**Chapter 729 Transportation Plan and Program Coordination Elements (Conceptual Process)**

- **VTrans Process**
- **Project Location Process**
- **SYIP Process**
- **VDOT District**
- **MPO TIP Process**
- **MPO Long Range Plan Process**

**Locality/MPO Transportation Plan Process**

1. **Locality prepares draft transportation plan**
   - VDOT District provides information to locality
   - Locality determines if transportation plan needs to be updated
     - Update not required
     - Update required

   - Locality prepares draft transportation plan (Ch. 527) and provides comments
   - Locality adopts transportation plan (copy sent to VDOT)

2. **VDOT District reviews plan for consistency**
   - Consistent
   - Inconsistent

3. **CTB considers resolution asking for plan change**
   - Resolution passes
   - Resolution does not pass

4. **CTB notifies locality or MPO of request**
   - Locality/MPO considers change in response to CTB request
     - Locality/MPO chooses to modify plan
     - Locality/MPO chooses not to modify plan

5. **CTB funding and reimbursement decision**

*As part of comprehensive plan process (ex. 5-year review), in response to changes in SYIP, VTrans, or other reasons for amendment*
VDOT Programming Div, with Local Assistance Div, prepares and submits report to CTB

Project termination requested or project not advanced in TIP

VDOT District provides info to CTB

Locality requests project termination or MPO does not advance project in TIP

CTB funding and reimbursement decision connector

VDOT District provides info to Central Office Divisions on locality/MPO decision

Project termination not requested

Appropriate VDOT Central Office Division prepares and submits report to CTB

CTB determines need for plan changes and/or reallocates funds

Locality(ies) reimburse VDOT (or negotiate reimbursement)

VDOT district provides info to Programming Division on locality/MPO decision

Reimbursable required

Reimbursement required, retain plan/program/route location

CTB determines whether to require reimbursement, change program, and/or reallocate funds

Plan/program change

Process or step that substantially existed prior to Chapter 729

Process or step that did not substantially exist prior to Chapter 729

No reimbursement required

No reimbursement required, retain plan/program/route location

State plan or route location retained (plans in conflict)

CTB determines whether to require reimbursement, change program, and/or reallocate funds

Plan/program change

Process or step that substantially existed prior to Chapter 729

Process or step that did not substantially exist prior to Chapter 729

VDOT notifies locality/MPO of reimbursement requirement

Locality(ies) reimburse VDOT (or negotiate reimbursement)
District (usually DP, working with Programming Manager) provides locality staff information on following state plan and program items that lie within locality:

1. VTrans recommendations/CoSS locations
2. Projects for significant new, expanded, or relocated state highways contained in the SYIP
3. Route locations selected by the CTB

Locality determines when to adopt new transportation plan or amend existing transportation plan as part of comprehensive plan process.

Locality submits plan or amendment to VDOT (generally ALUE) as part of Ch. 527 (TIA) process—ALUE passes on to appropriate parties for review and comment.

Locality prepares plan or amendment—may ask for VDOT assistance (generally through RA, DP or PDC).

Locality takes action on plan or amendment and, if passed, sends “FYI” copy to VDOT ALUE or RA who passes it on to DP.

DP reviews plan for consistency with state plans (VTrans, SYIP, location of routes), review and recommendation reviewed by District Transportation and Land Use Director and Planning and Investment Manager, then endorsed by DA and sent to TMPD Administrator.

If locality decides not to adopt new transportation plan or amend the plan, no review by VDOT is required; if CTB determines that plans are essentially consistent, no further VDOT review required.

Abbreviations:
ALUE  Area Land Use Engineer
CoSS  Corridor of Statewide Significance
CTB  Commonwealth Transportation Board
DA  District Administrator
DP  District Planner
MPO  Metropolitan Planning Organization
PDC  Planning District Commission
RA  Residency Administrator
SYIP  Six-Year Improvement Program
TIA  Traffic Impact Analysis
TMDP  Transportation and Mobility Planning Division
Abbreviations:
- CTB: Commonwealth Transportation Board
- DA: District Administrator
- DP: District Planner
- LRP: Long Range Plan
- MPO: Metropolitan Planning Organization
- RA: Residency Administrator
- SYIP: Six-Year Improvement Program
- TIP: Transportation Improvement Program
- TMPD: Transportation and Mobility Planning Division

**4- or 5-year process, but changes can be approved by MPO periodically**

**4-year process, but changes can be approved by MPO periodically**

**VDOT DP (with assistance from District Programming Director) reviews TIP and LRP to determine consistency with VTrans, SYIP, and location of routes. Review and recommendation passed on to Transportation and Land Use Director then to Planning and Investment Manager for comment, then endorsed by DA and sent to TMPD Administrator**

**TMPD reviews district findings and recommendation with Programming Division and others as necessary, prepares draft CTB resolution and decision brief, then presents information to CTB for potential action**

**CTB determines if inconsistency significant enough to warrant action, considers draft resolution requesting locality/MPO action**

**Locality or MPO begins process to modify transportation plan, LRP, or TIP (as appropriate)**

**Commissioner (acting on CTB’s behalf) notifies locality/MPO of request for plan/program modification (VDOT district office to provide assistance)**

**Locality or MPO determines if transportation plan, LRP, or TIP should be modified and notifies DA, DP, or RA of decision (notification passed on to TMPD and, if SYIP involved, Programming Division)**
Locality or MPO decides whether to request project be terminated or MPO decides whether to advance project to next phase in TIP (DA, DP, or RA notified).

For project-related (generally SYIP) issues, Programming Division reviews district findings with TMPD, SCD, and others as necessary, prepares draft CTB resolution and decision brief adjusting SYIP allocations, then presents information to CTB for potential action; for other plan issues, TMPD reviews district findings with other divisions (including L&D), and OIPI if necessary, and prepares and delivers report, decision brief, and draft resolution, if required, to CTB.

CTB determines if action to adjust SYIP, reallocate funds, re-consider project location decision, and/or make changes to VTrans are necessary and directs VDOT (or OIPI) to take necessary action.

Plans, route location, and/or programs remain inconsistent if CTB determines that no action should be taken.

Abbreviations:
- CTB: Commonwealth Transportation Board
- DA: District Administrator
- DP: District Planner
- L&D: Location and Design Division
- MPO: Metropolitan Planning Organization
- OIPI: Office of Intermodal Planning and Investment
- RA: Residency Administrator
- SCD: Scheduling and Contract Division
- SYIP: Six-Year Improvement Program
- TIP: Transportation Improvement Program
- TMPD: Transportation and Mobility Planning Division

District notifies Programming Division and TMPD of locality decision, district recommendation, and, if project is in SYIP, project’s status.

TMPD and OIPI work to modify VTrans, L&D and district work to modify location of route, and/or Programming Division works to modify project description, location, or allocations in SYIP in accordance with CTB direction.

For project-related (generally SYIP) issues, Programming Division reviews district findings with TMPD, SCD, and others as necessary, prepares draft CTB resolution and decision brief adjusting SYIP allocations, then presents information to CTB for potential action; for other plan issues, TMPD reviews district findings with other divisions (including L&D), and OIPI if necessary, and prepares and delivers report, decision brief, and draft resolution, if required, to CTB.

CTB determines if action to adjust SYIP, reallocate funds, re-consider project location decision, and/or make changes to VTrans are necessary and directs VDOT (or OIPI) to take necessary action.

Plans, route location, and/or programs remain inconsistent if CTB determines that no action should be taken.

Abbreviations:
- CTB: Commonwealth Transportation Board
- DA: District Administrator
- DP: District Planner
- L&D: Location and Design Division
- MPO: Metropolitan Planning Organization
- OIPI: Office of Intermodal Planning and Investment
- RA: Residency Administrator
- SCD: Scheduling and Contract Division
- SYIP: Six-Year Improvement Program
- TIP: Transportation Improvement Program
- TMPD: Transportation and Mobility Planning Division
District notifies Programming Division of locality decision, provides project status and expenditure information, and recommendation for appropriate action.

Abbreviations:
- CLRP: Constrained Long Range Plan
- CTB: Commonwealth Transportation Board
- DA: District Administrator
- DP: District Planner
- L&D: Location and Design Division
- MPO: Metropolitan Planning Organization
- OIPI: Office of Intermodal Planning and Investment
- PDC: Planning District Commission
- RA: Residency Administrator
- SCD: Scheduling and Contract Division
- SYIP: Six-Year Improvement Program
- TIP: Transportation Improvement Program
- TMPD: Transportation and Mobility Planning Division

Programming Division reviews district findings and recommendations with Local Assistance Division, TMPD, SCD, L&D, and others as necessary and prepares draft CTB resolution and decision brief covering reimbursement of expended funds (PE, R/W, or construction), reallocation of funds, or other changes to SYIP, then presents information and draft resolution to CTB for potential action.

CTB determines whether to require reimbursement (in the case of MPO action, financial responsibility by member locality), reallocation of funds, and other changes to state plans, programs, or the location of routes.

Programming Division notifies district of CTB decision and passes notification on to localities as required.

Locality provides reimbursement or negotiates terms of reimbursement with DA, Local Assistance Division Administrator, and Programming Division Administrator.

Plans, route location, and/or programs remain inconsistent if CTB determines that no action should be taken (if reimbursement has been required from locality, at a minimum SYIP needs to be modified and funds reallocated).

Programming Division works to modify project description, scope, or allocations in SYIP in accordance with CTB direction.

State plan or route location retained (plans in conflict).