the HB2 process. In these cases, VDOT/DRPT may recommend to applicant the need for additional study prior to HB2 submittal.

### 2.1 APPLICANT INFORMATION

Non-profit public transportation agencies, and regional entities (Metropolitan Planning Organizations (MPO), the Northern Virginia Transportation Authority, and Planning District Commissions (PDCs)) are eligible to submit projects, along with counties, cities, and those towns that maintain their own infrastructure. A summary of the entities eligible to submit projects for HB2 is presented in Table 2.1 of the HB2 [Policy Guide](#).

In addition to the applicant name, the application will request a **Project Point of Contact**. This person should be able to provide general project information, particularly during the pre-application phase when questions about the project's completed level of planning are being addressed.

### 2.2 TYPE OF IMPROVEMENT

Highway, bus and rail transit, freight rail, road, operational improvements and transportation demand management projects and strategies will be considered. In the Pre-Application Coordination Form, the applicant will be asked to main or primary intent of the project. In addition, the Project Improvements section of the application provides a list of types of improvements that are associated with the project application.

For more information on project eligibility, please see the HB2 [Policy Guide](#): Section 2, Project Eligibility and Application Process; Section 4, Project Evaluation and Rating; and, Section 5, CTB Prioritization and Programming.

## 2.3 PROJECT DESCRIPTION

Projects submitted must have a clear scope, schedule, and budget. The Project Description should provide specific details of the proposed project and associated improvements, and describe the specific improvements and their location. The Project Description field in the on-line application has a 2,000 character limit.

More information will need to be provided regarding the phasing, schedule, and cost estimate in the section of the application titled Project Delivery/Funding.

At a minimum, the scope should define the limits of the project, its physical and operational characteristics, and physical and/or operational footprint.

Examples of adequate and inadequate scope descriptions are shown in Table 2.1.

**Table 2.1 Examples of Project Scope Description**

Adequate Scope/Description	Inadequate Scope/Description
Improve I-64/95 interchange by extending the NB to EB ramp by 1000ft and widen NB right shoulder by 4ft	Improve I-64/95 interchange
Add one additional GS-1 through lane in each direction from Rt 602 to Rt 1 and construct dual left turn lanes WB at the Rt 1 intersection.	Widen Route 58
Install signal system at the intersection of Route 49 and 610. Construct 200ft right turn lane and 200ft taper and provide crosswalk and pedestrian heads at new signal.	Improve intersection to address congestion

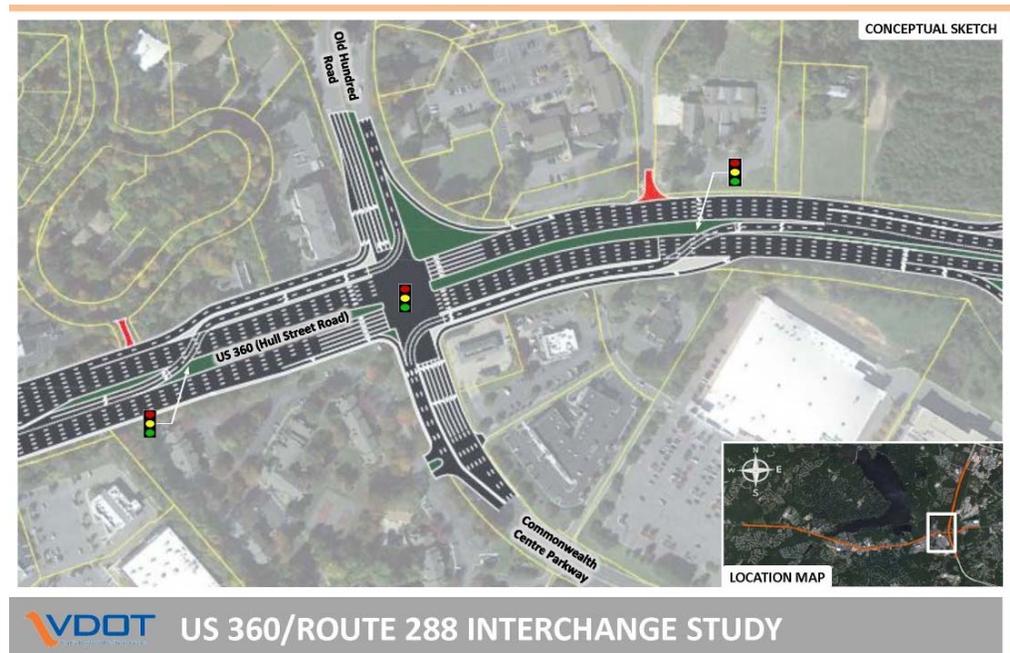
A further example of an adequate scope description is provided below:

**PROJECT DESCRIPTION**

- » Existing traffic demand exceeds the intersection’s capacity in the afternoon and morning peak periods with total entering traffic volumes of 6,400 and 8,800 vehicles per hour, respectively.
- » WB US 360 traffic is constrained due to the spacing between the signalized intersection and the Route 288 interchange (2,300 feet). As a result, the afternoon WB queue extends east beyond the SB Route 288 off-ramp onto mainline Route 288 creating a safety issue.
- » The proposed improvement includes constructing a displaced left-turn (DLT) intersection, which consists of displacing the left-turn movements on US 360 at Commonwealth Centre Parkway to new signalized intersections on either side of Commonwealth Centre Parkway.
- » The improvement also includes adding a third left-turn lane from NB Commonwealth Centre Parkway to WB US 360.

A project sketch, plan, or drawing of infrastructure improvements or maps of routes or rail-lines with transit, freight and operational improvements should be uploaded to document the project location and features, as illustrated in Figure 2.1.

Figure 2.1 Example of Project Sketch



## 2.4 VTRANS2040 NEED

OIPI is leading the effort to develop and implement the Statewide Transportation Needs Assessment process as part of the VTrans Multimodal Transportation Plan (VMTP). The VMTP, along with the VTrans Vision Plan make up the overall Statewide Transportation Plan, VTrans2040. One of the key purposes of the Needs Assessment is to serve as a screen for projects applying for consideration through HB2.

All projects submitted for the HB2 process must pass through an initial screening process. This initial screening process is a critical step because it links the planning and programming processes to ensure the overarching transportation goals of the CTB are advanced. If a project does not meet a capacity and operations need or a safety need under the Transportation Needs Assessment of VTrans2040, it will not move forward in the HB2 process. The Transportation Needs Assessment will assess the State's transportation needs at three scales, listed below, and will include a statewide assessment of safety needs:

- Corridor of Statewide Significance (CoSS)- - Interregional or interstate travel market
- Regional Networks - Intraregional travel market

- Urban Development Areas (UDAs) – Local activity center market

For projects to advance under the District Grant Program (as defined in § 33.2-371), they must meet a need on:

- A Corridor of Statewide Significance
- A Regional Network
- An Urban Development Area
- A Statewide Safety Need

For projects to advance under the high priority projects program (as defined in § 33.2-370), they must meet a need on:

- A Corridor of Statewide Significance
- A Regional Network

In the on-line application, the applicant will be required to select the appropriate scale (or scales) in which the project meets a VTrans need. The applicant will also be able to describe how the proposed project meets a VTrans need on any of the scales selected (Corridors of Statewide Significance, Regional Network, Urban Development Area, and/or Safety).

Details on HB1887 funding sources and project eligibility are provided in Section 2.1 of the [Policy Guide](#). Details on the screening process are provided in Section 2.2 of the [Policy Guide](#).

## 2.5 PROJECT LOCATION

As part of the application, the applicant is requested to use the *MapIt* tool (embedded in the on-line application) to identify the project area (footprint or service limits). VDOT and DRPT will use the mapped project location for multiple aspects of the project analysis, including the safety, congestion, and accessibility measures. The project sketch, plan, or drawing of infrastructure improvements should match the limits of the area(s) drawn. For transit, TDM, rail and operational projects drawn to cover larger geographical areas, maps of coverage, routes or rail-lines with operational improvements should be uploaded to document the project affected location(s) and features details.

## 3.0 Evaluation Factor Inputs

Detailed descriptions of the methodology that will be used to evaluate projects is contained in Appendices A through F of the HB2 [Policy Guide](#). The following is an overview of the specific inputs that will need to be provided to complete the application.

### 3.1 SAFETY AND CONGESTION

The safety and congestion factor areas contain measures that will be calculated by VDOT and DRPT staff using information provided on the project description and location.

**Measures S.2, C.1, and C.2-** – If the project is located on a non-VDOT roadway facility, the project applicant must provide existing (most recent year available) AADT by roadway segment within the project limits.

### 3.2 ACCESSIBILITY

**Measure A.3-** – The applicant needs to respond Yes or No to each of the questions noted in Table 3.1. (additional space is provided in the application to explain the response if not clear in project scope)

**Table 3.1 A.3 – Access to Multimodal Choices**  
*Applicant Information*

Project Type (Mode) and Characteristics	Applicant Response
Project includes transit system improvements or reduces delay on a roadway with scheduled peak service of 1 transit vehicle per hour.	Yes/No
Project includes improvements to an existing or proposed park-and-ride lot. Examples include: new lot, more spaces, new or improved entrance/exit, technology (payment, traveler information).	Yes/No
Project includes construction or replacement of bike facilities. For bicycle projects, off-road or on-road buffered or clearly delineated facilities are required.	Yes/No
Project includes construction or replacement of pedestrian facilities. For pedestrian projects, sidewalks, pedestrian signals, marked crosswalks, refuge islands, and other treatments are required (as appropriate).	Yes/No
Project includes improvements to existing or new HOV/HOT lanes or ramps to HOV/HOT.	Yes/No
Project provides real-time traveler information or wayfinding specifically for intermodal connections (access to transit station or park and ride lot).	Yes/No

Project Type (Mode) and Characteristics	Applicant Response
Project provides traveler information or is directly linked to an existing traffic management center (TMC) network or ITS architecture.	Yes/No

### 3.3 ENVIRONMENT

**Measure E.1** – The applicant needs to respond Yes or No to each of the questions noted in Table 3.2. (additional space is provided in the application to explain the response if not clear in project scope)

**Table 3.2 E.1 – Air Quality and Energy Environmental Effect**  
*Applicant Information*

Project Type (Mode) and Characteristics	Applicant Response
Project includes construction or replacement of bike facilities. For bicycle projects, off-road or on-road buffered or clearly delineated facilities are required.	Yes/No
Project includes construction or replacement of pedestrian facilities. For pedestrian projects, sidewalks, pedestrian signals, marked crosswalks, refuge islands, and other treatments are required (as appropriate).	Yes/No
Project includes improvements to rail transit or passenger rail facilities.	Yes/No
Project includes improvements to an existing or proposed park-and-ride lot. Examples include: new lot, more spaces, new or improved entrance/exit, technology (payment, traveler information).	Yes/No
Project includes bus facility improvements or reduces delay on a roadway with scheduled peak service of 1 transit vehicle per hour.	Yes/No
Project reduces traffic delay at a congested intersection, interchange, or other bottleneck with a high percentage of truck traffic (greater than 8 percent of AADT).	Yes/No
Project includes improvements to freight rail network or intermodal (truck to rail) facilities/ports/terminals.	Yes/No
Project include special accommodations for hybrid or electric vehicles, or space or infrastructure for electric vehicle parking/charging).	Yes/No
Project includes energy efficient infrastructure or fleets, including: hybrid or electric buses, LED lights and signals, electronic/open road tolling, alternative energy infrastructure (e.g., roadside solar panels).	Yes/No

### 3.4 ECONOMIC DEVELOPMENT

**Measure ED.1-** – The focus of this measure is on project consistency/support of local/county/PDC/regional economic development plans and support of real, planned non-residential development (residential-only developments are not considered) within the project corridor (what is included in the project corridor is clarified in steps below). Project assessment is based on the use of a checklist,

which is shown in Table 3.3 below. Validation (a brief narrative) of the existence of the actions in the checklist is included as part of the project application. Detail to support development of a response to each question follows Table 3.3.

**Table 3.3 ED.1 – Project Support for Economic Development**  
*Applicant Information*

Question	Response
1. Transportation project consistency with local Comprehensive Plan or local Economic Development Strategy	Consistent with/ Referenced in
2. Transportation project consistency with Regional Economic Development Strategy	Consistent with/ Referenced in
3. Development project consistent with local comprehensive plan's (future land use or zoning map, and or zoning code/ordinance	Consistent with/ Referenced in
4. Development project site plan status	Submitted or Approved
5. Development project site utilities status (sewer/water, broadband, etc...)	Programmed or In place

Note: To help facilitate VDOT/DRPT review of the response to questions 1 – 3, the project submitter is requested to attach any referenced documents (or relevant portions).

**Question 1 Guidance:** To determine whether a project is consistent with a local Comprehensive Plan or local Economic Development Strategy, the project applicant should conduct the following steps:

Step 1: Identify the local Comprehensive Plan or local Economic Development Strategy for the geographic area in which the transportation project is proposed (the strategy or goals may be found in a stand-alone document or as part of another document, such as a comprehensive plan).

Step 2: Review the goals, objectives and strategies noted in the document(s).

Step 3: Review the document to determine if the proposed transportation project is specifically cited in the document(s) as a key project desired to support local/regional economic development.

Step 4: Categorize the proposed project as follows:

- If the proposed transportation project is specifically mentioned as a key project in at least one of the local Comprehensive Plan or local Economic Development Strategy documents, the project is considered “referenced in”
- If the proposed transportation project clearly supports an economic development objective or strategy, that project is considered “consistent”

**Question 2 Guidance:** To determine whether a project is consistent with the Regional Economic Development Strategy, the project applicant should conduct the following steps:

Step 1: Identify the Regional Economic Development Strategy for the geographic area in which the transportation project is proposed (the strategy or goals may be found in a stand-alone document or as part of another document).

Step 2: Review the goals, objectives and strategies noted in the document(s).

Step 3: Review the document to determine if the proposed transportation project is specifically cited in the document(s) as a key project desired to support local/regional economic development.

Step 4: Categorize the proposed project as follows:

- If the proposed transportation project is specifically mentioned as a key project in the Regional Economic Development Strategy, the project is considered “referenced in”
- If the proposed transportation project clearly supports an economic development objective or strategy, that project is considered “consistent”

**Question 3 Guidance:** To determine whether each development site (do not include residential only developments) within the project corridor (1 mile buffer) is consistent with the local Comprehensive Plan future land use or zoning map, and or zoning code/ordinance, the project sponsor should conduct the following steps:

Step 1: Identify the local Comprehensive Plan future land use or zoning map, and the zoning code/ordinance for the geographic area in which the transportation project is proposed.

Step 2: Review future land use or zoning map and or zoning code/ordinance for the project area.

Step 3: List each development site within 1 mile of the project corridor (do not include residential only developments) and for each, provide the projected square footage and distance from the project corridor.

Step 4: Categorize each development site as follows:

- Is the development project specifically mentioned as a key project in the local comprehensive plan?
- Is the development project considered “consistent” with the local comprehensive plan (future land use or zoning map) and or zoning code/ordinance?

**Question 4 Guidance:**

To assess development project site plan status, the applicant must provide information regarding the status of development review and approval of development projects adjacent to the project corridor (for the same set of

development projects identified in Question 3). The information required in the application includes:

- Has the development site plan been “approved”? (or the equivalent, dependent upon local terminology)
- Has the site plan been “submitted”?

**Question 5 Guidance:**

To assess each development project site’s (for the same set of development projects identified in Question 3) utility provision status, the applicant must provide information regarding utility systems and provision, including current and planned utilities for each individual development site.

- Does the development project site have utilities (sewer/water, broadband, etc...) that have been programmed?, or
- Does the development project site have utilities (sewer/water, broadband, etc...) that are in place?

A summary of all information required for the transportation project and each associated development project within the project corridor, and the corresponding points awarded, is provided in Table 3.4 below.

**Table 3.4 ED.1 – Project Support for Economic Development, Summary of Project Inputs**

Economic Development (ED.1)		Tools – Use Google Earth or tool such as – <a href="http://www.freemaptools.com/area-calculator.htm">http://www.freemaptools.com/area-calculator.htm</a>				
Question 1 Transportation Project consistency with Local Comprehensive Plan/Economic Development Strategy	Question 2 Transportation Project consistency with Regional Economic Development Strategy	Question 3 Development consistent with Comprehensive Plan/Zoning	Question 4 Development site plan status	Question 5 Development site utilities status	Development proposed (or projected) building square footage	Distance from Project
Transportation Project	Consistent With / Referenced In	Consistent With / Referenced In				
[Site 1 Name]			Consistent With / Referenced In	Submitted / Approved	Programmed / In place	Total sf mi.
[Site 2 Name]			Consistent With / Referenced In	Submitted / Approved	Programmed / In place	Total sf mi.
[Site 3 Name]			Consistent With / Referenced In	Submitted / Approved	Programmed / In place	Total sf mi.
[Site 4 Name]			Consistent With / Referenced In	Submitted / Approved	Programmed / In place	Total sf mi.
[Site 5 Name]			Consistent With / Referenced In	Submitted / Approved	Programmed / In place	Total sf mi.

### 3.5 LAND USE AND TRANSPORTATION COORDINATION

**Measure L.1** – Projects applications should indicate the project’s ability to address the policy and planning criteria listed in Table 3-4. A project is assessed for how well the project (or the jurisdiction or region that the project is located in) addresses the land use evaluation questions. With the exception of the question regarding in-fill development, points are assessed based on yes/no responses. VDOT/DRPT staff will review the project application against these criteria to confirm consistency. See the guidance provided for specific steps and resources to support response to the evaluations questions in Table 3.5.

**Table 3.5 L1 – Land Use Policy Consistency/Transportation-Efficient Land Use Support**  
*Applicant Information*

Policy and Planning Criteria	Applicant Response
1. Does the project promote walkable/bicycle friendly, mixed-use development?	Yes/No
2. Does the project promote in-fill development?	Yes/No
3. Is there a locally/regionally adopted corridor/access management plan for the project area that addresses interparcel connectivity and exceeds VDOT's minimum spacing standards?	Yes/No

For all questions, applicants should provide associated documentation and rationalization for “Yes” answers. HB2 staff will review the application details and clarify information with submitters as necessary.

**1. Does the project promote walkable/bicycle friendly, mixed-use development?**

To answer “Yes,” you should be able to answer “Yes” to both A and B questions below:

- a. Is the project buffer area (¼ mile) zoned for, or indicated on future land use maps, as “mixed use,” or the equivalent.
- b. Does the project add or improve pedestrian or bicycle facilities and/or operations? Or does the project add or improve transit facilities and/or operations?

To support the applicant response, more information about the types of projects that would be appropriate for “Yes” responses is provided below, please use this information to assess the project and the land use at/adjacent to the project.

*Assessment of a Project or Project Component*

Question 1A. To confirm that the proposed project is within or directly adjacent to a place zoned for mixed use development, please follow the steps below:

- Step 1: Draw a ¼ mile buffer around the project boundaries.
- Step 2: Review the existing zoning and planned land use: Is any of the land within the buffer drawn in Step 1 above currently zoned as mixed use or does the future land use plan for the jurisdiction identify any of the land within the buffer as planned mixed-use development?

Question 1B. To assess if the project “enhances a walkable/bicycle friendly environment” the guide provides the following examples of project types below:

- Bicycle and pedestrian facilities. Does the project incorporate facilities to improve bicycle and pedestrian mobility and safety? For example, bicycle projects could include off-road or on-road buffered or clearly delineated

facilities. Pedestrian projects examples might include pedestrian signals, marked crosswalks, refuge islands, and other treatments are required (as appropriate). For more information, you may also refer to DRPT Multimodal System Design Guidelines, Chapter 6 “Key Intersection Elements for Transit, Pedestrians and Bicyclists”<sup>1</sup>

- Multimodal street improvements. Projects that improve the grid of streets by adding a new street to shorten blocks, or alter a major roadway to a boulevard design. For more information, you may also refer to DRPT Multimodal System Design Guidelines and the associated VDOT Appendix B(2) “Multimodal Design Standards for Mixed-Use Centers”<sup>2</sup>
- Transit center or facility improvements at or adjacent to mixed-use development.

## 2. Does the project promote in-fill development?

Does the project support local/regional redevelopment or in-fill development?

“In-fill development” includes development or redevelopment that occurs on an underutilized or vacant tract of land encompassed by a larger area that is mostly developed. For example, in-fill development might include the construction of a new building in a small town center on a parcel that was previously vacant. Another example might be construction a development on a parcel that was previously a surface parking lot in an urban center. Examples of development that should not be included as in-fill include development projects on “greenfields” (large tracts of undeveloped land), projects that require expansion of the service utility area, and projects that are to be built in areas that are largely undeveloped.

To respond to this question, please assess the planned or proposed projects identified and used for calculation in the Economic Development measure 1 (ED.1) to determine if these projects are in-fill projects. In addition, please consider planned or active residential in-fill development projects (these are excluded from ED.1). If any of these projects meet the definition of in-fill, the answer should be “Yes.” The applicant is requested to note within the explanation which specific projects meet the in-fill definition.

## 3. Is there a locally/regionally adopted corridor/access management plan for the project area that addresses interparcel connectivity and exceeds VDOT’s minimum spacing standards?

For more information on VDOT’s minimum entrance spacing standards, see Appendix F of the Virginia Road Design Manual.

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<sup>1</sup> [http://www.drpt.virginia.gov/media/1055/drpt\\_mmsdg\\_final\\_full.pdf](http://www.drpt.virginia.gov/media/1055/drpt_mmsdg_final_full.pdf).

<sup>2</sup> [http://www.extranet.vdot.state.va.us/locdes/Electronic\\_Pubs/2005%20RDM/AppendB\(2\).pdf](http://www.extranet.vdot.state.va.us/locdes/Electronic_Pubs/2005%20RDM/AppendB(2).pdf).

Corridor access management plans offer flexibility in the application of the access management regulations and standards to meet the special needs of different areas of the state. In addition to entrance spacing, corridor/access management plans should include recommendations for cross-parcel access, shared entrances. These plans may also establish a network of parallel roadways to the main corridor that would serve to divert traffic. The plans may include recommendations regarding turn lanes, limiting entrance movements, signal synchronization, closing median crossovers and locations for new median crossovers.



## 4.0 Project Delivery and Funding

### 4.1 PLANNING STATUS

The applicant will be asked to provide information on the types of planning studies or plans that have identified the need, scope, design, etc. for the proposed improvement. Specifically, the application will ask whether the project was included in any of the following:

- Constrained Long Range Plan (MPO)
- Vision Long-Range Plan (MPO)
- Rural Long Range Plans
- Other Regional Plan
- Transportation Element of Local Comprehensive Plan
- Planning / Safety Study
- State Transportation Plan
- Transit Development Plan (TDP)
- National Environmental Policy Act (NEPA) Study

### 4.2 PROJECT ADMINISTRATION

Localities can indicate their desire to administer the project as part of the HB2 application process. Per the HB2 Implementation [Policy Guide](#), estimates to be used for scoring purposes on proposed locally administered projects should still be validated by VDOT and/or DRPT staff. Any projects selected for funding that fall under DRPT oversight should follow the DRPT Project Partnership process. Any projects selected for funding that fall under VDOT oversight should follow the guidelines as outlined in the [Locally Administered Projects Manual](#).

### 4.3 PHASE AND SCHEDULE

At a minimum, the schedule should clearly define the expected process for further project development including key milestones, work activities, related activities, and approvals/approval timelines. The schedule should be realistic and reflect the complexity of the project and identify the ad date, and the duration for each project phase (PE, RW, CN or other entered milestones).

## **Preliminary Engineering (PE) Phase**

- For existing underway phases, % complete indicates level of completion to date for all required tasks or milestones identified as a part of the phase; this will be used to provide qualitative feedback to the CTB regarding project efforts to date (e.g., NEPA complete, Preliminary Field Inspection level plans, RW level plans, etc).
- For future planned phases, % complete should be “0.”
- Phase estimate should account for the total cost of the phase to include future planned costs and costs of any previous work or accomplishments to date on existing phases. To the extent possible, PE phase costs should attempt to exclude planning level activities unless directly assigned to the project’s budget. If planning level activities are included as a part of the phase’s cost estimate, the funding sources utilized to accomplish those activities should be included under the Project Funding Sources described below.
- For existing underway phases, phase start date should reflect the date in which the state or applicant received Federal authorization or state equivalent to begin the PE phase (or planning efforts if those efforts are being included in the estimate/funding) or applicant began substantial preliminary engineering activities such as survey, environmental, or design related activities such as initiating in-house or consultant procured design.
- For a future planned PE phase, all applicants should assume a start date of August 1, 2016. Actual dates will depend on actions required to obtain Federal and/or state authorization to begin the phase.
- Phase end date is not required for the PE phase as it is understood that the PE phase may run concurrently with future planned phases of work.

## **RW Phase (Right-of-way and Easement Acquisition, Utility Relocation)**

- For existing underway phases, % complete indicates level of completion to date for all required tasks or milestones identified as a part of the phase.
- For future planned phases, % complete should be “0.”
- Phase estimate should account for the total cost of the phase to include future planned costs and costs of any previous work or accomplishments to date on existing phases. To the extent possible, RW phase costs should attempt to exclude the value of donated land or easements or other RW phase related in-kind contributions. If such aspects are included as a part of the phase’s cost estimate, the applicant should denote that the value of such items are reflected as “Local Funds” in the Project Funding Sources described below under Previous or Future Commitments depending on the current status of project development.

- For existing underway phases, phase start date should reflect the date in which the state or applicant received Federal authorization or state equivalent to begin RW phase or the date in which the applicant issued notice to proceed to in house or consultant staff to proceed with the RW acquisitions or Utility Relocations.
- Phase end date is not required for the RW phase as it is understood that the RW phase may run concurrently with future planned phases of work.

### **CN Phase (Construction)**

- It is assumed that the CN phase status should be “not started” – this program is to fund projects for construction and while a PE and RW phase may or may not be required or has already been completed, the CN phase is required.
- % complete should be “0” for most projects. If it is greater than “0%” complete, an explanation must be provided.
- Phase estimate should account for the total planned cost of the Construction phase to include the expected cost of construction, appropriate construction engineering and inspection costs, appropriate contingencies, and any appropriate non-contract specific costs (such as state or local police costs, etc.). To the extent possible, CN phase costs should attempt to exclude the estimated costs of in-plan utility betterment that is expected to be at the locality or other regional entity’s cost unless the project has progressed sufficiently through design that a more accurate estimate for such costs has been established. If such aspects are included as a part of the phase’s cost estimate, the applicant should denote that the value of such items are reflected as “Local Funds” in the Project Funding Sources table below under Previous or Future Commitments depending on the current status of project development.
- For CN phases, the applicant should provide a planned start date that reflects the anticipated date that the state and/or applicant is expecting to advertise the construction phase to industry. For multi-segment or multi-phase construction phases, the planned start date should reflect the expected date the next segment of construction could begin if appropriate funding was programmed to the project. The construction phase estimate should be inflated to the planned construction start date.
- The applicant should provide a planned end date that reflects the anticipated date of fixed completion for the construction project. This date is important in order for the state to adequately program project funding in accordance with the project’s projected schedule and cash flow requirements.

## 4.4 COST ESTIMATE

Accurate cost estimates are critical because cost impacts the project score and cost estimate increases could force the project to be rescored in subsequent HB2 cycles. VDOT and DRPT will assist applicants with the development of cost estimates. Prior to submitting project applications, applicants should work in conjunction with VDOT and DRPT staff to develop reliable cost estimates as part of the application process.

- For projects in which the applicant requests VDOT to administer the project, VDOT will be responsible for providing the applicant with a cost estimate for each project application. If the applicant has provided an estimate, VDOT will be required to validate the estimate for use on each project application.
- For projects in which the applicant requests to locally administer the project (and for all DRPT oversight projects), the applicant may provide a cost estimate for each project application, however VDOT and/or DRPT staff must validate the estimate for use on each project application
- If there is disagreement concerning the estimate that cannot be resolved between the applicant and the VDOT/DRPT local contact, the applicant may request resolution from the VDOT District Engineer/Administrator or the DRPT Director.

At a minimum, the cost estimate should be as realistic as possible and should account for applicable risk and contingencies based on the size and complexity of the project. Projects incurring one-time and ongoing operations and non-construction costs (i.e., purchase of transit vehicles) should clearly identify those costs.

VDOT's Project Cost Estimating System (PCES) workbook is the preferred tool for developing cost estimates for roadway projects. If quantities are known, TRANSPORT can be used for cost estimates. It is important that the applicant works directly with VDOT staff through project specific scope and costing issues.

For the HB2 application, the cost estimate for each phase should be based on the schedule shown in the application. To the extent possible, document all assumptions and contingencies used.

## 4.5 FUNDING SOURCES

### *Six Year Improvement Program Allocations*

Provide the total amount of allocations listed in the most recently adopted Six Year Improvement Program (SYIP) for all fiscal years, regardless of the type of funding. A VDOT UPC or DRPT project number must be provided.

### *Other Committed Funding Sources (not shown in SYIP)*

Provide the total amount of funding committed to the project that is not already shown in the most recently adopted SYIP. This may include local funding, proffers, in-kind contributions, etc.

### *Other Requested Funding Sources*

Provide the total amount of funding requested for the project that is not already shown in the most recently adopted SYIP. This may include applications for VDOT or DRPT funding programs (Revenue Sharing, TAP, FTA Programs), regional funding (CMAQ/RSTP), or local funds requested from the Board of Supervisors (BOS) or City/Town Council. An explanation of the source of the requested funding must be provided.

### *HB2 Request (Total of High Priority and District Grant Program Requests, if Applying for Both)*

Provide the total amount of funding requested through the HB2 Grant programs. If funds are being requested from both grant programs, the total request should be entered. This should reflect the difference between the total project cost estimate (to include all phases) and the sum of SYIP, committed, and requested fund sources. Projects selected for funding under HB2 that are Federally eligible, will be developed as Federal projects.



# 5.0 Attachment: Pre-Application Form

This form was developed to provide preliminary guidance to assist HB2 applicants with the development and refinement of potential projects to be considered through the HB2 process. This form is not the official application, so all applicants will be required to enter project requests into the HB2 Web Application portal that will be available starting in August. **When navigating between fields in this form, only use the Tab key. For specific help information on the data entry fields, refer to either the Status Bar on the bottom left of the window or the associated Pre-Application Coordination Form Help Information. Fields with additional help information are denoted with numbers.**

## GENERAL DATE (MM/DD/YYYY):

### Applicant Information *(Select one of the following)*

- MPO     PDC     NVTA     Public Transit Agency     Local Government (City, Town, County)

Applicant Name:

### Project Point of Contact Information *The primary person that the State can contact for information during the screening process.*

Point of Contact Name:

Point of Contact Phone Number:

Point of Contact Email Address:

### Project Information *Project Title: 60 character max, Project Description: 2,000 character max, VTRANS Need: 1,300 character max*

Project Title:

### Principal Improvement: *(Select one of the following) The main or primary intent of the proposed improvement.*

- Highway     Bike/Pedestrian     Bus Transit     Rail Transit     Freight Rail     TDM

### Does This Project Include Improvements to Non-VDOT Maintained Roadways?

- Yes     No    *If yes, please enter available traffic volume data on those roadways in Attachment A.*

① Project Description:

### HB2 Need Categories: *(Select all that apply) The sponsoring applicant must meet the eligibility requirements for submittal based on the selected project type as outlined in Table 2.1 of the HB2 Policy Guide (<http://virginiahb2.org/>).*

- Corridor of Statewide Significance     Regional Network     Urban Development Area     Safety

### Application Program: *(Select all that apply) HB 1887 funding eligibility is based on the selected HB 2 need category as outlined in Table 1.1 of the HB2 Policy Guide (<http://virginiahb2.org/>).*

- High Priority     District Grant

② How Does This Project Address a VTrans 2040 Need?

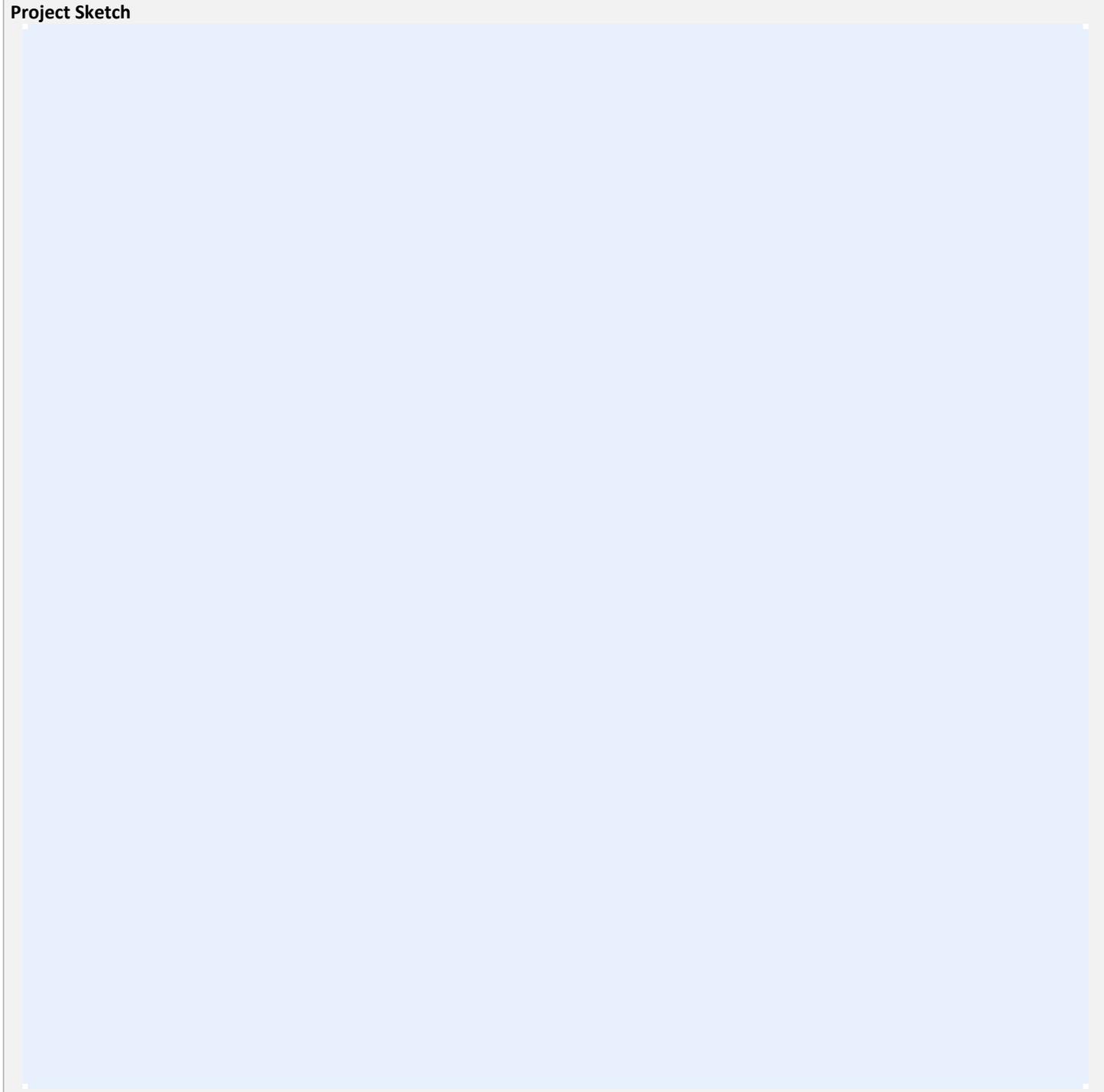
### LOCATION

Please include a project sketch, design plan and/or map that details the location, elements, and limits of the proposed improvements. For the HB2 Web Application, applicants will be required to locate the proposed project on a map. The space provide below can be used to import a sketch of the project.

<b>VDOT District(s)</b> (Select <b>all</b> that apply)	<input type="checkbox"/> Bristol	<input type="checkbox"/> Culpeper	<input type="checkbox"/> Fredericksburg	<input type="checkbox"/> Hampton Roads	
	<input type="checkbox"/> Lynchburg	<input type="checkbox"/> Northern Virginia	<input type="checkbox"/> Richmond	<input type="checkbox"/> Salem	<input type="checkbox"/> Staunton

**In What Jurisdiction(s) is this Project Located?**

**Project Sketch**



### FEATURES

#### ③ Project Improvements

There can be multiple project improvements associated with one project application. Please use the lists provided below, broken down by principal improvement, to identify all of the improvements that are associated with your project application. In the description (350 character max), please provide specific information regarding the improvements.

Highway <i>(Select all that apply)</i>	Description (Type, Quantity, and Location)
<input type="checkbox"/> Add New Through Lanes(s)	
<input type="checkbox"/> Roadway on New Alignment	
<input type="checkbox"/> Roadway Reconstruction / Realignment	
<input type="checkbox"/> Widen Existing Lane(s) (No New Lanes)	
<input type="checkbox"/> Shoulder Improvement(s)	
<input type="checkbox"/> Access Management	
<input type="checkbox"/> Road Diet	
<input type="checkbox"/> Improve Rail Crossing	
<input type="checkbox"/> Managed Lane(s) (HOV/HOT/Shoulder)	
<input type="checkbox"/> New Interchange	
<input type="checkbox"/> Improve Grade-Separated Interchange	
<input type="checkbox"/> Ramp Improvement(s)	
<input type="checkbox"/> New Intersection	
<input type="checkbox"/> Intersection Improvement(s)	

### FEATURES

#### Project Improvements (continued)

Highway (continued) <i>(Select all that apply)</i>	Description (Type, Quantity, and Location)
<input type="checkbox"/> Turn Lane Improvement(s)	
<input type="checkbox"/> New Traffic Signal / Signal Optimization	
<input type="checkbox"/> ITS Improvement(s)	
<input type="checkbox"/> New Bridge	
<input type="checkbox"/> Improve / Replace Existing Bridge	
<input type="checkbox"/> Highway Other	

Bike / Pedestrian <i>(Select all that apply)</i>	Description (Type, Quantity, and Location)
<input type="checkbox"/> Add / Construct Bike Lane	
<input type="checkbox"/> Paved Shoulder (Minimum 4-ft Ridable Surface)	
<input type="checkbox"/> Construct Shared-Use Path	
<input type="checkbox"/> Construct Sidewalk	
<input type="checkbox"/> Improve Bike / Pedestrian Crossing (At Grade)	
<input type="checkbox"/> Improve Bike / Pedestrian Crossing (Grade Separated)	
<input type="checkbox"/> Bike / Pedestrian Other	

### FEATURES

#### Project Improvements (continued)

<b>Bus Transit</b> <i>(Select all that apply)</i>	<b>Description (Type, Quantity, and Location)</b>
<input type="checkbox"/> Provide New Service Routes	
<input type="checkbox"/> Increase Existing Service – Additional Vehicles or Increased Frequency	
<input type="checkbox"/> Convert Existing Lane to Dedicated Bus Service Lane	
<input type="checkbox"/> Construct Bus Stop / Shelter	
<input type="checkbox"/> Improve Bus Stop / Shelter	
<input type="checkbox"/> Bus Transit Other	

<b>Rail Transit</b> <i>(Select all that apply)</i>	<b>Description (Type, Quantity, and Location)</b>
<input type="checkbox"/> Additional Track	
<input type="checkbox"/> Increase Existing Rail Service – Additional Cars or Routes	
<input type="checkbox"/> New Terminal	
<input type="checkbox"/> New Station	
<input type="checkbox"/> Station or Terminal Improvements	
<input type="checkbox"/> Rail Transit Other	

### FEATURES

#### Project Improvements (continued)

Freight Rail <i>(Select all that apply)</i>	Description (Type, Quantity, and Location)
<input type="checkbox"/> Additional Track	
<input type="checkbox"/> Freight Haul Increase	
<input type="checkbox"/> New Rail Yard	
<input type="checkbox"/> Rail Yard Improvements	
<input type="checkbox"/> Heavy Rail Other	

Travel Demand Management (TDM) <i>(Select all that apply)</i>	Description (Type, Quantity, and Location)
<input type="checkbox"/> New Park and Ride Lot	
<input type="checkbox"/> Improve Park and Ride Lot	
<input type="checkbox"/> New / Expanded Vanpool or On-Demand Transit Service	
<input type="checkbox"/> TDM Other	

Right of Way	Description (Type, Quantity, and Location)
<input type="checkbox"/> Right of Way / Easements Acquisition Required	

### FACTORS

Respond yes or no to each of the comments for each factor and provide information (250 character max) to support your response.

**Accessibility** (Please reference Appendix C from the HB2 Policy Guide – <http://virginiahb2.org/>)

Accessibility	Response	Supporting Information
Project includes transit system improvements or reduces delay on a roadway with scheduled peak service of one transit vehicle per hour.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Project includes improvements to an existing or proposed park and ride lot (e.g., new lot, more spaces, entrance/exit, technology (payment, traveler information)).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Project includes construction or replacement of bike facilities. For bicycle projects, off-road or on-road buffered or clearly delineated facilities are required.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Project includes construction or replacement of pedestrian facilities. For pedestrian projects, sidewalks, pedestrian signals, marked crosswalks, refuge islands, and other treatments are required (as appropriate).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Project includes improvements to existing or new HOV/HOT lanes or ramps to HOV/HOT.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Project provides real-time traveler information or wayfinding specifically for intermodal connections (access to transit station or park and ride lot).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Provides traveler information or is directly linked to an existing TMC network/ITS architecture.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Land Use and Transportation Coordination** (Please reference Appendix F from the HB2 Policy Guide)

Land Use (Only applicable to Categories A and B typologies)	Response	Supporting Information
Does the project promote walkable/bicycle friendly, mixed-use development?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the project promote in-fill development?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there a locally/regionally adopted and corridor/access management plan for the project area that addresses interparcel connectivity and exceeds the VDOT's minimum spacing standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

### FACTORS

**Environment** *(Please reference Appendix D from the HB2 Policy Guide)*

Environment	Response	Supporting Information
Project includes construction or replacement of bike facilities. For bicycle projects, off-road or on-road buffered or clearly delineated facilities are required.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Project includes construction or replacement of pedestrian facilities. For pedestrian projects, sidewalks, pedestrian signals, marked crosswalks, refuge islands, and other treatments are required (as appropriate).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Project includes improvements to rail transit or passenger rail facilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Project includes improvements to an existing or proposed park-and-ride lot (e.g., new lot, more spaces, entrance/exit, technology (payment, traveler information)).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Project includes bus facility improvements or reduces delay on a roadway with scheduled peak service of one transit vehicle per hour.*	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Project includes improvements to freight rail network or intermodal (truck to rail) facilities/ports/terminals.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Project include special accommodations for hybrid or electric vehicles, or space or infrastructure for electric vehicle parking/charging).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Project includes energy efficient infrastructure or fleets, including: hybrid or electric buses, LED lights and signals, electronic/open road tolling, alternative energy infrastructure (e.g., roadside solar panels).	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## FACTORS

### Economic Development *(Please reference Appendix E from the HB2 Policy Guide)* Commercial, industrial or mixed-used developments only.

#### Transportation Project – Consistency with Local Comprehensive Plan or Local Economic Development Strategy:

*(Select one of the following)*

- Consistent with     Referenced in **(documentation will be required)**

#### Transportation Project – Consistency with Regional Economic Development Strategy: *(Select one of the following)*

- Consistent with     Referenced in **(documentation will be required)**

Site Name:

#### Development Project (Consistent With Locality Comprehensive Plan / Zoning) *(Select one of the following)*

- Consistent with Comprehensive Plan Future Land Use  
 Specific Reference **(documentation will be required)**

#### Development Project (Site Planning Status) *(Select one of the following)*

- Submitted Site Plan **(documentation will be required)**  
 Approved Site Plan **(documentation will be required)**

#### Development Project (Site Utilities Status) *(Select one of the following)*

- Programmed **(documentation will be required)**  
 In Place

#### Development Project (Proposed / Projected Building Square Footage)

\_\_\_\_\_ square feet

#### Does Transportation Project Provide Direct or Indirect Access to the Development Site?

- Provides Primary Access to the Site or is Adjacent to the Site  
 Enhances Access Near the Site But is Not Adjacent to the Site

#### Driving Distance to Development Project From Transportation Project

\_\_\_\_\_ miles

### Additional Economic Development Sites

Site Name:

#### Development Project (Consistent With Locality Comprehensive Plan / Zoning) *(Select one of the following)*

- Consistent with Comprehensive Plan Future Land Use  
 Specific Reference **(documentation will be required)**

#### Development Project (Site Plan Status) *(Select one of the following)*

- Submitted Site Plan **(documentation will be required)**  
 Approved Site Plans **(documentation will be required)**

#### Development Project (Site Utilities Status) *(Select one of the following)*

- Programmed **(documentation will be required)**  
 In Place

#### Development Project (Proposed / Projected Building Square Footage)

\_\_\_\_\_ square feet

#### Does Transportation Project Provide Direct or Indirect Access to the Development Site?

- Provides Primary Access to the Site or is Adjacent to the Site  
 Enhances Access Near the Site But is Not Adjacent to the Site

#### Driving Distance to Development Project From Transportation Project

\_\_\_\_\_ miles

Site Name:

#### Development Project (Consistent With Locality Comprehensive Plan / Zoning) *(Select one of the following)*

- Consistent with Comprehensive Plan Future Land Use  
 Specific Reference **(documentation will be required)**

#### Development Project (Site Plan Status) *(Select one of the following)*

- Submitted Site Plan **(documentation will be required)**  
 Approved Site Plans **(documentation will be required)**

#### Development Project (Site Utilities Status) *(Select one of the following)*

- Programmed **(documentation will be required)**  
 In Place

#### Development Project (Proposed / Projected Building Square Footage)

\_\_\_\_\_ square feet

#### Does Transportation Project Provide Direct or Indirect Access to the Development Site?

- Provides Primary Access to the Site or is Adjacent to the Site  
 Enhances Access Near the Site But is Not Adjacent to the Site

#### Driving Distance to Development Project From Transportation Project

\_\_\_\_\_ miles

*To identify information for additional development sites, make copies of this sheet.*

## DELIVERY / FUNDING

### Project Delivery Information

**Project Planning Status:** (Select **all** that reference this project)

- |   |   |
|---|---|
| <input type="checkbox"/> Constrained Long Range Plan (MPO)                  | <input type="checkbox"/> Vision Long-Range Plan (MPO)   |
| <input type="checkbox"/> Rural Long Range Plans                             | <input type="checkbox"/> Other Regional Plan            |
| <input type="checkbox"/> Transportation Element of Local Comprehensive Plan | <input type="checkbox"/> Planning / Safety Study        |
| <input type="checkbox"/> State Transportation Plan                          | <input type="checkbox"/> Transit Development Plan (TDP) |
| <input type="checkbox"/> NEPA Study   |   |

**Existing Project VDOT UPC(s) or DRPT Project Number(s), if applicable:**

**Project Administered By:** (Select **one** of the following)

- VDOT       Locality      Other:

### Project Designed By

**Please Indicate Who is Responsible for the Design of this Project:** (Select **all** that apply) **If more than one of the entities below is responsible for the design, then please note the percentage for which each entity is responsible.**

- VDOT    %       Locality    %       Consultant    %

**Project Delivery Method:** (Select **one** of the following)

- Not Determined     Design-Bid-Build     Design-Build     State Forces     Locality Forces  
 Other:

**Cost Estimate and Schedule** Estimates and schedules should reflect the fact that all work that is federally eligible will be performed following the federal process. If needed, please describe what activities are covered in the other phase (100 character max).

Phase Milestone	Status (Select <b>one</b> of the following for each phase)	% Complete	Cost Estimate	Start Date (dd/mm/yyyy)	End Date* (dd/mm/yyyy)
④ PE (Survey, Environmental, Design)	<input type="checkbox"/> Not needed <input type="checkbox"/> Not started <input type="checkbox"/> Underway <input type="checkbox"/> Complete	%	\$		
⑤ RW (Right of Way and Easement Acquisition, Utility Relocation)	<input type="checkbox"/> Not needed <input type="checkbox"/> Not started <input type="checkbox"/> Underway <input type="checkbox"/> Complete	%	\$		
⑥ CN (Construction, Oversight, Inspection, Contingencies)	<input type="checkbox"/> Not needed <input type="checkbox"/> Not started <input type="checkbox"/> Underway <input type="checkbox"/> Complete	%	\$		
⑦ Other	<input type="checkbox"/> Not needed <input type="checkbox"/> Not started <input type="checkbox"/> Underway <input type="checkbox"/> Complete	%	\$		
<b>Total Cost Estimate</b>			\$		

\* End Date not required for PE and RW phases – allows for project development phase overlap.

**Project Funding Sources** Other Committed Funding Source(s) and Other Requested Funding Source(s): 200 character max

⑧ Six Year Improvement Program Allocations (Previous Years Through Program Year Allocations)	\$
⑨ Other Committed Funding Source(s) (Not Included in SYIP)	\$
⑩ Other Requested Funding Source(s)	\$
⑪ HB 2 Request (Total of High Priority and District Grant Program Requests If Applying for Both)	\$
<b>Total Project Funding</b>	\$

## SUPPORTING DOCUMENTS

*The following checklist will help you prepare and compile supporting documentation that can be uploaded into the web-based application.*

### Required

- Project Improvement Sketch
- Resolution of Support from Responsible Regional Entity (MPO, PDC, NVTA) {by public transit agencies and localities on CoSS}
- Resolution of Support from Relevant Entity (MPO, PDC, NVTA, Locality) {by public transit agencies on regional network}
- Detailed Project Cost Estimate
- Local Comprehensive Plan, if applicable
- Local/Regional Economic Development Strategy, if applicable
- Site Development References per Economic Development Responses, if applicable

### Optional – Strongly Recommended

- Previous Study(ies)

### ATTACHMENT A – TRAFFIC VOLUME INFORMATION

Please provide the following traffic volume information if the proposed project is not on a VDOT-maintained facility.

#### Non-VDOT Maintained Roadway Segment Traffic Volume Information

Segment Number	Route Number	Route Name	From	To	AADT	% Trucks	Year
1							
2							
3							
4							
5							
6							