



Roanoke Valley-Alleghany

REGIONAL commission

rvarc.org

313 Luck Avenue, SW | Roanoke, Virginia 24016 | P: 540.343.4417 | F: 540.343.4416 | rvarc@rvarc.org

January 20, 2022

The January meeting of the Roanoke Valley-Alleghany Regional Commission will be held as follows:

DATE: Thursday, January 27, 2022

TIME: 3:00 p.m.

LOCATION: Roanoke Valley-Alleghany Regional Commission office
(Top Floor Conference Room), 313 Luck Ave., SW, Roanoke, VA

In accordance with Virginia Occupational Safety and Health regulations, all attendees (vaccinated or unvaccinated) must wear a mask while inside the Commission building. All attendees who are unvaccinated or are otherwise at-risk must physical distance themselves from others. RVARC staff will make the necessary accommodations to comply with these regulations.

AGENDA

1. Welcome, Call to Order, Introductions *Chair North*
2. **Action Requested:** Approval of Consent Agenda Items *Chair North*
 - A. Approval of Agenda
 - B. Action on December 16, 2021 RVARC Minutes, pp. 3 – 20
 - C. Revision to Written Policy Authorizing Participation in RVARC Meetings through Electronic Communication Means, pp. 21 – 23
 - D. Financial Reports Ending December 31, 2021, pp. 24 – 27
3. Chair’s Remarks *Chair North*
4. Executive Director’s Report.....*Jeremy Holmes*
5. Southeast Crescent Regional Commission Update*Ava Gabrielle – Wise*
Southeast Crescent Regional Commission Coalition

Member Governments: Counties of Alleghany, Botetourt, Craig, Franklin and Roanoke, Cities of Covington, Roanoke and Salem, Towns of Clifton Forge, Rocky Mount and Vinton

Agenda (Cont'd)
Page 2

6. Locality Highlights: Alleghany Highlights.....*Charles Unroe, Krystal Onaitis, Pete Huber*
7. Commuter Assistance Program Operating Assistance Grant Application*Andrea Garland*
A. **Action Requested:** Approval of Resolution, Authorizing the Application for State Commuter Assistance Program Operating Assistance and Mobility Program Grant, pp. 28
8. Better Bus Stops for Neighborhoods - City of Roanoke HUD.....*Andrea Garland*
Grant Application, pp. 29 – 40
A. Review Application, pp. 41 – 42
B. **Action Requested:** Approval of Certification Application
9. Consideration of FY24 RVARC SMART SCALE Candidate*Bryan Hill*
Project Requests, pp. 43 – 44
10. Other Business
11. Comments from Commission Members and/or Public
12. Adjournment

Reminder: The Work Program Committee will meet immediately following the Commission meeting.

Members of the Roanoke Valley-Alleghany Commission Board may, under certain circumstances, request remote attendance to Commission meetings if a quorum is physically present for the meeting. To request remote participation, please contact the Chair and the Secretary of the Commission with your request.

Public Input Policy

“At the end of each Regional Commission meeting, the Commission will allow for an open public forum/comment period. This comment period shall not exceed one-half hour in length and each speaker will be asked to sign up and be allowed a maximum of three (3) minutes to speak.”

ADA Compliance

The Roanoke Valley-Alleghany Regional Commission intends to comply with the Americans with Disabilities Act and confirms that the office located at 313 Luck Avenue, SW, Roanoke, VA is ADA compliant. If you have a disability and wish to request assistance or a special accommodation, please inform Bryan Hill at 540-343-4417 or bhill@rvarc.org no later than 48 hours in advance of the posted meeting.



MINUTES

The combined November – December meeting of the Roanoke Valley Alleghany Regional Commission was held on Thursday, December 16, 2021 at 3:00 p.m. at the Roanoke Valley-Alleghany Regional Commission office, 313 Luck Avenue, SW, Roanoke, VA.

VOTING MEMBERS ATTENDING

Joan Vannorsdall	Alleghany County
Gary Larrowe	Botetourt County
Billy Martin, Sr.	Botetourt County
Dean Martin	Roanoke County
Dan O'Donnell	Roanoke County
Phil North, <i>Vice Chair</i>	Roanoke County
David Radford	Roanoke County
Lee Osborne	Roanoke County
Krystal Onaitis	City of Covington
Allan Tucker	City of Covington
Dr. Elda Stanco Downy	City of Roanoke
Joseph Cobb	City of Roanoke
Dawn Erdman	City of Roanoke
Peter Volosin	City of Roanoke
Jim W. Wallace III	City of Salem
Denise King	City of Salem
Mayor Bradley Grose, <i>Chair</i>	Town of Vinton
Richard "Pete" Peters	Town of Vinton
Robert Wood	Town of Rocky Mount

VOTING MEMBERS ABSENT

Shannon Cox	Alleghany County
Pete Huber	Alleghany County
Steve Clinton	Botetourt County
Erin Henderson	Botetourt County
Dan Collins	Craig County
Jesse Spence	Craig County
Ronald Mitchell	Franklin County
Mike Carter	Franklin County
Roy Enslow	Franklin County
Lorie Smith	Franklin County
Chris Whitlow	Franklin County
Kevin Hutchins	Roanoke County

VOTING MEMBERS ABSENT (Cont'd)

Robert Jeffrey	City of Roanoke
Stephanie Moon Reynolds	City of Roanoke
John Saunders	City of Salem
Chuck Unroe	Town of Clifton Forge
Pam Marshall	Town of Clifton Forge
Mark Newbill	Town of Rocky Mount

1. WELCOME, CALL TO ORDER, INTRODUCTIONS

Chair North called the meeting to order at 3 p.m. A quorum was present.

Others: Richard Caywood, Roanoke County; David Blount (virtually), Virginia Association of Planning District Commissions (VAPDC); Steve Laymon, Hollins University.

Staff: Sherry Dean, Bryan Hill, Jeremy Holmes, Virginia Mullen, Gabriel Irigaray, Andrea Garland, Rachel Ruhlen (virtually), Tim Pohlad- Thomas (virtually); Amanda McGee (virtually).

2. APPROVAL OF CONSENT AGENDA ITEMS

The Consent Agenda items were as follows:

- A. Approval of Agenda
- B. September 23, 2021 Minutes
- C. Ratification of RVARC Virtual Minutes from May 28, 2020 through June 24, 2021
- D. Financial Reports Ending November 30, 2021

MOTION: by David Radford to approve items (A), (B), (C) and (D) under the consent agenda, as presented. The motion was seconded by Billy Martin.

Regional Commission Action: Motion carried unanimously.

3. REMARKS BY THE CHAIR

- Chair North congratulated current Roanoke County Administrator Dan O'Donnell on his retirement. Chair North also congratulated the future Roanoke County Administrator Mr. Richard Caywood as of February 1, 2021.
- Chair North congratulated Commission member Dr. Elda Stanco-Downey of the City of Roanoke for her recognition by Senator Tim Kaine during Hispanic Heritage Month. Dr. Stanco-Downey was recognized by the Senator at an event in Richmond on Friday, September 24th as part of the United States Senate Special Recognition for exceptional commitment and contributions to Virginia Latin community.
- Chair North reported that in effort to get to know our member governments better, the Regional Commission is inviting representatives from each

community to spend some time at upcoming Commission meetings to discuss specific opportunities, challenges, events, and other items of interest facing their localities. This will be an opportunity for members to share information of interest and importance with their peers and will serve as a sort of orientation for both new and existing members to refamiliarize themselves with our neighbors. The intention is to feature one locality per Commission meeting over the next year or so, as time allows. There will be a joint presentation by Alleghany Highlands communities of Clifton Forge, Covington, and Alleghany County at the January RVARC Meeting. Chair North will be reaching out to other members to develop the schedule for the rest of the year.

4. PRESENTATION FROM THE VIRGINIA ASSOCIATION OF PLANNING DISTRICT COMMISSIONS

David Blount, Executive Director of the VAPDC, presented an overview of the work and activities of the Virginia Association of Planning District Commissions (the PowerPoint presentation is included in the Minutes).

5. PRESENTATION FROM HOLLINS UNIVERSITY

Chair North introduced Mr. Steve Laymon, Vice President for Graduate Programs and Continuing Studies for Hollins University. Before coming to Hollins, Mr. Laymon was at the Virginia's School of Continuing and Professional Studies, where he worked in several capacities since 2014, including three years as interim dean. He expanded the school's online footprint, and designed and built the school's first master's degree, the Masters in Public Safety, designed to create the next generation of community-minded police executives and public safety managers. Mr. Laymon holds a Ph.D. in political science from the University of Chicago, where he also earned an M.A. in international relations.

Steve Laymon presented an overview of the graduate programs, continuing studies and community engagement (the PowerPoint presentation is included with the Minutes).

6. EXECUTIVE DIRECTOR'S REPORT

- Mr. Holmes introduced new Regional Commission staff: Ms. Andrea Garland, Ride Solutions Director; Mr. Niles Comer, Director of the Roanoke Valley Collective Response; and Emma Howard-Woods, Project Manager of the Roanoke Valley Collective Response.

7. ACTION NEEDED: APPROVAL OF FY22 REVISED BUDGET

Chair North reported that the FY22 revised budget was distributed with the agenda packet (pages 44 and 45). Mr. North noted that the Executive Committee met on November 18 to discuss the proposed FY22 revised budget and recommended its approval.

MOTION: by Lee Osborne to approve the FY22 revised budget, as presented. The

motion was seconded by Billy Martin.

Regional Commission Action: Motion carried unanimously.

8. ESTABLISHMENT OF WORK PROGRAM COMMITTEE

Chair North noted that each year, the Commission appoints a Work Program Committee at the December meeting. The purpose of the Work Program is to work with the Commission staff and Executive Director to carefully review our various required projects, and those projects submitted to the Commission for consideration each spring, to determine which projects can be accommodated based on the Commission's resources and their overall regional impact. This year, the work of the Work Program committee will be particularly important, as the Commission seeks to review its overall work program submission process to assure that projects meet our strategic regional goals, and to assure the Commission's capacity and flexibility in meeting project needs both in planning for the next fiscal year as well as over the course of the year itself. The first meeting of the Work Program committee will immediately follow the regular Commission meeting in January.

Chair North asked the following Commissioners to serve on the Fiscal Year 23 work program committee:

- **Chair, Billy Martin, Botetourt County**
- Pete Huber, Alleghany County
- Dan Collins, Craig County
- Christopher Whitlow, Franklin County
- David Radford, Roanoke County
- Allan Tucker, Covington
- Jim Wallace, Salem
- Pam Marshall, Clifton Forge
- Robert Wood, Rocky Mount
- Pete Peters, Vinton
- Dr. Elda Stanco Downey.

Mr. Joe Cobb commented that the City of Roanoke does not have a representative and nominated Dr. Elda Stanco Downy. Dr. Stanco Downy accepted the nomination. Mr. Jeremy Holmes apologized for the mistake.

9. OTHER BUSINESS

No other business was discussed.

10. COMMENTS FROM COMMISSION MEMBERS AND/OR THE PUBLIC

Chair North noted that the meeting dates for the Regional Commission's meetings are listed on page 43 of the agenda.

Adjournment at 3:51 p.m.

Jeremy Holmes, Secretary
Secretary to the Regional Commission

Virginia Association of Planning District Commissions (VAPDC) December, 2021



1

About VAPDC

History of PDCs

- 1966--Metropolitan Areas Study Commission (the Hahn Commission) recommended a new concept, the creation of Planning District Commissions (PDCs)
- 1968--Virginia Area Development Act (VADA) approved (1995—Regional Cooperation Act)
- Created the PDC framework “to encourage and facilitate local government cooperation and state-local cooperation in addressing on a regional basis problems of greater than local significance”

2

About VAPDC

What is VAPDC?

- ❑ The Virginia Association of Planning District Commissions (VAPDC), established in 1987, is an organization (nonstock corporation) comprised of the 21 Planning District Commissions/Regional Councils.
- ❑ The purpose of the Association is to promote coordination and cooperation among the PDCs/RCs to heighten their effectiveness and efficiency; provide mutual assistance and the exchange of ideas; and promote understanding for how PDCs/RCs can help save their regions and the Commonwealth time and money.

3

About VAPDC

VAPDC Structure

- ❑ Officers are President, Vice-President, Second Vice-President, and Secretary/Treasurer; elected at annual meeting (July) for a one-year term
- ❑ Board of Directors of eleven (11) directors; these are the four (4) officers, the immediate past president and six (6) additional directors, all of whom are elected at large at the annual meeting
- ❑ The Board contracts for association management services and part-time Executive Director services.

4

About VAPDC

Current Leadership

- **President:** Kim Callis, Southside PDC
- **First Vice President:** Lou Wallace, Cumberland Plateau PDC
- **Second Vice President:** Martha Heeter, PlanRVA (Richmond Regional PDC)
- **Secretary/Treasurer:** Kevin Byrd, New River Valley RC

5

About VAPDC

Work of VAPDC

- **Committees:**
 - **Program**—develops conference and training session programming
 - **Executive Directors**—regular meetings for interacting with state agency partners and peer discussion
 - **Awards Committee, Nominating Committee**
- **Annual Leadership Retreat**—Staff skills/PDC Education; Relationships/Interactions; Outreach

6

About VAPDC

Activities

- Two conferences: Annual Conference in July and Winter Conference during General Assembly
- COVID: Two virtual Summer Series—provided timely, interactive sessions on tourism, transportation, affordable housing, broadband and federal partnerships
- Winter Series—General Assembly, economy, economic development
- Summer Training Conferences

7

About VAPDC

Activities

- Senator Warner session on the Infrastructure Investment and Jobs Act
- NADO Winter Policy Conference/Congressional briefing
- State level collaboration: Virginia Housing program; JLARC study of affordable housing; DEQ/WIP; Virginia Department of Health; Virginia Department of Emergency Management

8

About VAPDC

Contact
Info

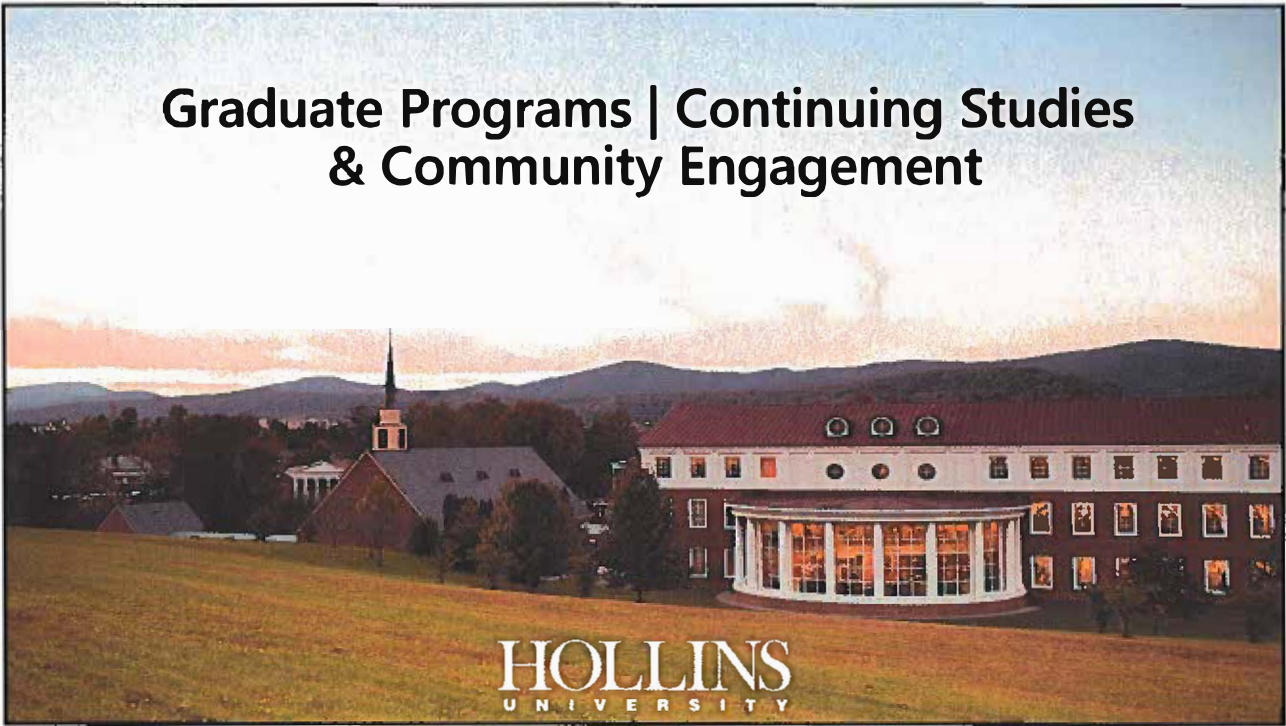
Thank you!

David Blount, Executive Director

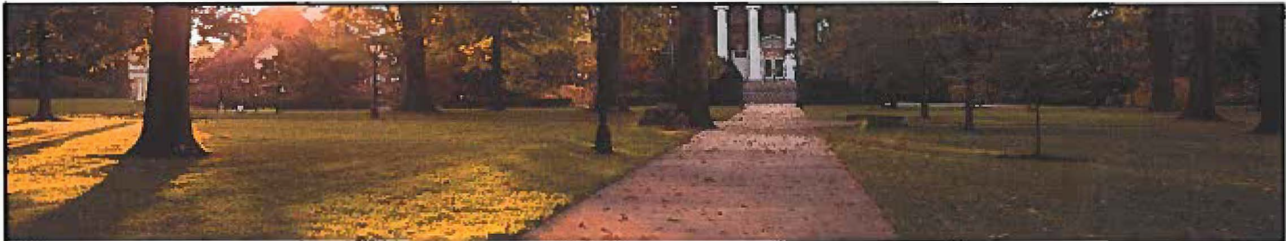
434-422-4820

dblount@tjpd.org

Graduate Programs | Continuing Studies & Community Engagement



1



“Listening to what local people identify as their needs enhances the long-term possibilities for productive relationships. One cannot underestimate the significance of building trust among partners in ensuring the success of community partnerships.”

- David Maurrasse, *Beyond the Campus: How Colleges and Universities Form Partnerships With Their Communities*

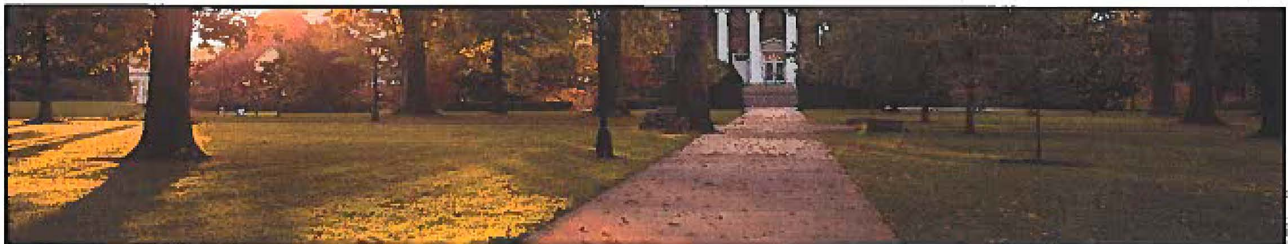
HOLLINS
UNIVERSITY

2

- The Hollins of 2021 is racially, ethnically, and socio-economically diverse.
- Batten Leadership Institute Executive Education has provided leadership training to the City of Roanoke, Roanoke County, the Roanoke County Public Library, the Roanoke County Sheriff's Office, the United Way of Roanoke Valley, Carilion Clinic, and a long list of local businesses.
- MAT and MATL have educated and provided a path for licensure for teachers in Roanoke City and County Public Schools.
- Deep collaborative ties in the arts, including the MFA in Playwriting's decade long relationship with Mill Mountain Theatre.
- Deep expertise in shaping women for leadership roles.
- Wide range of local internships for Hollins students; 28 in 2018, the last year we have data.
- The new HOPE scholarship.
- (Under construction) MA in Equity and Healthcare.
- Imagination Campaign certificates with particular interest to local communities, like GLAM and Sports Management.
- Desire to collaborate with local partners to develop graduate-level certificates in Outdoor Leisure, Sports-Driven Economic Development, and related fields.
- Planning for the April 2022 inauguration of our new President, Mary Dana Hinton. Includes plans for community involvement.



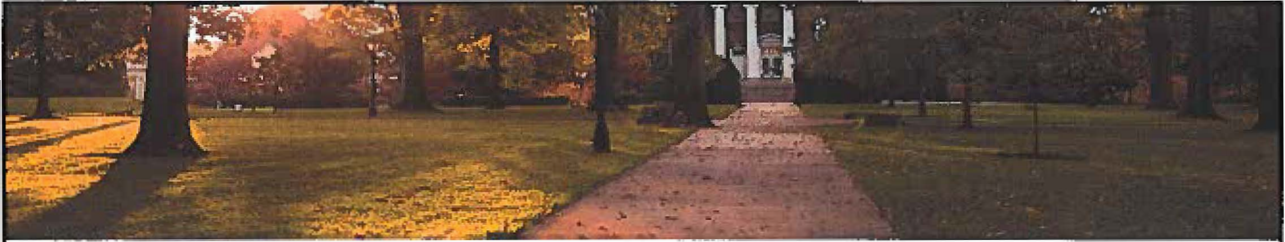
3



1. Share our educational offerings. Shape those offerings to meet regional needs.
2. Share our expertise.
3. Share broad access to our academic and creative resources and our art and cultural collections.
4. Share our campus as a convening space, a place to meet, to raise important questions.
5. Invest in surrounding neighborhoods (and the surrounding region).



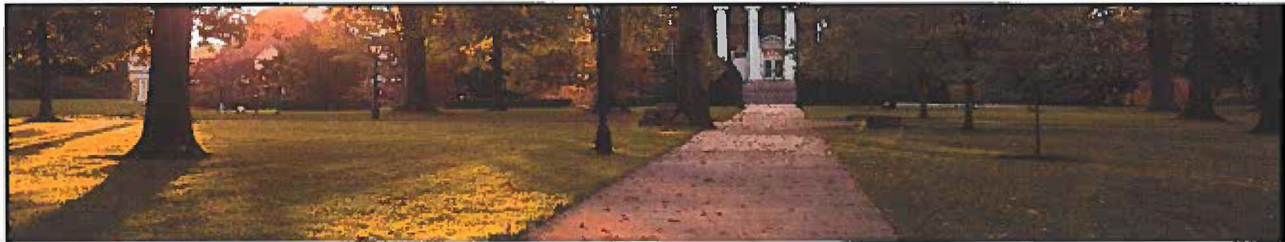
4



1. What assets do we have?
2. How do we come out of the shadow of the pandemic (and help the Roanoke Valley accelerate into the next phase)?
3. 22% to 26% of Roanoke residents have a bachelor's degree (compared to 37% across Virginia and 32% nationally). How can Hollins improve that?
4. Can we provide micro-credentials or certificates to help new student audiences meet immediate needs and "bank" transferable credits for future degrees?
5. With whom do we build relationships?
6. Where do we offer community-oriented courses?

HOLLINS
UNIVERSITY

5



If collaboration and engagement matters, where do we start?

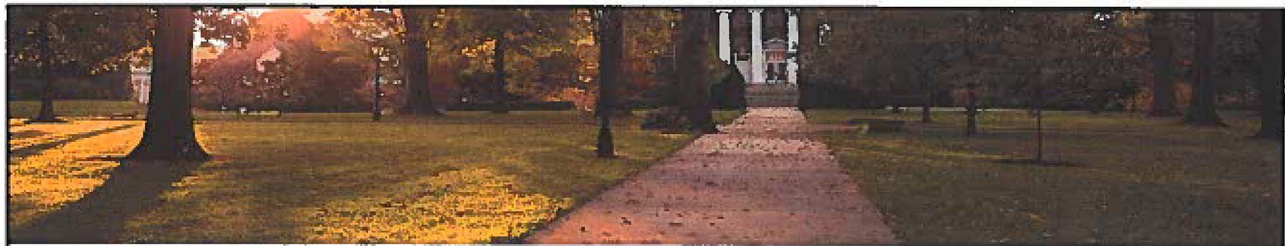
Roanoke's City Plan 2040



- Promotes equity
- Promotes the health and safety of residents
- Promotes sustainable innovation and growth
- Seeks to create a livable city through smart design and enhanced city services
- Seeks to promote collaboration with neighbors to improve the quality of life across the region

HOLLINS
UNIVERSITY

6



If collaboration and engagement matters, where do we start?



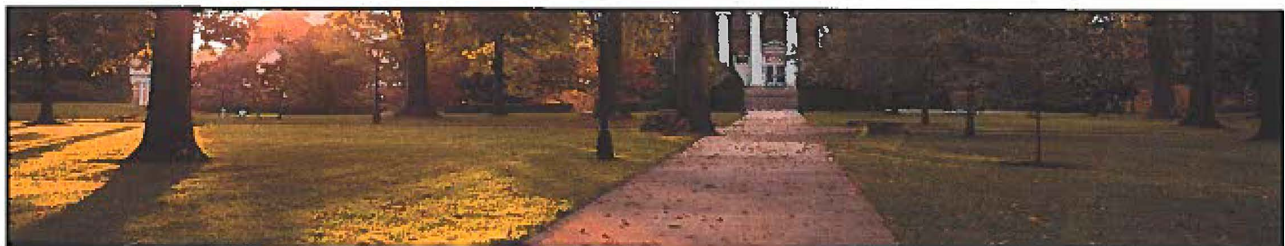
**United Way
of Roanoke Valley**

United Way of Roanoke Valley

Healthy communities
Early childhood education
Leadership-capacity building for their 150 or so partner organizations

HOLLINS
UNIVERSITY

7



If collaboration and engagement matters, where do we start?

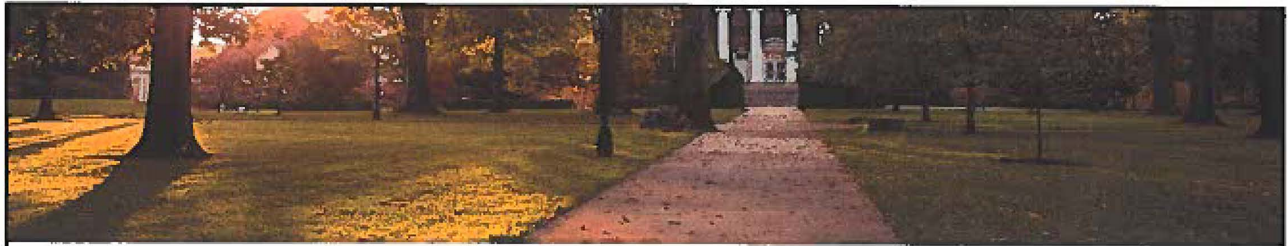


Visit Virginia's Blue Ridge

Promote region as a metro mountain destination
Promote region for sports-related events

HOLLINS
UNIVERSITY

8



If collaboration and engagement matters, where do we start?

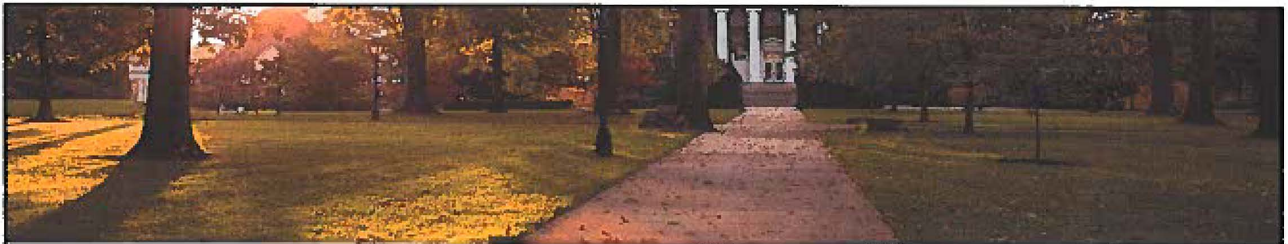
Roanoke Valley-Alleghany Regional Commission Comprehensive Economic Development Strategy



Manufacturing
Healthcare and health research
Tech start-up
Outdoor Leisure

HOLLINS
UNIVERSITY

9



Graduate Programs at a Glance



Playwriting MFA



Screenwriting &
Film Studies MA/MFA



Dance MFA



Children's Literature MA/MFA
Children's Book Writing &
Illustrating MFA



Creative Writing MFA



Liberal Studies MA (MALS)



Teaching MA
Teaching and Learning MA

10

2019-2020

The Proposal for Bolstering Graduate Programs and Continuing Studies at Hollins University has four main pillars:

PILLAR 1

Establish a separate governance body to review and approve new graduate courses and programs.

GAAC (Graduate Academic Affairs Committee)

GOAL ACHIEVED:
August 2020

PILLAR 2

Hire a vice president for graduate programs and continuing studies.

GOAL ACHIEVED:
July 2021

PILLAR 3

Meet the market where it is. Focus on adult programs, online and blended learning, and innovative program architectures like certificates.

GOAL UNDER DEVELOPMENT

PILLAR 4

Rethink the organization & architecture of graduate programs & continuing studies. Design ways for operational and academic integration with Hollins undergraduate programs and build a more dynamic programmatic identity.



HOLLINS
UNIVERSITY

11

2019-2020

The Proposal for Bolstering Graduate Programs and Continuing Studies at Hollins University has four main

PILLAR 1

Establish a separate governance body to review and approve new graduate courses and programs.

GAAC (Graduate Academic Affairs Committee)

GOAL ACHIEVED:
August 2020

PILLAR 2

Hire a vice president for graduate programs and continuing studies.

GOAL ACHIEVED:
July 2021

PILLAR 3

Meet the market where it is. Focus on adult programs, online and blended learning, and innovative program architectures like certificates.

GOAL UNDER DEVELOPMENT

PILLAR 4

Rethink the organization & architecture of graduate programs & continuing studies. Design ways for operational and academic integration with Hollins undergraduate programs and build a more dynamic programmatic identity.



HOLLINS
UNIVERSITY

12

2021 Imagination Campaign

\$8.8M raised to fund new, revenue-generating initiatives and programs

52 proposals total

- 20 Liberal Arts
- 16 Student Experience
- 13 Beyond Hollins
- 3 Market Position

32 proposals approved with funding, conditionally approved, or returned for revision and resubmission

20 proposals declined

2 New Grad Programs

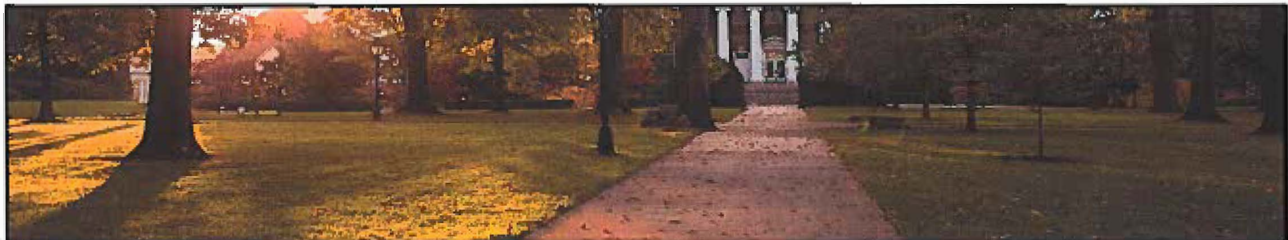


MA in Equity and Healthcare

MA in Environmental Studies/Science



13



What we want:

To expand Hollins' programmatic footprint by adding quality credentials tied to skills in occupations in healthcare, tech, and outdoor leisure.

Do this in ways that reflect our academic strengths.

And contribute to regional economic development.

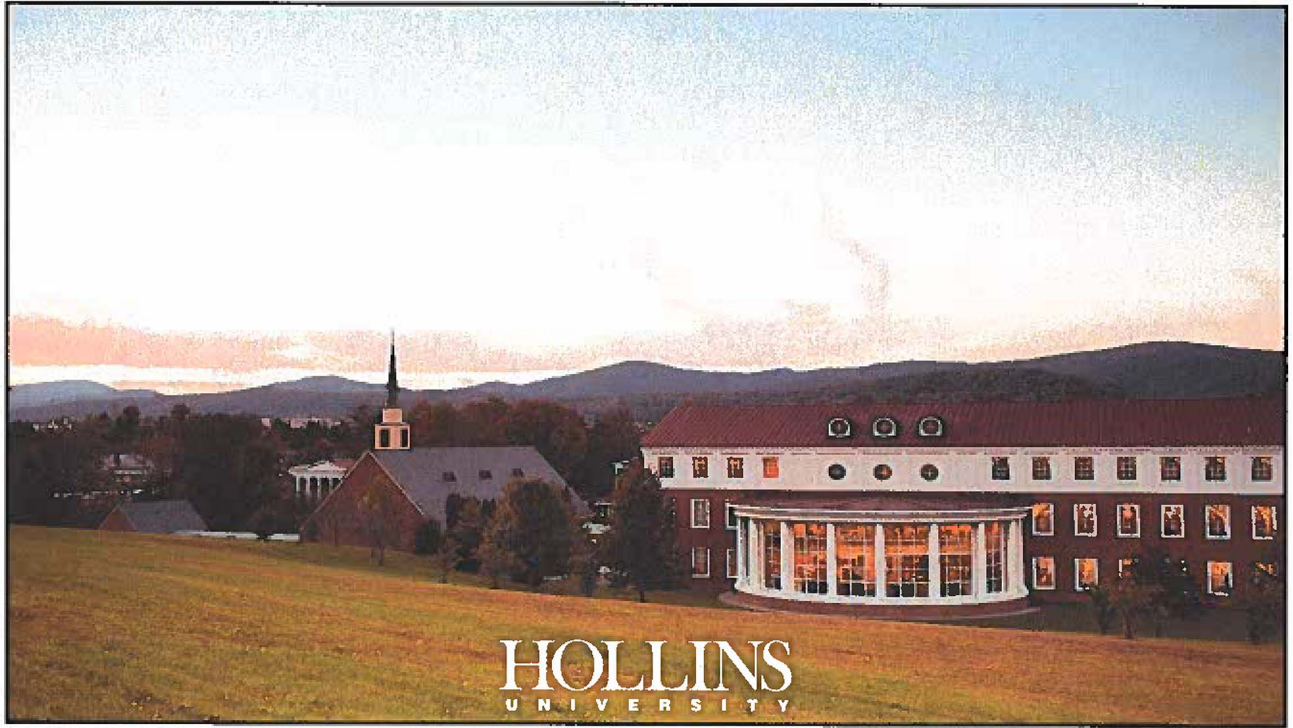
Our difficulties:

Available data tell us too little about the *kinds* of workers needed to succeed in these sectors in the Roanoke area.

We need data about the *existing regional operational infrastructures* in these sectors.

Data related to the outdoor leisure sector – the RVARC's most interesting targeted area for growth – has been especially difficult to put our hands on. It is a new occupational and economic sector and current BLS data fail us. There is no category that effectively captures the employees who work in this space. It is made up of a cluster of occupations. *Where do we make our most meaningful programmatic investments?*

14



15



STAFF REPORT

January 27, 2022 RVARC Meeting

SUBJ: Revision to Written Policy Authorizing Participation in Roanoke Valley-Alleghany Regional Commission Meetings through Electronic Communication Means

On April 23, 2020, the RVTPO Policy Board adopted a *Written Policy Authorizing Participation in Roanoke Valley Transportation Planning Organization Meetings via Electronic Communication Means*. Under this policy, and pursuant to Code of Virginia § 2.2-3708.2, members of the Policy Board and all its committees may participate in a meeting electronically provided the following conditions are met:

On or before the day of a meeting, the member shall notify the Chair that the member is unable to attend the meeting due to:

1. That member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.
2. A temporary or permanent disability or other medical condition that prevents the member's physical attendance; **or** an emergency or personal matter and identifies with specificity the nature of the personal matter. Participation by a member pursuant to this subdivision is limited each calendar year to two meetings.

A quorum of the Policy Board must be physically assembled at the primary or central meeting location. The Policy Board members present must approve the participation. The Secretary shall record in the Policy Board's minutes the specific nature of the emergency, personal matter or disability and the remote location from which the absent member participated. The Policy Board shall make arrangements for the voice of the absent member to be heard by all persons in attendance at the meeting location.

Staff recommends three minor revisions to the Policy, as follows:

1. Add to the introductory paragraph the phrase, "and any committee thereof".
2. Add to Paragraph A.2. the phrase, "or 25 percent of the meetings, whichever is greater", to conform with Code of Virginia § 2.2-3708.2(A)(1)(b.).
3. Require members participating electronically to enable their camera for the duration of the meeting, to monitor continued attendance.

The draft revision to the electronic meetings policy follows this staff report.

RVARC Board Action: Approval of the revised Written Policy Authorizing Participation in Roanoke Valley-Alleghany Regional Commission Meetings through Electronic Communication Means.



Written Policy Authorizing Participation in Roanoke Valley-Alleghany Regional Commission Meetings through Electronic Communication Means

The following policy is established for remote electronic participation in all meetings of the Roanoke Valley-Alleghany Regional Commission and any committee thereof:

- A. On or before the day of a meeting, the member shall notify the Chair that the member is unable to attend the meeting due to:
 1. A temporary or permanent disability or other medical condition that prevents the member's physical attendance; or
 2. An emergency or personal matter and identifies with specificity the nature of the personal matter. Participation by a member pursuant to this subdivision is limited each calendar year to two meetings or 25 percent of the meetings, whichever is greater.
- B. As set forth in Virginia Code § 2.2-3708.2 (B)(1), on or before the day of a meeting, the member shall notify the Chair that member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.
- C. Except as provided in Section 2.2-3708.2 (A)(3), a quorum of the Commission must be physically assembled at the primary or central meeting location. The Commission members present must approve the participation; however, the decision shall be based solely on the criteria in this resolution, without regard to the identity of the member or matters that will be considered or voted on during the meeting. The Secretary shall record in the Commission's minutes the specific nature of the emergency, personal matter or disability and the remote location from which the absent member participated. If the absent member's remote participation is disapproved because such participation would violate this policy, such disapproval shall be recorded in the Commission's minutes.
- D. Participation by the absent member shall be limited in each calendar year to two (2) meetings of the Commission based on a specified personal reason as set forth in Virginia Code § 2.2-3708.2 (A)(l)(b). Members shall not otherwise be limited except as set forth expressly in State Code.
- E. The Commission shall make arrangements for the voice of the absent member to be heard by all persons in attendance at the meeting location.
- F. For purposes of maintaining the determination of a member's attendance electronically, any member approved for participation under this policy who joins the meeting through an electronic platform supporting video shall enable their camera (or any other similar device) for the duration of the meeting. If the enabling of video through a member's electronic participation significantly compromises the ability for the member to be heard, the Chair (at their discretion) shall decide accordingly.

G. With respect to meetings by electronic communications without a quorum present when the Governor has declared a state of emergency, the Commission shall comply with the provisions of Section 2.2-3708.2(A)(3).

Policy adopted by Resolution on April 23, 2020

Policy Revised: _____

Agencywide Line Item Revenues and Expenditures

Roanoke Valley-Alleghany Regional Commission

Period: 7/1/2021 to 12/31/2021

With Indirect Detail

Run Date: 01/14/2022

Run Time: 11:11:07 am

Page 1 of 2

Code	Description	Budget	Current	YTD	Un/Over	% Bud
Revenues						
40000	ARC	59,900.00	14,976.00	32,215.60	27,684.40	53.78 %
40001	ROANOKE REGIONAL PARTNERSHIP	3,333.00	0.00	3,475.43	(142.43)	104.27 %
40200	FEDERAL - PL	416,077.00	0.00	57,146.79	358,930.21	13.73 %
40210	VDOT PL	52,010.00	0.00	7,143.35	44,866.65	13.73 %
40350	COMMUNITY ASSOC. TRANSPORTATION OF	20,000.00	6,280.20	10,596.13	9,403.87	52.98 %
40400	VDHCD ALLOCATION	89,971.00	44,985.50	44,985.50	44,985.50	50.00 %
40410	ROANOKE VALLEY BROADBAND AUTHORITY	14,820.00	0.00	3,035.49	11,784.51	20.48 %
40570	ECONOMIC DEVELOPMENT ADMINISTRATIC	70,000.00	17,500.00	17,500.00	52,500.00	25.00 %
40580	ARP ACT COLLECTIVE RESPONSE	141,155.00	0.00	390,600.00	(249,445.00)	276.72 %
40600	ALLEGHANY COUNTY	11,458.00	0.00	11,458.00	0.00	100.00 %
40602	WORK FORCE DEVELOPMENT	2,333.00	0.00	2,475.43	(142.43)	106.11 %
40604	WVRIFA	25,000.00	2,083.33	10,416.69	14,583.31	41.67 %
40699	BEDFORD COUNTY	263.00	0.00	263.00	0.00	100.00 %
40700	BOTETOURT COUNTY	36,182.00	0.00	36,182.00	0.00	100.00 %
40800	CLIFTON FORGE	3,494.00	0.00	3,494.00	0.00	100.00 %
40900	COVINGTON	5,694.00	0.00	5,694.00	0.00	100.00 %
41000	CRAIG COUNTY	5,108.00	0.00	5,108.00	0.00	100.00 %
41010	FRANKLIN COUNTY	51,058.00	0.00	51,058.00	0.00	100.00 %
41020	MONTGOMERY COUNTY	210.00	0.00	210.00	0.00	100.00 %
41100	CITY OF ROANOKE	131,450.00	0.00	131,450.00	0.00	100.00 %
41200	ROANOKE COUNTY	101,650.00	0.00	101,650.00	0.00	100.00 %
41209	WEST PIEDMONT WFDB	0.00	0.00	50.00	(50.00)	0.00 %
41210	ROCKY MOUNT	4,724.00	0.00	4,724.00	0.00	100.00 %
41300	SALEM	30,500.00	0.00	30,500.00	0.00	100.00 %
41400	VINTON	9,753.00	0.00	9,753.00	0.00	100.00 %
41500	VDRPT/FTA - TRANSIT	135,734.00	0.00	35,473.00	100,261.00	26.13 %
41600	VDRPT/STATE TRANSIT	16,967.00	0.00	4,435.00	12,532.00	26.14 %
41800	VDOT/SPR RURAL TRANSP	58,000.00	0.00	7,390.79	50,609.21	12.74 %
41900	VDRPT - RIDESHARE	153,121.00	14,096.00	41,754.00	111,367.00	27.27 %
41950	VIRGINIA HOUSING	37,642.00	0.00	20,000.00	17,642.00	53.13 %
42100	DEPT ENVIRONMENTAL QUALITY	58,000.00	36,554.14	36,554.14	21,445.86	63.02 %
43000	INTEREST INCOME	900.00	44.16	203.24	696.76	22.58 %
43200	MISCELLANEOUS INCOME	3,500.00	1,265.00	2,161.37	1,338.63	61.75 %
43250	SPONSORSHIPS	0.00	390.00	1,644.00	(1,644.00)	0.00 %
43707	SERDI	1,538.00	0.00	769.00	769.00	50.00 %
44700	DEPT OF FORESTRY	8,922.00	451.75	451.75	8,470.25	5.06 %
49000	CARRYOVER FUNDS	40,629.00	0.00	40,629.10	(0.10)	100.00 %
	Revenues	1,801,096.00	138,626.08	1,162,649.80	638,446.20	64.55 %

Expenses

50000	SALARIES	817,482.00	60,721.14	347,713.45	469,768.55	42.53 %
50500	FRINGE BENEFITS	281,209.00	19,091.44	123,764.87	157,444.13	44.01 %
52000	INSURANCE	5,000.00	341.33	2,492.48	2,507.52	49.85 %
52100	SUPPLIES	28,782.00	2,819.85	9,383.71	19,398.29	32.60 %
52200	POSTAGE	2,100.00	0.00	464.00	1,636.00	22.10 %
52300	SUBSCRIPTIONS	1,000.00	120.32	211.15	788.85	21.12 %
52400	DUES	15,084.00	821.08	8,060.28	7,023.72	53.44 %
52500	PRINTING	8,150.00	1,229.18	1,544.13	6,605.87	18.95 %
52700	TRAINING	5,696.00	0.00	1,199.00	4,497.00	21.05 %
52800	TELEPHONE	9,000.00	567.05	3,541.16	5,458.84	39.35 %
52900	TRAVEL	30,376.00	609.87	4,851.45	25,524.55	15.97 %

Agencywide Line Item Revenues and Expenditures

Roanoke Valley-Alleghany Regional Commission

Period: 7/1/2021 to 12/31/2021

With Indirect Detail

Run Date: 01/14/2022

Run Time: 11:11:08 am

Page 2 of 2

Code	Description	Budget	Current	YTD	Un/Over	% Bud
53000	AUDIT FEES	11,300.00	0.00	11,300.00	0.00	100.00 %
53200	CONFERENCES	11,643.00	541.96	3,619.22	8,023.78	31.08 %
53300	FURNITURE & EQUIPMENT	8,000.00	0.00	105.28	7,894.72	1.32 %
53400	DEPRECIATION F & E	500.00	0.00	0.00	500.00	0.00 %
53500	MAIN F & E	8,663.00	297.17	4,264.52	4,398.48	49.23 %
53600	MISCELLANEOUS	2,000.00	(257.96)	231.06	1,768.94	11.55 %
53650	BANK FEES	1,100.00	472.02	552.10	547.90	50.19 %
53700	ADVERTISING	33,675.00	(916.61)	4,520.23	29,154.77	13.42 %
53800	RECRUITMENT	500.00	132.19	159.71	340.29	31.94 %
53900	MEETINGS	6,000.00	249.52	5,052.03	947.97	84.20 %
54100	LEGAL FEES	7,000.00	0.00	150.00	6,850.00	2.14 %
54400	CONTRACT SERVICES	22,300.00	1,140.00	1,320.00	20,980.00	5.92 %
54700	CONSULTANTS	175,000.00	16,316.42	38,816.58	136,183.42	22.18 %
54900	COMPUTER SERVICES	35,799.00	1,842.77	20,841.78	14,957.22	58.22 %
55200	UTILITIES	13,500.00	1,114.69	5,294.14	8,205.86	39.22 %
55300	LEASE PAYMENTS	5,000.00	393.52	1,967.60	3,032.40	39.35 %
55800	BUILDING MAINTENANCE	25,000.00	575.00	9,389.92	15,610.08	37.56 %
56000	DEPRECIATION BUILDING	13,000.00	860.09	5,411.06	7,588.94	41.62 %
90000	OPERATING RESERVE	217,237.00	0.00	0.00	217,237.00	0.00 %
	Expenses	1,801,096.00	109,082.04	616,220.91	1,184,875.09	34.21 %
	Agency Balance	0.00	29,544.04	546,428.89		

Balance Sheet

Roanoke Valley-Alleghany Regional Commission
 Period From : 7/1/2021 to 12/31/2021

Run Date: 1/14/22
 Run Time: 11:09:15 am

Page 1 of 2

Assets:

10000	CASH IN BANK BB&T	828,057.22
10050	LGIP INVESTMENT	687,056.21
10300	PETTY CASH	150.00
10600	A/R MISC	49.03
10700	A/R GRANTORS	64,028.77
10900	PREPAID EXPENSES	12,206.19
11000	PREPAID INSURANCE	15,170.23
11600	PREPAID PHYSICAL ASSETS	583,777.89
11700	PHYSICAL ASSETS, ACCUM DEP	(368,597.03)
12200	PREPAID COMPUTER EQUIPT	4,340.00
12300	COMPUTER EQUIPT, ACC DEP	(4,340.00)
12500	PREPAID TELEPHONE EQUIPT	1,591.00
12600	TELEPHONE EQUIPT, ACC DEP	(1,591.00)
12800	PREPAID DUES	7,474.14
	Total Assets:	1,829,372.65

Liabilities:

20000	ACCOUNTS PAYABLE	24,231.30
20100	ACCOUNTS PAYABLE1	4,153.24
20300	ACCRUED ANNUAL LEAVE	30,992.28
20400	FICA WITHHELD	2,470.49
20500	FEDERAL TAX WITHHELD	2,895.31
20600	STATE TAX WITHHELD	1,382.32
20700	RETIREMENT	1,242.60
21200	BUILDING FUND	15,000.00
	Total Liabilities:	82,367.54

Projects

30140	EDA	(5,767.97)
30300	INDUSTRIAL FACILITY AUTHORITY	2,158.17
30306	CHESAPEAKE BAY	1,423.57
30307	VIRGINIA HOUSING	3,746.73
30308	COMMUNITY MOBILITY DESIGN CHALLENGE	(2,798.03)
30500	RURAL TRANSPORTATION	(11,025.24)
30600	PL TRANSPORTATION	(49,644.14)
30800	VDRPT/FTA TRANSPORTATION	(32,796.90)
30900	RIDESOLUTIONS	(21,709.78)
30901	REGIONAL BIKE COORDINATION	11,640.84
30903	ROANOKE RIVER BLUEWAY	46,914.31
30905	BROADBAND	(721.43)
30906	SERDI	354.79
31700	ROANOKE VALLEY COLLECTIVE RESPONSE	380,500.18
35104	ARC 2021	827.08
36010	OTHER GRANTS	139.60
37600	BIKE MONTH SPONSORSHIP	(721.84)
37605	COMMUTER OPERATING ASSISTANCE	(94.93)

Balance Sheet

Roanoke Valley-Alleghany Regional Commission
 Period From : 7/1/2021 to 12/31/2021

Run Date: 1/14/22
 Run Time: 11:09:16 am

Page 2 of 2

39000	GENERAL OPERATING FUND	235,225.25
39400	UNRESTRICTED FUND BALANCE & INVEST CA	1,195,237.74
	Total Projects	1,752,888.00
	Total Liabilities and Projects	1,835,255.54
	Net Difference to be Reconciled	(5,882.89)
	Total Adjustment	(5,882.89)
	Unreconciled Balance	0.00

Reconciling Items

(1)	Paid Salaries are Timesheets show Difference	353,596.37 353,596.37 0.00
(2)	Leave accrued this year	(5,882.92)
(3)	Fringe Pool is Fringe allocated Difference	123,764.83 123,764.87 0.04
(4)	Indirect Pool is Indirect Allocated Difference	142,413.03 142,413.02 (0.01)
	Total adjustments	(5,882.89)



Roanoke Valley-Alleghany

REGIONAL
commission

313 Luck Avenue, SW | Roanoke, Virginia 24016 | P: 540.343.4417 | F: 540.343.4416 | rvarc@rvarc.org

The 27th day of January 2022

RESOLUTION

by the

Roanoke Valley-Alleghany Regional Commission

Authorizing the Application for State Commuter Assistance Program Operating Assistance and General Project Grant

BE IT RESOLVED by the Roanoke Valley-Alleghany Regional Commission, hereafter referred to as the RVARC, that the Executive Director is authorized to execute and file an application to the Department of Rail and Public Transportation, Commonwealth of Virginia, hereafter referred to as the DEPARTMENT, for a grant of financial assistance in the amount of \$305,455 to defray the costs borne by the RVARC for operating a commuter assistance program, and to conduct a regional travel survey to inform the development of the next RIDE Solutions Strategic Plan, and to accept from the DEPARTMENT grants in such amounts as may be awarded, and to authorize the Executive Director to furnish to the DEPARTMENT such documents and other information as may be required for processing the grant request.

The Roanoke Valley-Alleghany Regional Commission certifies that the funds shall be used in accordance with the requirements of Section 58.1-638.A.4 of the Code of Virginia, and will provide funds, in the amount of \$61,000, which will be used to match the state funds in the ratio as required in such Act, that the records of receipts of expenditures of funds granted the RVARC may be subject to audit by the DEPARTMENT and by the State Auditor of Public Accounts, and that funds granted to the RVARC for defraying the expenses of the RVARC shall be used only for such purposes authorized in the Code of Virginia. The undersigned duly qualified Executive Director of the RVARC certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Roanoke Valley-Alleghany Regional Commission held on the 27th day of January 2022.

Jeremy Holmes
Executive Director

Member Governments: Counties of Alleghany, Botetourt, Craig, Franklin and Roanoke, Cities of Covington, Roanoke and Salem, Towns of Clifton Forge, Rocky Mount and Vinton



Roanoke Valley-Alleghany

REGIONAL
commission

RVARC.ORG

313 Luck Avenue, SW | Roanoke, Virginia 24016 | P: 540.343.4417 | F: 540.343.4416 | rvarc@rvarc.org

STAFF REPORT

Regional Commission Meeting January 27, 2022

SUBJ: City of Roanoke HUD Grant Application – Better Bus Stops for Neighborhoods

Better Bus Shelters for Neighborhoods is a program created by RIDE Solutions with the goal to facilitate the process to acquire and install bus shelters in neighborhoods served by the region's transit service - Valley Metro. The Roanoke Valley-Alleghany Regional Commission is requesting funding for this project via the City of Roanoke 2022 HUD – CDBG Program to install three bus shelters in low-to-moderate-income neighborhoods in Northwest Roanoke.

RIDE Solutions will create and facilitate a working group of Northwest Roanoke communities, Valley Metro, and the City of Roanoke, to select the suitable locations for new transit shelters, under the assumptions that all the work to be conducted will extend to the confinements of City right-of-way, contracting work is limited to the acquisition of right-of-way excavation permits, and encroachment permits will be coordinated between the City of Roanoke and the Greater Roanoke Transit Company. Where possible and feasible this grant funds will pay for the installation of ADA accessible concrete pads, and reasonable updates to existing sidewalks and curb ramps to facilitate the access to the shelter. Bus shelters will be donated by Valley Metro and two of the bus shelters will be customized by a local artist in coordination with the City of Roanoke Arts Commission. The customized bus shelters will reflect the character of the neighborhood.

The application submitted on January 19, 2022 requesting a total of \$47,762 is attached to this report along with a certification letter for this body to approve. The total funds requested require no local match and will cover all staff time, supplies and related costs required for the completion of the three bus shelters installation.

Regional Commission Action: Approval of Certification of Application – City of Roanoke HUD Grant



Powered by ZoomGrants™

City of Roanoke

City of Roanoke HUD Activity Application for Fiscal Year July 2022 - June 2023

Deadline: 1/19/2022

Roanoke Valley Alleghany Regional Commission
RIDE Solutions Better Bus Stops for Neighborhoods Program

Jump to: Application Questions Budget Documents

USD\$ 47,762.00 Requested

Submitted: 1/18/2022 5:11:11 PM (Pacific)

Project Contact

Andrea Garland
agarland@rvarc.org
Tel: 540-343-4417

Additional Contacts

Roanoke Valley Alleghany Regional Commission

313 Luck Avenue SW
Roanoke, VA 24016
United States

Executive Director

Jeremy Holmes
jholmes@rvarc.org

Telephone 5403434417
Fax 5403434416
Web www.rvarc.org
EIN 540722734
DUNS 784708351
(N)CAGE 4JQS6
SAM Expires

Application Questions top

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #2.

HUD Specific Questions

1. Please select one of the City of Roanoke's Consolidated Plan/Annual Plan Objectives this proposal will address:

(Select the best fit for your program)

- New Homeownership - New Construction &/or Rehabilitation (Target Areas only) - CHDO ELIGIBLE
Limited/Emergency Rehabilitation - Owner occupied (city wide and/or BFTA)
Limited Rehabilitation - Tenant occupied (BFTA only)
Major Rehabilitation - Owner Occupied (city wide and/or BFTA only)
Multi-family Rental Rehabilitation (BFTA only)
Infrastructure - Public infrastructure improvements such as new/rehab curb, gutter, sidewalk; stormwater improvements; streetscaping (including trees)
Conversion of rental property to single family ownership (BFTA only)
Down Payment Assistance (BFTA only)
Code Enforcement
Public Services - provide services to LMI clientele
Homeless Services and Prevention
Lead Based Paint Remediation (BFTA Only)
Acquisition of Real Property (BFTA only)

- Slum and Blight Remediation
- Economic Development (BFTA only)

2. Is your organization requesting CDBG and/or HOME funds or ESG funds?

- CDBG and/or HOME
- ESG

3. Select one National Objective:

(See Library Table for definitions of each National Objective)

- LMA – Low/Mod Area
- LMC – Low/Mod Clientele
- LMH – Low/Mod Housing
- LMJ – Low/Mod Jobs
- SBA – Slum/Blight Area Basis
- SBA – Slum/Blight Spot Basis

4. What is the total number of Unduplicated Persons or Households to be served by the proposed program in the City of Roanoke?

(The proposed number and type of beneficiaries should only relate to those beneficiaries being assisted with HUD funding. Put a 0 in the beneficiary category not being used.)

0	Households
0	Housing Units
0	Jobs
0	Organizations/Businesses
0	People
3	Public Facilities
3.00	TOTAL

5. Will all of the HUD funds be spent within the Roanoke City limits or specifically for City Roanoke Residents?

- Yes
- No

6. Select the geographic region where your proposed program will be located:

- Citywide
- Belmont/Fallon Target Area – at least 50%

Preparing for, Preventing, or Responding to COVID-19

7. Is your program's objective to serve those directly effected by COVID-19? Will this program be in direct response to the pandemic by either preparing for, preventing, or responding to Coronavirus/COVID-19?

- Yes
- No

Beneficiaries

8. Will this program primarily serve/provide:

- Help the homeless?
- Help prevent homelessness?
- Help people with disabilities?
- Help those with HIV/AIDS?
- Include Multi-Family Housing?
- Include Rental Housing?
- Does not apply to our program.

9. Please identify the primary beneficiaries this program will serve.

(If selecting Presumed Benefit Clientele: select the appropriate population (Illiterate Adults, Battered Spouses, Elderly Individuals, Homeless individuals, Migrant Farm Workers, Abused Children, Severely Disabled Adults, or Persons living w/AIDS.))

- Low-Moderate Income Population, or
- Presumed Benefit Clientele (check one below)
- Illiterate Adults
- Battered Victims
- Elderly Individuals
- Homeless individuals
- Migrant Farm Workers
- Abused Children
- Severely Disabled Adults
- Persons living w/AIDS

10. Please indicate whether your organization's client intake sheet or process includes obtaining any of the following information.

(Check all boxes that apply.)

- Name
- Address or City last resided in
- Number of Family/Household Members
- Total Family/Household Income
- Race
- Ethnicity
- My Organization does not obtain any of the above information on clients.

ESG Specific Questions

11. Select one ESG Activity Category:

-answer not presented because of the answer to #2-

12. Does your organization currently use HMIS?

-answer not presented because of the answer to #2-

13. Does your organization currently participate within coordinated entry program?

-answer not presented because of the answer to #2-

14. Describe this program's performance outcomes. Use HMIS data to demonstrate program success. Performance outcomes may include but are not limited to the following: How many households exited to permanent housing during the last program year? How many households experienced an increase in income and/or mainstream benefits during the last program year? Over the last three years, how many households served by this program experienced a return to homelessness within 12 months of receiving services? Share any relevant information that will reflect the program's ability to successfully serve its beneficiaries. If this is an HMIS project, how is data quality encouraged and monitored?

-answer not presented because of the answer to #2-

Statement of Work/Scope of Services

15. Is this a new program for your organization?

- Yes
- No

16. If not a new program for your organization, how was it previously funded?

(If this is a new program, select "Does not apply". If this is not a new program, check all funding sources that apply.)

- Private Funds
- General City Fund (non-HUD funds)
- Federal Funds (including City provided CDBG/HOME funds)
- Other, please be specific in budget narrative

✓ Does not apply

17. If City General Funds (non-HUD funding), CDBG/HOME/ESG or CARES Act funds previously awarded for this project, when last received?

(If not applicable type N/A below.)

N/A

18. If this project represents an expansion of a previously funded project, please explain this expansion.

N/A

19. If not a new program for your organization, how many years has this program been operated. How many unduplicated beneficiaries were served in each year.

(If a new program, indicate with n/a below.)

N/A

20. What is the anticipated date for HUD funds to be expended?

(Program/Grant Year ends 30 June 2023.)

June 30 2023

21. Develop a sound, concise statement of work that details the activities the program will undertake. The information will be used to structure the scope of work portion of the agreement with the City.

(This would equate to your elevator speech.)

Better Bus Shelters for Neighborhoods will collaborate with the community to install three bus shelters, including two community art bus shelters, in low-to-moderate-income neighborhoods in Northwest Roanoke. The Melrose-Orange Target Area (MOTA) project collected community input on art bus shelter design. Valley Metro, which operates fixed-route service in the Roanoke Valley, will provide five bus shelters. The Arts Commission has funding to artistically modify four bus shelters. The goal is to place two of these art bus shelters and an unmodified bus shelter in Northwest Roanoke, but the exact locations have not been determined, and funding to install. The other two shelters will be placed in the commercial hub of Melrose Avenue as part of a streetscape project in Northwest Roanoke. Better Bus Shelters for Neighborhoods will involve the community that has already provided input into the artistic design of the bus shelters to identify the locations.

22. Schedule of Work/Milestones:

(Provide detailed milestones for 1st quarter – 1 July thru 30 September.)

1. Establish a working group with members of the Melrose neighborhood. This group will include members of community organizations from the Northwest, Valley Metro, and City of Roanoke departments including the Transportation Division, Community Engagement, Neighborhood Services, and Roanoke Arts Commission.

2. Prepare a list of feasible locations for the installation of bus shelters to the working group to select three locations, considering:

- The Transportation Division determines sight distance and accessibility is suitable for a bus shelter at the location.
- Existing right-of-way is available and no acquisition of private land or easements is needed.
- The location has high boarding activity and/or is a priority for passengers with disabilities
- Community input has indicated a desire for a bus shelter.

3. Hold a project kick-off meeting

Deliverables:

Kick-off meeting agenda, facilitation, and notes

List of preferred locations for bus shelters

Select 3 locations for

23. Schedule of Work/Milestones:

(Please indicate detailed milestones for 2nd quarter – 1 October thru 31 December.)

1. Initiate acquisition of bus shelters from Valley Metro

2. Solicit quotes from contractors to include site preparation, bus pad installation, ADA infrastructure where needed.

3. Select contractor.

4. Prepare encroachment permits for City Council approval.

Deliverables:

Three bus shelter designs

Contractor selected

Encroachment permits submitted to the City Economic Development Department

24. Schedule of Work/Milestones:

(Provide detailed milestones for 3rd quarter – 1 January thru 31 March.)

1. Submit encroachments permits to City Council.
2. Develop a marketing strategy to create awareness and support for the project.

Deliverables:

Encroachment permits approval
Marketing and outreach plan

25. Schedule of Work/Milestones:

(Provide detailed milestones for 4th quarter – 1 April thru 30 June.)

1. Selected contractor installs three bus shelters.
2. Work with the working group to hold a ribbon-cutting block party in June of 2023 to strengthen community ownership.
3. Implement a marketing plan.

Deliverables:

Three ADA-compliant bus shelters installed
Community ribbon-cutting block party

26. Briefly outline Recruitment and Marketing Plan for this program. Include information on how you intend to reach out to lower income and disadvantaged residents as well as limited English proficient (LEP) residents.

(Upload materials into Documents Tab.)

During the Melrose-Orange Target Area project, the City of Roanoke engaged many stakeholders in the neighborhood. These organizations have a good track record of engaging lower income and disadvantaged residents in the neighborhood. RIDE Solutions will work with these partners which include the faith community, the Melrose Library, non-profit organizations such as Humble Hustle, Goodwill Industries of the Valley, and Feeding Southwest Virginia, and the historically Black newspaper, the Roanoke Tribune, to spread the word about the project.

Valley Metro will be an important partner and offers free and paid advertising opportunities, both inside buses to reach transit riders and external to reach neighbors.

We will also use social media and earned media opportunities to promote the project.

At this time, the Northwest does not have a concentration of limited English proficient-residents.

27. Briefly outline Intake and Eligibility Determination:

(Upload intake documents and materials in Documents Tab)

Bus shelters will be placed at bus stops that serve residents of the Northwest quadrant of the City of Roanoke, areas designated by HUD as low- to moderate-income. We will conduct a general study of the demographics served by each specific bus shelter and use census and block groups data to determine the specific intake for each stop.

28. Describe in detail the proposed program, activity, or event. Describe the need for the program. Explain the current status of the program. Describe the Project Design.

(Further instruction details provided in General Application Instructions Tab above.)

RIDE Solutions will create and facilitate a working group of Northwest Roanoke communities, Valley Metro, and the City of Roanoke, to select the suitable locations for three new transit shelters (two art bus shelters and one unmodified shelter), under the assumptions that all the work to be conducted will extend to the confinements of City right-of-way, contracting work is limited to the acquisition of right-of-way excavation permits, and encroachment permits will be coordinated between the City of Roanoke and the Greater Roanoke Transit Company. Where possible and feasible these grant funds will pay for the installation of ADA accessible concrete pads, and reasonable updates to existing sidewalks and curb ramps to facilitate access to the shelter. Bus shelters will be donated by Valley Metro and two of the bus shelters will be customized by a local artist in coordination with the City of Roanoke Arts Commission. The customized bus shelters will reflect the character of the neighborhood.

Current status

Valley Metro has one standard shelter design in two sizes (shelter specs are attached). The shelters for this project are the smaller size: 9'7" wide and 4' in depth. Shelters are equipped with seating, trash disposal, and LED lighting and are ADA compliant. Valley Metro received funding for shelters and has designated at least five shelters for the Northwest: three for this project and two others.

The Arts Commission is working with a local artist to transform four of the five shelters into art bus shelters, two of which are for this project and two that will be placed on Melrose Avenue as part of a streetscape project. The fifth shelter will be unmodified. During the Melrose-Orange Target Area project, in which HUD funding was directed toward this area, the community provided input on the design of the art bus shelters. The artist is incorporating this input into the art design.

A more detailed project scope is included in the supplemental documents

29. How will your organization know if this program was a success?

RIDE Solutions will evaluate the success of this project with the following activities:

Determine if bus shelters are successfully installed.

Document attendance at the ribbon-cutting block party.

Conduct a project feedback survey to gauge the community's perception of the project.

RIDE Solutions will summarize the program in a clean, concise report that highlights inputs, outputs, outcomes, and impact of the project to the community in a visually pleasing and easy-to-understand manner. RIDE Solutions will share this report with the working group and this report will satisfy the grant requirement for the final report.

The survey will also inform lessons learned from the project with the intention of replicating the Better Bus Stops for Neighborhoods Program in other HUD target areas in the City of Roanoke. The intention is to continue this partnership as long as Valley Metro needs RIDE Solutions assistance with facilitating the installation of bus shelters in Low-Mod Areas

Leveraging

30. If the City's grant funding will leverage other resources, such as supporting joint partnerships, matching funds, cost sharing, or be a catalyst to other initiatives, please make the appropriate selections below.

(Check all that apply. You will provide detail in the Budget and Budget Narrative.)

- Other Federal Funds
- State Funds
- Local Funds
- Private Funds
- Volunteer hours – All volunteer hours will be attributed a value of \$10/hour
- Tax-Exempt Bond Proceeds Owner Cash Contributions Fundraisers
- Other

31. Describe the match (such as: agency contribution, # of volunteer hours at \$10/hour, materials/supplies, etc...) your organization brings to this project.

(For consistency in comparing other applications, all volunteer hours to be counted at a rate of \$10/hour. Further detail will be shown in Budget &/or Budget Narrative.)

Valley Metro is donating three bus shelters to the project, at the cost of \$41,748

This project is leveraging the City of Roanoke Arts Commission Art Shelter project in which they have up to \$27,000 to spend on artist contract fees, time, and materials to customize four bus shelters to be installed in the northwest neighborhoods. Better Bus Stops for Neighborhoods will pay for the coordination, time, and installation of two of these customized bus shelters.

32. If your organization is using volunteer labor, do you have appropriate insurance to cover the volunteer activities?

(Upload document to Documents Tab)

Not applicable at this time

33. List confirmed community partners.

(Signed Letters of Support to be uploaded in the Documents Tab.)

City of Roanoke Arts Commission, City of Roanoke Transportation Division, Valley Metro, City of Roanoke Office of Communications

34. Does your program anticipate generating Program Income (PI)? Such income can result, for example, from the sale, rental or use of property purchased or improved with CDBG or HOME funds or repayment of loans made with CDBG or HOME funds. This income must be wholly remitted to the City, depending on whether the City provides all or only part of the funding for the program/project generating the income.

- Yes
- No

Organizational Capacity and Experience

35. Provide a brief organizational overview of your agency, including: list of services provided; description of staff experience with program; and federal grant management experience.

(Upload brief resumes for chief staff assigned to administer & implement the program in Documents Tab.)

RIDE Solutions is a program of the Roanoke Valley-Alleghany Regional Commission. RIDE Solutions is a multi-regional brand serving the greater Roanoke, Lynchburg, and New River Valley, along with the West Piedmont region serving Martinsville and Danville. RIDE Solutions Provides alternative transportation options - ridesharing, biking, public transit, walking, and guaranteed ride home services - to residents of the southwest Virginia region.

RIDE Solutions program Director Andrea Garland managed City of Roanoke Community Development Block Grants to install bus shelters in low and moderate-income areas during her tenure as member and president of the Mountain View Neighborhood Association. Andrea also has experience managing federal grants associated with the Virginia Department of Transportation (Highway Safety Improvement Program- HSIP, and Transportation Alternatives Program- TA) and the Department of Motor Vehicles, (Highway Safety Grants)

It is worth mentioning that RIDE Solutions worked with the City Arts Commission in the past to design, build and install the art bus shelter in Hurt Park located at the intersection of Salem Ave and 13th Street SW.

36. What is your organization's mission statement ?

To be a regional leader in driving collaboration and strategy within our communities on issues that are critical to the economic growth, quality of life and sustainability of this region.

37. If your organization is a Faith Based Organization, it is understood that the proposed program will not utilize any awarded Federal funds for inherently religious activities as prohibited by 24 CFR 570.200(j), such as worship, religious, instruction, or proselytization.

- Our Organization is not Faith Based
- Our Faith Based Organization WILL NOT use awarded funds for inherently religious activities as prohibited by 24 CFR 570.200(j), such as worship, religious, instruction, or proselytization.
- Our Faith Based Organization WILL use awarded funds for inherently religious activities as prohibited by 24 CFR 570.200(j), such as worship, religious, instruction, or proselytization.

38. Describe your organization's financial management system including reporting, record keeping, accounting systems, payment procedures, and audit requirements. Is your financial staff familiar with HUD Guidelines 2 CFR 200 and 2 CFR 570?

(A simple statement that the organization/staff are familiar with the guidelines associated with these regulations is not sufficient. Be specific, name and describe the financial record keeping programs and procedures.)

RVARC uses Grants Management System (GMS) for our accounting software. GMS was designed for grants accounting and can track expenses to the individual grant level. GMS provides calculations of all allocations and distributes those allocations to each funding stream based on direct labor hours worked to each funding stream. GMS also allows for direct charging costs to funding streams for costs that are not in the leave, fringe, or indirect pools for allocation. Interfacing with GMS RVARC also uses Clockwise time collection system that collects time worked on each funding stream by employees by day. Clockwise uploads all time collected each pay period to GMS so payrolls can be prepared and direct labor costs can be accounted for by GMS.

Financials are completed monthly and reported out on a monthly and year-to-date basis and individual grant funds are reported monthly on a monthly and year-to-date basis as well. Program managers review the financials, of the grants/funding streams they are responsible for monthly. All grant funds are monitored to their budgets monthly.

All invoices for payment are reviewed and approved by the Executive Director and Finance Director before payment. Additionally, all costs charged to grants directly are reviewed and approved by the Program Manager, Executive Director and Finance Director before payment. The RVARC pays bills within 30 days of receipt.

The RVARC is required by the RVARC Bylaws and Charter to receive an annual financial aud

39. Total amount of ALL federal funds obligated to your organization.

(If you know the amount for this upcoming year indicate below. If you do not, indicate the total amount of Federal Funds your organization received last year? And if a similar funding level is expect this year.)

Total Revenue Federal Fund for FY 22 are: \$967,788. See detailed in attachment: RVARC Federal Funs 2022

40. When was your organization last audited? Were there any findings or concerns? If yes, please explain.

(Last audit is required to be uploaded in the Documents Tab.)

The RVARC was last audited for the fiscal year ended 6/30/21. There were not any findings or concerns.

41. Does your agency have the following documents approved by its Board of Directors?

(Mark all that apply. Policies required to be uploaded in the Documents Tab.)

- Affirmative Action Plan

- ✓ Commercial Liability/General Casualty Insurance
- ✓ Current Financial Audit
- ✓ Grievance and complaint procedures for both employees and consumers Procurement Policies
- ✓ Staff Job Descriptions
- ✓ Workplace Drug Use Policy
- ✓ Written Benefits Policies
- ✓ Written Personnel/EEO Policies

42. What are your organization's records retention policies and procedures?

(Provide a brief, but detailed description.)

Office Manager

- i. Articles of Incorporation, amendments, and bylaws (Permanently)
- ii. Commission, TPO, and TTC minutes (Permanently)
- iii. Annual reports (Permanently)
- iv. Materials of historic value (Permanently)

Director of Finance

1. Certificate of Incorporation (Permanently)
2. Property Records (Permanently)
3. Tax exemption documents and IRS rulings (Permanent)
4. Contracts and leases (7 years after expiration or termination)
5. General Ledgers (Permanently)
6. Original grant proposals, agreements, final grantee reports, all pertinent formal correspondence (7 years after completion of grant period)
7. Insurance certificates, insurance policies, including expired policies and claim files (Permanently)
8. Retirement records (Permanently)
9. Employee Handbooks (Permanently)
10. Audit reports (Permanently)
11. Financial work papers (5 years after completed audit)
12. Employee personnel records (Termination + 7 years)
13. Payroll tax records (7 years)

43. Describe the staff training, experience and continuing education needed to successfully manage this program:

Andrea Garland, Director of RIDE Solutions will be managing this project. Andrea has 20 years of education and work experience in transportation engineering. For the past 6 years, she worked as a traffic engineer for the City of Roanoke Transportation Division, leading the department's community projects. During her tenure in the city, she managed multiple neighborhood development grants including the installation of three bus shelters in the West End Target Area. She conducted community safety campaigns and engineering projects achieving high levels of community engagement. As a Director of RIDE Solutions, Andrea oversees the Transportation Demand Management services for the Roanoke Valley and Alleghany Regions, this program provides alternative transportation solutions to the communities with the goal of reducing the use of single-occupancy vehicles in the region. One of the goals of RIDE solutions is to support and promote transit services in the urbanized areas and help Valley Metro mission to provide reliable service, concentrating on equity and quality reliable infrastructure to dignify the services and its users across the Roanoke service area.

44. Has your organization carried out or attempted a similar project before? If yes, briefly describe the program.

As a City employee, and President of the Mountain View Neighborhood Association, Andrea worked to secure CDBG funding via the Neighborhood Development Grant program resulting in the installation of three bus shelters in the West End Target Area. This successful project development was an example of a multi-agency collaboration including neighborhood associations, City administration, and Valley Metro to effectively install bus shelters in the neighborhood.

45. What licensing (either local, State or Federal) is required for your program to be fully certified to provide the services or program for which your organization is requesting funding?

(Provide a detailed list. Upload certifications in Documents Tab for key personnel.)

The RVARC nor staff are required to carry any licenses.

46. Has your organization ever had any grant funds recaptured (returned), left unspent, or appropriated from your organization? Specifically, CDBG, CDBG-CV, ESG, ESG-CV, COC, HOME, HOPWA, State, or other Federal Funds. If yes, list the funds and circumstances involved.

No.

47. If your organization received HUD funding in the last 3 grant year, were your reports submitted on time (by the 15th of the month) each month?

- All reports submitted on time
- Some reports were submitted late
- Did not receive funding in the last 3 years

Other Federal Requirements

48. Does your facility or program have any barriers that would prevent a person with a disability (verbal, visual, physical, cognitive, etc.) from gaining employment, attending meetings, or obtaining services?

(Use barrier checklist found in Library Tab to assess your organization.)

- Yes
- No

49. If your program will be related to the preparation, response or prevention of the COVID-19 pandemic, please give a detailed justification of how beneficiaries would meet this criteria.

(If you program is not in response to COVID, indicate so by typing N/A.)

N/A

Budget [top](#)

Revenue - Indicate if confirmed or pending (date of decision)	CDBG/HOME/ESG	Other A	Other B	Other C	Other D	Total Revenues
This Application - applied for (19 January 2022)	USD\$ 47,762.00					USD\$ 47,762.00
Other Federal Funds - (date confirmed or indicate pending)	USD\$ 0.00					USD\$ 0.00
State Funds - (date confirmed or indicate pending)	USD\$ 0.00					USD\$ 0.00
United Way - (date confirmed or indicate pending)	USD\$ 0.00					USD\$ 0.00
Other City of Roanoke Funds - (date confirmed or indicate pending)	USD\$ 0.00	USD\$ 27,000.00				USD\$ 27,000.00
Bus shelters and installation donated by Valley Metro		USD\$ 41,748.00				USD\$ 41,748.00
Total	USD\$ 47,762.00	USD\$ 68,748.00	USD\$ 0.00	USD\$ 0.00	USD\$ 0.00	USD\$ 116,510.00

Funding Uses/Expenses	CDBG/HOME/ESG	Other A	Other B	Other C	Other D	Total Expenses
Staff Wages	USD\$ 8,077.00					USD\$ 8,077.00
Staff Benefits	USD\$ 2,899.00					USD\$ 2,899.00
Indirect Costs	USD\$ 3,786.00					USD\$ 3,786.00
Materials						USD\$ 0.00

Labor & Materials	USD\$ 33,000.00					USD\$ 33,000.00
	USD\$ 0.00					USD\$ 0.00
	USD\$ 0.00					USD\$ 0.00
	USD\$ 0.00					USD\$ 0.00
Total	USD\$ 47,762.00	USD\$ 0.00	USD\$ 0.00	USD\$ 0.00	USD\$ 0.00	USD\$ 47,762.00

Surplus/Deficit	USD\$
Do the Revenue and Expenditures match?	68,748.00

Budget Narrative

The budget narrative is attached in a separate document

Documents [top](#)

Documents Requested *

Required? Attached Documents *

Organizational Business Plan (Documents to comply with City Council Policy on funding Nonprofit Organizations)	✓	RVARC- Work Program
Certifications Regarding the engagement of its Board of Directors (Documents to comply with City Council Policy on funding Nonprofit Organizations)	✓	Charter Agreement of the RVARC
Documentation supporting projects involving acquisition, construction, and/or rehabilitation	✓	RVARC - Documents Statement
Last Audit – either Single Audit or other Audit document	✓	RVARC- 2021 Audit Report
Affirmative Action Plan	✓	RVARC- Diversity, Equity and Inclusion Statement Title VI Implementation Plan
Commercial Liability/General Casualty Insurance	✓	RVARC Insurance Policy
Grievance and complaint procedures for both employees and consumers Procurement Policies	✓	RVARC- Grievance Procedure
Staff Job Descriptions	✓	Job Description - Director of RIDE Solutions Job Description - RVARC Executive Director Job Description - RVARC Director of Finance Job Description - Public Engagement Manager Job Description - RVARC Office Manager
Workplace Drug Use Policy	✓	RVARC- Personel Manual (2021)
Written Benefits Policies	✓	RVARC-Personel Manual
Written Personnel/EEO Policies	✓	RVARC- EEO Policy
Upload Resumes of staff assigned who will administer and implement your project: Include: Staff member experience with program; Any Federal grant management; Staff training & experience. (Upload each separately.)	✓	Andrea Garland 2021- Resume Andrea Garland Updated Linkedin Profile
Brief organizational overview of your agency – including list of services provided	✓	RVARC - About Us home page RIDE Solutions - About Home Page
Articles of Incorporation	✓	RVARC - Documents Statement
State Corporation Commission Certificate & Evidence of Current renewal status	✓	RVARC - Charter
Current Bylaws of the Organization	✓	RVARC- Bylaws

IRS 501(c) Tax Exempt Determination Letter	✓	RVARC- Tax Excepmt Letter
Current list of Organization's Board of Directors	✓	RVARC- Members List
Evidence of Insurance: policy should show type & coverage amount, policy end dates, or copies of certificates of insurance. If awarded, applicants will submit updated naming the City, its officers, agents, employees & volunteers as additional insured	✓	RVARC - Certificate of Insurance
Signed Letters of Support (upload each separately)		Support Letter - City of Roanoke Arts Commission Support Letter - City of Roanoke Community Engagement Support Letter - Valley Metro Support Letter - City of Roanoke Transportation
Marketing Materials (examples: Brochures, FAQs, media coverage, etc...)	✓	RVARC - 2021 Annual Report
Intake Application	✓	RVARC - Documents Statement
• Certification of Compliance (template) download template	✓	RVARC - Certification of Compliance
• Certification of Application (template) download template	✓	RVARC - Documents Statement
• ESG Certification of Local Match Funds (template) download template	✓	RVARC - Documents Statement
• ESG Budget Template (template) download template	✓	RVARC - Documents Statement
SAM.gov Registration	✓	DUN and SAM registration numbers
DUNS Registration	✓	DUN and SAM registration numbers
Additional documentation your organization wants to share.		RVARC- Indirect Costs Federal Agreement Bus Stop activity and Neighborhood Poverty Report Contractor Quote RVARC Federal Funds 2022 Valley Metro Bus Shelter Specs HUD 2022 Better Bus Stops for Neighborhoods- Scope & Budget Narrative RVARC - Documents Statement

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 380014

Become a [fan of ZoomGrants™](#) on Facebook
 Problems? Contact us at Questions@ZoomGrants.com
 ©2002-2022 GrantAnalyst.com. All rights reserved.
 "ZoomGrants" and the ZoomGrants logo are trademarks of GrantAnalyst.com, LLC.
[Logout](#) | [Browser](#)



CERTIFICATION OF APPLICATION

The Board of Directors of The Roanoke Valley-Alleghany Regional Commission hereby resolves that on the 27th Day of January 2022

the Board reviewed the Application for CDBG, submitted to the City of Roanoke Office of HUD Community Resources for funding consideration for the fiscal year 2022/2023 and in a proper motion and vote approved this application for submission. The Board further certifies that the organization making this application has complied with all applicable laws and regulations pertaining to the application and is a government organization, tax-exempt and incorporated in the State of Virginia.

The Roanoke Valley-Alleghany Regional Commission hereby proposes to provide the services or program identified in the Program Narrative in accordance with this application for Community Development Block Grant, HOME or Emergency Solutions Grant Funds. If this application is approved and this organization receives CDBG, CDBG-CV, HOME, ESG or ESG-CV funding from the City of Roanoke, this organization agrees to adhere to all relevant Federal, State and local regulations and other assurances as required by the City. Furthermore, as the duly authorized representative of the organization, I certify that the organization is fully capable of fulfilling its obligation under this application as stated herein.

I further certify that this application and the information contained herein are true, correct and complete. I acknowledge and accept the terms and conditions of the Threshold Certification and understand that omission of any required documents shall render the application as nonacceptable.

The Board has also authorized the following person(s) to have signatory authority regarding this grant:

Jeremy Holmes

Name

RVARC Executive Director

Title

Andrea Garland

Name

RIDE Solutions Program Director

Title

President/Board of Directors
(Or other authorized person)

Date



Roanoke Valley-Alleghany

REGIONAL
commission

rvarc.org

313 Luck Avenue, SW | Roanoke, Virginia 24016 | P: 540.343.4417 | F: 540.343.4416 | rvarc@rvarc.org

PENALTY FOR FALSE OR FRAUDULENT STATEMENT

U.S. Code Title 18, Section 1001, provides that a fine of up to \$10,000 or imprisonment for a period not to exceed five years, or both, shall be the penalty for willful misrepresentation and the making of false, fictitious statements, knowing same to be false.

Member Governments: Counties of Alleghany, Botetourt, Craig, Franklin and Roanoke, Cities of Covington, Roanoke and Salem, Towns of Clifton Forge, Rocky Mount and Vinton



STAFF REPORT

January 27, 2022 RVARC Meeting

SUBJ: Consideration of FY24 RVARC SMART SCALE Candidate Project Requests

In early fall 2021, staff initiated the process for submitting and selecting RVARC candidate project applications for the FY24 round of SMART SCALE. The process entailed each locality or modal stakeholder requesting the RVARC to apply on its behalf for a SMART SCALE project to complete and submit the *Candidate Project Request Form for RVARC SMART SCALE Applications*. The Form sought basic project scope and cost information, as well as whether/how the project:

- Serves a Corridor of Statewide Significance or Regional Network
- Has been submitted for previous rounds of SMART SCALE
- Has had funds previously committed to it, or intends to commit future funding
- Is in the RVARC’s Comprehensive Economic Development Strategy
- Is listed as a transportation priority in the locality’s comprehensive plan

The Request Forms were originally due to staff on November 12th, but the deadline was extended to November 30th. Staff received 11 request forms: one from Franklin County in the Rural portion of the Region, and 10 from localities located in the Region’s Urbanized Area. The table lists the requests in order that they were received.

No.	Agency	Project Name	Project Description
1	Franklin County	Realign Rte. 220 NB at Henry Road (Rte. 605)/ Rte. 220 Intersection	This project will seek to realign Rte. 220 Northbound at the intersection with Henry Road (Rte. 605) to improve the horizontal and vertical curves to reduce off road crashes.
2	City of Roanoke	I-581/Orange Ave Interchange Improvements	As noted in the STARS Route 460 (Orange Avenue) study, the I-581 interchange at Rte. 460 has vehicular, pedestrian, and bicycle-related safety and congestion issues. This project will provide solutions to mitigate the safety issues for all users, provide additional travel mode choices, improve traffic operations, and alleviate congestion.
3	City of Roanoke	Orange Ave and Williamson Rd. Intersection Improvements	The STARS Route 460 (Orange Avenue) study has identified operational and safety issues for the 460 corridor. Findings suggest improvements proposed for the Orange Ave. and Williamson Rd. intersection, including a signalized off-ramp from I-581, an additional eastbound left-turn lane, and additional lanes on Williamson Rd. north of the intersection.
4	City of Roanoke	Virginia Tech Carilion Research Institute Interchange Project	This project seeks to improve access between I-581, US Route 220, and the VTCRI/Carilion Clinic campus along Jefferson St, Reserve Ave, and McClanahan St. A Franklin Rd. interchange is one option, the City has funded an access study that will provide interchange recommendations based on future travel demands as it relates to not only the Franklin Rd. interchange, but also the Elm Ave. and Wonju St. interchanges.
5	Botetourt Co.	Rte. 220 Superstreet Improvement	Convert crossovers along the Route 220 Corridor in Daleville to Restricted Crossing U-Turns to provide a superstreet concept.

	Agency	Project Name	Project Description
6	Botetourt Co.	Exit 150 Improvement Project	Improvements to the safety and traffic flow at the existing intersection and associated northbound movements to and from Interstate 81.
7	Roanoke Co.	West Main Street Phase 3 Sidewalk <i>(If unsuccessful in STBG)</i>	This will complete the sidewalk project currently under construction between the City of Salem and Technology Drive.
8	Roanoke Co.	Pedestrian Improvements on Williamson Road (UPC 113947)	The pedestrian improvements project on Williamson Rd. (Rte. 11) from North Roanoke Assisted Living to Clubhouse Dr. is currently a VDOT HSIP project under design with a funding deficit.
9	Roanoke Co.	U.S. Route 11/460 at Dow Hollow Road Intersection Improvements	U.S. Route 11/460 at Dow Hollow Road Intersection Improvements are based upon the VDOT study currently underway.
10	Roanoke Co.	Route 419 Intersections/Projects (one or more) between Bower Road and Apperson Drive	One or more projects may be identified through the OIPI Route 419 (Electric Rd.) Study from Rte. 11 (Apperson Dr.) to Bower Rd, that is currently underway.
11	Roanoke Co.	Pedestrian Crossing Improvements on Route 419 and at Plantation/Hershberger Intersections (UPC 117212)	The Pedestrian Crossing Improvements on Route 419 and at Plantation/Hershberger Intersections project is currently a VDOT HSIP project under design with a funding deficit.

Due to its organizational structure as defined by state and federal law, rural localities (or portions thereof) are not included in the RVTPO service area and are not permitted to request application submittal through the RVTPO for SMART SCALE funding. Conversely, localities within the Roanoke Urbanized Area are included in the Roanoke Valley-Alleghany Region and are eligible to request RVTPO or RVARC application submittal. As such, staff recommends that the Franklin County application request automatically be given one of the four application slots available to the RVARC. The remaining three application slots will be chosen through a prioritization process from applications not already selected by the RVTPO.

Staff developed a simple and straightforward prioritization process to select four candidate project applications for the RVTPO and RVARC. Primarily utilizing questions from the request form, staff developed a series of quantitative criteria to score and rank the requests.

Criteria	Points
Is this project already underway (existing UPC #, PE, RW initiated)?	10 – yes; 5 - no
Is the project in the Roanoke Valley Transportation Plan?	10 – constrained; 5 – vision; 0 – no
Is the project in the region’s Comprehensive Economic Development Strategy (CEDs)?	5 – yes; 0 – no
Does the requesting agency plan to use its complement of four SMART SCALE applications?	5 – yes; 0 – no
Does the project have a cost estimate?	10 – yes; 5 – under development; 0 – no
Is there planned leverage on the project?	10 – yes; 5 – no
Does the project cost estimate exceed \$15 million?	10 – yes; 5 – no; 0 – N/A

The RVARC has a maximum of four applications it can submit in August 2022 but may initiate five pre-applications in March.

In February it is anticipated that more information will be known about other potential funding to support existing project requests with HSIP funding deficits - Pedestrian Improvements on Williamson Road (UPC 113947) and Pedestrian Crossing Improvements on Route 419 and Plantation/Hershberger Intersections (UPC 117212) as well as more cost information for projects being generated from studies underway and which applications the RVTPO has chosen to submit.

A final recommendation will be presented to the RVARC at its February meeting so project pre-applications may be submitted in March.

RVARC Board Action: None.