

**NORTHERN VIRGINIA TRANSPORTATION AUTHORITY**  
**MEMORANDUM**

**TO:** Chair Phyllis J. Randall and Members  
Northern Virginia Transportation Authority

**FROM:** Monica Backmon, Executive Director

**SUBJECT:** Approval of Reallocation of Congestion Mitigation and Air Quality (CMAQ) funds for City of Alexandria

**DATE:** March 5, 2020

---

1. **Purpose.** To seek Northern Virginia Transportation Authority approval for Reallocation of Congestion Mitigation and Air Quality (CMAQ) funds for City of Alexandria.
2. **Suggested Motion:** *I move approval of the reallocation of Congestion Mitigation and Air Quality (CMAQ) funds for City of Alexandria.*
3. **Background:** On September 11, 2008, the Authority delegated the authority to approve requests to reallocate Congestion Mitigation and Air Quality (CMAQ) and Regional Surface Transportation Program (RSTP) funding between projects that were previously approved by the NVTa to the Regional Jurisdiction and Agency Coordinating Committee (RJACC). However, the Authority will need to approve the transfer requests for new projects before any funds can be reallocated.

On February 18, 2020, City of Alexandria requested the following transfers:

- \$430,000 of allocated FY2020 and \$47,568 of previous year CMAQ funds from Purchase DASH Buses-Alexandria (UPC 110825) to the new project DASH Scheduling Software (UPC T23689).

This transfer will allow the City to fully fund the upgrade of DASH's scheduling and routing software. Alexandria Transit Company (DASH) proposes to upgrade its scheduling and routing software platform. Scheduling software is the heart of any fixed route transit operation. It creates the basic schedule and timetable, which feeds into several downstream functions and other systems, including labor scheduling, dispatch, payroll, and all customer information sources from paper Ride Guides to real-time bus arrival screens, websites, and mobile apps. DASH's current software is nearly two decades old and was designed for smaller agencies with less complex route networks and labor rules. A new scheduling platform will result in better roster optimizations, fewer software bugs requiring time-intensive workarounds, the introduction of electronic bidding for bus operators, and more accurate reporting of operating statistics. With the launch of the Alexandria Transit Vision (ATV) network in 2021

and more complex labor rules stemming from a new union agreement, a more advanced software solution is needed. This project will allow DASH to implement the ATV network, which is expected to significantly increase bus ridership in the City of Alexandria. DASH conservatively estimates a system-wide ridership increase of about 5%, although this is very difficult to predict accurately. Without the software upgrade, the new ATV network will be much more difficult and less efficient to implement and operate.

At its meeting on February 27, 2020, the RJACC recommended approval of the request.

**Attachment(s):** DRAFT Letter to VDOT NOVA District Administrator Cuervo  
Request Letter from City of Alexandria

**Coordination:** Regional Jurisdiction and Agency Coordinating Committee



# Attachment A.

## Northern Virginia Transportation Authority *The Authority for Transportation in Northern Virginia*

March 12, 2020

Ms. Helen Cuervo  
District Administrator  
Virginia Department of Transportation  
4975 Alliance Dr. Suite 4E-342  
Fairfax, Virginia 22030

Reference: Request to Reallocate Congestion Mitigation and Air Quality (CMAQ) funds for City of Alexandria

Dear Ms. Cuervo:

On September 11, 2008, the Northern Virginia Transportation Authority (NVTA) delegated the authority to approve requests to reallocate Congestion Mitigation and Air Quality (CMAQ) and Regional Surface Transportation Program (RSTP) funding between projects that were previously approved by the NVTA to the Regional Jurisdiction and Agency Coordinating Committee (RJACC). However, since the receiving projects are new, the Authority needs to approve the transfer requests before any funds can be reallocated.

On February 18, 2020, City of Alexandria requested the following transfers:

- \$430,000 of allocated FY2020 and \$47,568 of previous year CMAQ funds from Purchase DASH Buses-Alexandria (UPC 110825) to DASH Scheduling Software (UPC T23689).

This transfer will allow the City to fully fund the upgrade of DASH's scheduling and routing software. Alexandria Transit Company (DASH) proposes to upgrade its scheduling and routing software platform. Scheduling software is the heart of any fixed route transit operation. It creates the basic schedule and timetable, which feeds into several downstream functions and other systems, including labor scheduling, dispatch, payroll, and all customer information sources from paper Ride Guides to real-time bus arrival screens, websites, and mobile apps. DASH's current software is nearly two decades old and was designed for smaller agencies with less complex route networks and labor rules. A new scheduling platform will result in better roster optimizations, fewer software bugs requiring time-intensive workarounds, the introduction of electronic bidding for bus operators, and more accurate reporting of operating statistics. With the launch of the Alexandria Transit Vision (ATV) network in 2021 and more complex labor rules stemming from a new union agreement, a more advanced software solution is needed. This project will allow DASH to implement the ATV network, which is expected to significantly increase bus ridership in the City of Alexandria. DASH conservatively estimates a system-wide ridership increase of about 5%, although this is very difficult to predict accurately. Without the software upgrade, the new ATV network will be much more difficult and less efficient to implement and operate.

On March 12, 2020, the Authority approved the request noted above. Please take the necessary steps to reallocate these funds in the Transportation Improvement Program and the State Transportation Improvement Program. Thank you very much.

Sincerely,

Phyllis J. Randall  
Chair

cc: Monica Backmon, Executive Director, NVTA  
Yon Lambert, Director, Transportation & Environmental Services, City of Alexandria



## Attachment B.

DEPARTMENT OF TRANSPORTATION AND ENVIRONMENTAL SERVICES  
Infrastructure and Environmental Quality  
P.O. Box 178 – City Hall  
Alexandria, Virginia 22313  
[www.alexandriava.gov](http://www.alexandriava.gov)

February 18, 2020

Noelle Dominguez, Chairwoman  
Regional Jurisdiction and Agency Coordinating Committee (RJACC)  
Northern Virginia Transportation Authority (NVTA)  
3040 Williams Drive, Suite 200  
Fairfax, Virginia 22031

Reference: Request to Reallocate Congestion Mitigation and Air Quality Improvement (CMAQ) funding for the City of Alexandria

Dear Ms. Dominguez:

The City of Alexandria requests the Regional Jurisdictional and Agency Coordinating Committee's (RJACC)'s approval for the following funding modification:

- Transfer \$430,000 of allocated FY 2020 and \$47,568 of prior year CMAQ funding from UPC #103935 (Purchase DASH Buses - Alexandria) to a new UPC to be created (DASH Scheduling Software) for use in FY 2020.

This transfer of \$477,568 will allow the City of Alexandria to fully fund the upgrade of DASH's scheduling and routing software. The current system was designed for smaller agencies with less complex route networks and labor rules. With the launch of the new Alexandria Transit Vision (ATV) network in 2021 and more complex labor rules stemming from a new union agreement, a more advanced software solution is needed. This project will allow DASH to implement the ATV network, which is expected to significantly increase overall bus ridership in the City of Alexandria. Without the software upgrade, the new ATV network will be much more difficult and less efficient to implement and operate.

The original intent of UPC #103935 was to purchase replacement DASH buses. However, since neither the City nor DASH are direct recipients of Federal Transit Administration grants, it is not possible to use CMAQ funding for bus purchases. This transfer will shift the funds to a project that is immediately ready for procurement.

We request approval of the NVTA's RJACC to reallocate these previously approved CMAQ funds. Thank you for your assistance in this matter. Please feel free to contact Hillary Orr,



DEPARTMENT OF TRANSPORTATION AND ENVIRONMENTAL SERVICES  
Infrastructure and Environmental Quality  
P.O. Box 178 – City Hall  
Alexandria, Virginia 22313  
[www.alexandriava.gov](http://www.alexandriava.gov)


Deputy Director of Transportation & Environmental Services, at [hillary.orr@alexandriava.gov](mailto:hillary.orr@alexandriava.gov) or 703.746.4017 should you have further questions.

Sincerely,

A handwritten signature in black ink, appearing to read "H. Orr", with a long horizontal flourish extending to the right.

Hillary Orr  
Deputy Director  
Transportation & Environmental Services (T&ES)

cc: Jan S. Vaughan, NOVA Program Manager, VDOT  
Yon Lambert, Director, T&ES  
Chris Ziemann, Division Chief of Transportation Planning, T&ES  
Tarrence Moorer, Division Chief of Strategic Management Services, T&ES



Project Pool

Project Detail

[Preferences](#)   [User's Guide](#)   [About](#)

POOL
 IPM
 PCES
 SCHEDULE
 LIVE SYP
 DASHBOARD
 MAP

Project Search
 Revision Search
 Structure Search

UPC:

**Summary**

Add Project
 Add Project (Template)
 Edit Project
 Generate Schedule
 Delete Project

<b>Description</b>	PURCHASE AND IMPLEMENT DASH SCHEDULING SOFTWARE UPGRADES	<b>Workflow</b>	New
<b>State Project #</b>	U000-100-901	<b>UPC</b>	T23689
		<b>SYP Status</b>	N/A

**Project Information**

General
Schedule / Estimates
Misc
Jobs
Classification
Federal
Comments

**Phases**

Has PE Phase
 Has RW Phase
 Has CN Phase

**Estimates & Expenditures**

	Approved Estimate ( )	Expenditures ( )	
<b>Date</b>			
PE	\$5,000	\$0	
RW	\$0	\$0	
CN	\$472,568	\$0	
<b>Total</b>	<b>\$477,568</b>	<b>\$0</b>	

**Programming Schedule**

	PE	RW	CN
<b>Start</b>			
<b>End</b>			

**Construction Project Events**

- Awarded Date
- Estimated Construction Completion
- Contract Execution
- Contractors Bid Amount

**NVAP Portal**

- Contract Acceptance Date
- Original Contract Completion Date
- Current Contract Completion Date

- Contract Letting
- Construction Started
- Construction Completed

- Contract Award Amount
- Current Contract Amount
- Cost of Work to Date

[Home](#) | [Pool](#) | [PCES](#) | [iPM](#) | [Funding](#) | [CERS](#) | [SYP](#) | [SSYP](#) | [Dashboard](#) | [FDS](#)

© Copyright 2003 Virginia Department of Transportation. All Rights Reserved.

Project Pool

**CMAQ/RSTP Transfer Request Form**  
(One Sheet Needed Per Donor Project)

# Attachment C.

Date: 18-Feb-20

Name of Jurisdiction/Agency Requesting: City of Alexandria

Current Balance of CMAQ/RSTP Funds Currently Allocated to Donor Project (Prior to this Transfer): 477,568.00

From (Donor): \_\_\_\_\_ To (Recipient): \_\_\_\_\_

UPC	Project Description	Type of Funds	Transfer from Previous Fiscal Years	If No, Year Requested	Transfer Amount	UPC	Project Description	Previously Approved by NVTA	If Yes, Year Approved	IACC Approval (NVTA)	Authority Approval (NVTA)	Funds Verified (VDOT)	Completed [VDOT]
103935	Purchase DASH Buses - Alexandria (Previously allocated)	CMAQ	Y		\$47,568.00	TBD	DASH Scheduling Software	N					
103935	Purchase DASH Buses - Alexandria (FY20)	CMAQ	Y		\$430,000.00								

TOTAL OF TRANSFER \$477,568.00

Attach Signed Request of Transfer Letter