

# Prince William County Transportation & Roadway Improvement Program Guidelines



# **Prince William County Transportation & Roadway Improvement Program Guidelines**

COUNTY OF PRINCE WILLIAM, VIRGINIA  
DEPARTMENT OF TRANSPORTATION

This document provides general principles for the administration of the Transportation & Roadway Improvement Program (TRIP). It is intended to serve as a general reference in connection with the application of TRIP.

Criteria pertaining to eligible projects, limitations, and other important standards regarding the administration of TRIP are contained within this document.

This document is not intended to serve as a comprehensive procedural manual for administration of the program.

# Prince William County Transportation & Roadway Improvement Program Guidelines

## I. Purpose

TRIP exists to provide capital funding by Magisterial District (District) for the construction of capital improvements to Prince William County's local roadways and other transportation facilities, specifically small-scale projects.

## II. Definitions

Construction - The establishment of a new roadway, other multi-modal transportation facility, or associated improvement which currently does not exist, or the lengthening or widening of an existing structure.

Improvements - Any changes in the length, width, location, type, surface, or gradient of a roadway or other multi-modal transportation facility, or other additions not originally part of the structure or facility.

Maintenance - Any work associated with the preservation or restoration of a transportation structure to its original condition. Any effort to repair damage to a roadway or other transportation facility.

Project - Work in conjunction with construction and improvements associated with TRIP.

## III. Eligible Projects

Projects consisting of construction and improvements to transportation facilities initiatives shall be eligible for funding under TRIP.

Additionally, the following projects shall also be considered for TRIP funding:

**A. Aesthetic Improvements** – Improvements such as roadway landscaping, street furniture, and decorative street lighting shall be considered in cases where such projects are part of an overall community development initiative or other transportation enhancement.

**B. Non-System Roadways** – Construction on roadways not currently in the State system shall be considered eligible for TRIP funding.

#### **IV. Ineligible Projects**

All maintenance projects shall be considered ineligible to receive TRIP funding. All projects associated with TRIP must be completed in such a way as to produce no on-going roadway maintenance burden to the general County tax levy. Any project which creates an additional maintenance burden for the County, even if otherwise eligible, shall be considered ineligible.

TRIP funds shall be used to promote public transportation and may not be used to fund projects for the direct benefit of private organizations of any kind. TRIP funds may be used to fund capital improvement projects on roads maintained in whole or in part by a service district established by the BOCS as provided by law, as well as, for projects that are to be accomplished through public private partnerships authorized under the Public Private Partnership Act (PPTA) of 1995 (Sections 56-556 et. sec. VA Code Ann.). All projects established under TRIP must serve to achieve the Transportation Strategic Goal.

#### **V. Project Establishment Process**

County Transportation staff shall work with the Board of County Supervisors to establish eligible TRIP projects. Each Supervisor shall either initiate a project offering, or may be contacted by County Transportation staff for a project offering within their respective Districts. After each Supervisor has offered a project it will be reviewed by Transportation, Budget, and Finance staff to ensure that it meets eligibility requirements. Staff from each department will review the project offering against the TRIP guidelines to ensure that it meets eligibility requirements as set forth in the guidelines.

Once a project is confirmed by a Supervisor and approval to transfer necessary funding is given by the Supervisor in writing, County Transportation staff will work with the Budget Office to establish a project budget to house the funding. The funding will be transferred directly from the District TRIP Holding Account to the newly established TRIP project account in accordance with the County's Budget Transfer Policy.

TRIP funds may only be encumbered or expended from established TRIP projects.

#### **VI. Transfers From TRIP Holding Accounts**

Any transfer of funds from the District TRIP Holding Accounts to established TRIP projects must be approved in writing by the appropriate District Supervisor. Transfers will be done in accordance with the County's Budget Transfer Policy.

## **VII. Transfers Between TRIP Projects**

Any transfer of funds between established TRIP projects must be approved in writing by the appropriate District Supervisor. Transfers will be done in accordance with the County's Budget Transfer Policy.

## **VIII. Accumulation of Funds**

Funds may be accumulated for multiple years to build up larger sums which could fund more extensive projects than an individual year's sum alone would provide.

Future years' TRIP funds may not be budgeted and appropriated in advance of the fiscal year in which they become available. Any allocation of future TRIP funds may not extend beyond the current term of the existing Board of County Supervisors.

Transportation staff shall provide balance updates of TRIP funds to County Supervisors as requested.

## **IX. Competitive Bid Process**

All competitive bidding requirements shall follow the County's competitive bid guidelines currently prescribed through the normal purchasing process. Notwithstanding the forgoing, TRIP funds may be used to fund eligible improvements, in whole or in part, that are to be accomplished through public private partnership authorized under the Public Private Transportation Act of 1995 (Sections 56-556 *et. sec.* VA Code Ann.).

## **X. Environmental Impact Studies**

Environmental Impact Studies shall be conducted in accordance with all applicable State and Federal regulations.

## **XI. Financing Arrangements**

Consistent with the *Principles of Sound Financial Management* policies on Capital Improvements and Debt Management, all financing from TRIP funds shall be used for cash-to-capital construction only.

## **XII. Strategic Goals**

TRIP projects submitted for consideration should be consistent with the adopted Strategic Plan in place at the time of the request for funding.

### **XIII. Projects Administration**

TRIP will be administered by the Prince William County Department of Transportation, with the support of the Department of Finance and the Budget Office.