



# Annual Work Program, Fiscal Year 2024

*Approved May*

Staff, Roanoke Valley-Alleghany Regional Commission

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## Welcome

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The FY24 Work Program sets the basic schedule of work for the Roanoke Valley-Alleghany Regional Commission over the 2023-2024 fiscal year. It is comprised of ongoing tasks, staff-generated projects, locality requested projects, required activities under our various grants, and general technical assistance.

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## Introduction

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The annual Comprehensive Work Program is the basis for achieving the objectives and strategies outlined in the Roanoke Valley-Alleghany Regional Commission's Strategic Plan. The Commission strives to maximize its limited staff and resources by developing a comprehensive work plan based on current and anticipated needs and priorities of the region, while providing flexibility to take advantage of opportunities as they arise over the year.

Projects are submitted by Commission members, local Chief Administrative Officials, staff of planning and economic development departments of member governments, and generated internally by Commission staff. From time to time, projects submitted by regional organizations or nonprofits may be considered on a fee bases or under one of the Commission's existing funding sources as approved by the Commission and impacted member government(s).

To meet State and Federal requirements several program areas are required to have specially formatted work programs which are also submitted and approved separately from the RVARC work program. While these work programs are separate documents, a summary of their activities are included in this document for reference.

### **How Projects Get into the Work Program**

Projects enter the work program a variety of ways, through initiatives identified by staff and approved by the impacted local governments, to formal submissions from locality administration or state agencies. Many projects enter the work program during the January through March period of each year, aligning with Commission and locality budgeting timelines. Project ideas may also arise throughout the year through Commission meetings, our Chief Administrative Officer luncheons, and our quarterly Planner's Lunches. Commission staff seek to be proactive in identifying issues of regional significance, with a particular focus on leveraging local planning resources towards larger Federal implementation programs like DOT's RAISE grants, ARC's ARISE grant, and EDA Economic Adjustment Assistance.

While the Commission does its best to identify its annual scope of work before the start of the fiscal year, we recognize that needs change throughout the year through unexpected changes and opportunities. The Work Program is intended to be flexible enough to respond to these needs, with sufficiency general technical assistance built in to field requests throughout the year, and the capacity to reschedule or change the scope of projects as necessary to free up resources.

## Strategic Priorities

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The Roanoke Valley-Alleghany Regional Commission has identified its Comprehensive Economic Development Strategy (CEDS) plan as the organization's strategic plan. In addition, the Commission completed a strategic planning effort in 2019 that identified several goals focused on communications, improving staff capacity, and strengthening the organization.

It is the intention for the Commission to undertake an updated comprehensive strategic planning effort in the coming years. In the interim, the strategic goals for this work program are derived from both the CEDS and the 2019 Strategic Plan.

Our strategic priorities are as follows:

### **I. Economic Growth**

- A. The Commission will ensure the region has adequate infrastructure in place to facilitate the growth of higher-wage industry clusters and to ensure connectivity with regions nationally and globally. (CEDS 2022)
- B. The Commission will improve the Multimodal Transportation Network of the Roanoke Valley-Alleghany Region. (CEDS 2022)

### **II. Quality of Life**

- A. The Commission will address resiliency through coordination of the Regional Pre-Disaster Mitigation Plan, COVID-19 response activities, and CEDS. (CEDS 2022)
- B. The Commission will seek to reuse existing underutilized commercial, institutional, and industrial properties and target them for redevelopment. (CEDS 2022)
- C. The Commission will seek to ensure that the region offers a strong and diverse mix of housing opportunities. (CEDS 2022)

### **III. Sustainability**

- A. The Commission will seek to maintain and promote the region's natural beauty as well as its cultural amenities and seek sustainable growth opportunities. (CEDS 2022)

### **IV. Communication and Outreach**

- A. Project a positive identity for the Roanoke Valley - Alleghany Region. (CEDS 2022)
- B. The Commission will improve Communication among RVARC and its stakeholders. (2019 Strategic Plan)
- C. The Commission will improve engagement among RVARC and its members. (2019 Strategic Plan)

### **V. Organizational Capacity**

- A. The Commission will adequately prepare for the future. (2019 Strategic Plan)

### **VI. Local Technical and Implementation Support**

- A. The Commission will continue in its role as a convener of regional stakeholders on issues of more than local significance and implementer of programs on behalf of our local government members.

In the project listings, below, projects will reference which strategic priority or priorities they support by reference to the category (I – VI) and subcategory (A – C) of each priority.

## Bench Contractors

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The Regional Commission will pursue the development of a bench of on-call contractors which our member governments can access to support their local technical needs.

### *On-Call Consultant Program*

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Staff will develop an on-call consultant program modeled after that of the West Piedmont Planning District Commission (<https://westpiedmontpdc.org/on-call-consultant/>). Through this program, member localities can access engineering, architecture, administrative/financial, project management, and other services via a bench of consultants contracted with RVARC through a competitive process at the start of the fiscal year. Localities will be responsible for the costs of services, but procurement can be expedited through the Commission's process.

|                             |  |
|-----------------------------|--|
| <i>Strategic Priorities</i> | VI.A   |
| <i>Deliverables</i>         | Bench of at least three contractors  |
| <i>Localities Served</i>    | Cities of Covington, Roanoke, and Salem; Counties of Alleghany, Botetourt, Craig, Franklin, and Roanoke; and Towns of Clifton Forge, Rocky Mount, and Vinton |
| <i>Project Leader</i>       | Jeremy Holmes  |
| <i>Funding and Hours</i>    | Local – 25 hours; ARC – 25 hours   |

### *Grant-Writing Bench*

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The Roanoke Valley Alleghany Regional Commission intends to implement a bench of grant-writing contractors to aid localities and locality-approved organizations access federal and other grant programs. The Commission will pursue a *Ready LDD* grant via the Appalachian Regional Commission and, with ARC, EDA, and other potential complementary funding pots, to create a pot of funds which localities can access to pay for grant-writing services from a bench of contractors identified through a competitive procurement process. A program will be designed to determine how localities access the services, any funding caps or matching

fund requirements that might be necessary, ongoing project management needs, and project prioritization.

|                             |  |
|-----------------------------|--|
| <i>Strategic Priorities</i> | VI.A   |
| <i>Deliverables</i>         | Bench of at least three contractors  |
| <i>Localities Served</i>    | Cities of Covington, Roanoke, and Salem; Counties of Alleghany, Botetourt, Craig, Franklin, and Roanoke; and Towns of Clifton Forge, Rocky Mount, and Vinton |
| <i>Project Leader</i>       | Jeremy Holmes  |
| <i>Funding and Hours</i>    | ARC – 25 hours.  |

## Transportation

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### *Roanoke Valley Transportation Planning Organization*

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The Roanoke Valley Transportation Planning Organization (RVTPO) manages transportation planning activities within the census-defined urbanized core of the Roanoke Valley-Alleghany Region. This includes the counties (or portions thereof) of Roanoke, Botetourt, Bedford, and Montgomery; the cities of Roanoke and Salem; and the town of Vinton.

The RVTPO is staffed by the Regional Commission.

Among the key activities of the RVTPO is the development and maintenance of the region's long-range transportation plan, management of the Transportation Improvement Program process, support for regional SMART SCALE applications, and management of the Surface Transportation Block Grant program. RVTPO staff also manage numerous short- to mid-range planning efforts as well.

Projects undertaken by the RVTPO are documented in the annual Unified Planning Work Program (UPWP).

### *VDOT Locally Administered Project: Glade Creek Greenway Phase III PE*

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Regional Commission staff will serve as the Town of Vinton's Local Project Administrator for the administration of STBG-funded Glade Creek Greenway Phase III Preliminary Engineering. Staff will work with VDOT and locality stakeholders to develop a project scope and schedule, research existing conditions, conduct RFP and contractor negotiations per VDOT's guidelines, work with the consultant to develop 100% design plans and identify ROW challenges.

|                             |                  |
|-----------------------------|------------------|
| <i>Strategic Priorities</i> | I.B, III.A, IV.A |
|-----------------------------|------------------|

|                          |   |
|--------------------------|---|
| <i>Deliverables</i>      | Development of project scope, acquisition of consultant to produce preliminary engineering, coordination with VDOT and Town of Vinton on alignment challenges such as planned ROW acquisition |
| <i>Localities Served</i> | Town of Vinton  |
| <i>Project Leader</i>    | Amanda McGee  |
| <i>Funding and Hours</i> | STBG – 150 Hours  |

## Mobility & Transportation Demand Management

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In FY2023 the Regional Commission is conducting a Regional Travel Survey that will provide staff with information about the State of Commute in the Region. The survey results will be used in the strategic planning of the Commuter Assistance Program as well as a baseline for the region's travel demand Model. The Director of RIDE Solutions will work with stakeholders toward addressing the transportation demand and mobility priority needs in the Region, identifying possible and preferred solutions, and pursuing funding.

|                             |  |
|-----------------------------|--|
| <i>Strategic Priorities</i> | I.B, III.A, V.A, VI.A  |
| <i>Deliverables</i>         | Ongoing engagement with RVARC stakeholders to lead efforts towards Mobility and transportation demand needs  |
| <i>Localities Served</i>    | Cities of Covington, Roanoke, and Salem; Counties of Alleghany, Botetourt, Craig, Franklin, and Roanoke; and Towns of Clifton Forge, Rocky Mount, and Vinton |
| <i>Project Leader</i>       | Andrea Garland   |
| <i>Funding and Hours</i>    | 511 Hours  |

## Bicycle Friendly Business

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The Roanoke Valley Alleghany Regional Commission will strive to improve its ranking in the League of American Bicyclists' Bicycle Friendly Business rankings. Staff will work with our Public Engagement Manager and Director of RIDE Solutions to communicate our progress and use our success to model opportunities for other area businesses and local government facilities to apply for and achieve designation.

|                             |  |
|-----------------------------|--|
| <i>Strategic Priorities</i> | III.A, V.A   |
| <i>Deliverables</i>         | Silver-level Bicycle Friendly Business designation |
| <i>Localities Served</i>    | Commission operations                              |
| <i>Project Leader</i>       | Andrea Garland                                     |
| <i>Funding and Hours</i>    | Local – 50 hours                                   |

### *Commuter Assistance Program - Operations*

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Staff will operate the regional Commuter Assistance Program, RIDE Solutions, under the direction of the DRPT Commuter Assistance Program requirements. Operations of the program include providing a central resource for the Roanoke Valley localities about access and use of transportation options for employers in the region, including transit, vanpooling and ridesharing services.

RIDE Solutions will conduct two primary marketing campaigns: 1.) Commuter and Employer Communications campaign to increase awareness of the transportation solutions provided by RIDE Solutions to the Roanoke Valley-Alleghany Region travelers. 2) 2023 Writer by Bus Campaign, to engage the local artist community to get inspired by public transportation and create art that inspires others to use the service. RIDE Solutions will also perform ongoing general social media and media relations campaigns throughout the year.

|                             |  |
|-----------------------------|--|
| <i>Strategic Priorities</i> | I.B, III.A, IV.A   |
| <i>Deliverables</i>         | Ongoing commuter and employer support services   |
| <i>Localities Served</i>    | Cities of Covington, Roanoke, and Salem; Counties of Alleghany, Botetourt, Craig, Franklin, and Roanoke; and Towns of Clifton Forge, Rocky Mount, and Vinton |
| <i>Project Leader</i>       | Andrea Garland   |
| <i>Funding and Hours</i>    | DRPT CAP- 1680 hours   |

### *Commuter Assistance Program – Strategic Plan*

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The Roanoke Valley-Alleghany Regional Commission will work with a consultant to develop a RIDE Solutions program strategic plan to meet the requirements of the Commuter Assistance Program Strategic Plan (CAPSP) guidelines published by the Virginia Department of Rail and Public Transportation (DRPT), in January 2023. This plan will provide an objective-driven, performance-based planning framework for identifying TDM strategies and programs that increase the transportation system's efficiency through alternative modes of travel in the Roanoke Valley-Alleghany region.

|                             |  |
|-----------------------------|--|
| <i>Strategic Priorities</i> | I.B, III.A, V.A, VI.A  |
| <i>Deliverables</i>         | Five-year strategic plan   |
| <i>Localities Served</i>    | Cities of Covington, Roanoke, and Salem; Counties of Alleghany, Botetourt, Craig, Franklin, and Roanoke; and Towns of Clifton Forge, Rocky Mount, and Vinton |
| <i>Project Leader</i>       | Andrea Garland   |
| <i>Funding and Hours</i>    | DRPT Technical Assistance – 381 hours  |



## Economic Development Administration

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The Roanoke Valley-Alleghany Region was designated an Economic Development District in 2017, and the Commission now receives planning funds to carry out the development and implementation of the Comprehensive Economic Development Strategy. The EDA requires a separate 3-year comprehensive work plan for that program, but certain local and regional project requests can be funded under the EDA partnership planning grant. Some of those projects are noted below.

### *Comprehensive Economic Development Strategy*

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Staff will work with the localities to promote economic development in the region, including updating the Comprehensive Economic Development Strategy required by the Economic Development Administration.

|                             |   |
|-----------------------------|---|
| <i>Strategic Priorities</i> | I, II, and III  |
| <i>Deliverables</i>         | Updated CEDS document and website   |
| <i>Localities Served</i>    | Cities of Covington, Roanoke and Salem, Counties of Alleghany, Botetourt, Craig and Roanoke and Towns of Clifton Forge and Vinton |
| <i>Project Leader</i>       | Eddie Wells   |
| <i>Funding and Hours</i>    | EDA - 400 hours   |

### *Regional Food System Planning*

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Staff will continue to work with regional stakeholders to promote economic development, healthy living, environment, and natural resources stewardship within the region. Staff will work with our member governments to promote regional agribusiness/agritourism initiatives, sites, and activities as requested.

|                             |  |
|-----------------------------|--|
| <i>Strategic Priorities</i> | IV.A, IV.C   |
| <i>Deliverables</i>         | Regional food plan   |
| <i>Localities Served</i>    | Cities of Covington, Roanoke, and Salem; Counties of Alleghany, Botetourt, Craig, Franklin, and Roanoke; and Towns of Clifton Forge, Rocky Mount, and Vinton |
| <i>Project Leader</i>       | Amanda McGee   |
| <i>Funding and Hours</i>    | EDA - 100 hours  |

## Appalachian Regional Commission

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The Roanoke Valley-Alleghany Regional Commission partners with the multi-state Appalachian Regional Commission (ARC) to provide planning support, technical assistance, and grant-writing

MEMBER GOVERNMENTS: Counties of Alleghany, Botetourt, Craig, Franklin, and Roanoke; Cities of Covington, Roanoke, and Salem; Towns of Clifton Forge, Rocky Mount, and Vinton. [www.rvarc.org](http://www.rvarc.org)

assistance to those localities located within the ARC: the counties of Alleghany, Botetourt, and Craig, the City of Covington, and the Town of Clifton Forge. ARC funding provides a wide range of allowable activities, from transportation and community development, to natural resources management and tourism promotion, to industrial site development and infrastructure investment. Like the EDA program above, ARC activities are listed in their own comprehensive work program, but certain local and regional projects may be completed in whole or in part with ARC funding. Some of those ongoing and FY23 requests are listed below.

### *Alleghany Highlands Outdoor Recreation*

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Provide technical assistance for implementation of the Alleghany Highlands Outdoor Recreation Plan. Activities may include preparation of grant applications to fund development of outdoor assets, participation in planning sessions for creation of site plans, organizing workshops to build capacity and support business development, and distributing data and map products.

|                             |   |
|-----------------------------|---|
| <i>Strategic Priorities</i> | I.A, II.A, VI.A   |
| <i>Deliverables</i>         | Technical Assistance and Grant Applications                               |
| <i>Localities Served</i>    | Alleghany County, City of Covington, Towns of Clifton Forge and Iron Gate |
| <i>Project Leader</i>       | Robin Bruns   |
| <i>Funding and Hours</i>    | ARC – 100 hours EDA - 100 hours.  |

### *Clifton Forge Comprehensive Plan*

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Staff will work with the Clifton Forge Planning Commission and staff to update the 2019 Comprehensive Plan.

|                             |                            |
|-----------------------------|----------------------------|
| <i>Strategic Priorities</i> | I, II, and III             |
| <i>Deliverables</i>         | Updated Comprehensive Plan |
| <i>Localities Served</i>    | Town of Clifton Forge      |
| <i>Project Leader</i>       | Bryan Hill                 |
| <i>Funding and Hours</i>    | ARC - 150 hours.           |

### *Craig County Comprehensive Plan*

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Staff will work with the Craig County Planning Commission and staff to update the 2018 Comprehensive Plan.

|                             |                            |
|-----------------------------|----------------------------|
| <i>Strategic Priorities</i> | I, II, and III             |
| <i>Deliverables</i>         | Updated Comprehensive Plan |
| <i>Localities Served</i>    | Town of Clifton Forge      |
| <i>Project Leader</i>       | Eddie Wells                |

*Funding and Hours* ARC - 25 hours (started in FY 2023)

### *Fincastle Community Revitalization Project Planning Grant*

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Staff will work with Town staff and the Planning Grant Management Team to assist in carrying out the tasks outlined in the CDBG Planning grant.

*Strategic Priorities* IB, II.B, III.A  
*Deliverables* Technical assistance for planning grant activities  
*Localities Served* Town of Fincastle (Botetourt County request)  
*Project Leader* Eddie Wells  
*Funding and Hours* ARC – 150 hours

## Housing

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The Regional Commission’s housing planning efforts are a growing element of our annual work program, with the goal of providing strategic housing planning and implementation guidance to our local governments to meet the dynamic and growing housing needs driven by our economic development successes in the region. Our housing work is intended to complement local housing needs studies and is not intended to replace local land use zoning and other regulatory mechanisms except in an advisory capacity as requested by our member localities.

### *PDC Housing Development Program Grant*

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Provide oversight and quality control on the implementation of the Virginia Housing PDC Development grant towards the construction of a minimum of 20 affordable housing units in the region.

*Strategic Priorities* II.C  
*Deliverables* Quality control and reimbursement of contractor expenses, 20+ units.  
*Localities Served* Cities of Covington, Roanoke and Salem, Counties of Alleghany, Botetourt, Craig, Franklin and Roanoke and the Towns of Clifton Forge, Rocky Mount and Vinton.  
*Project Leader* Bryan Hill  
*Funding and Hours* Virginia Housing - 180 hours.

### *Strategic Housing Planning – Program Development*

---

In an effort to better meet the growing needs of diverse and plentiful housing in the region, in both affordable and market-driven pricing categories, the Commission will research and

define an ongoing strategic housing planning component to our regular work. This could include such activities as organizing developer roundtables, the creation of regional marketing materials, using GIS to identify and provide information on market-ready sites, and other activities. Staff will work with local and state partners to define the role the Commission is best suited to fill to provide the most valuable service to meet the region's housing needs.

|                             |  |
|-----------------------------|--|
| <i>Strategic Priorities</i> | I.A, II.B, II.C, III.A, V.A  |
| <i>Deliverables</i>         | Defined scope of work, necessary committees and workgroups, and organizational structure to support future housing planning work.                            |
| <i>Localities Served</i>    | Cities of Covington, Roanoke, and Salem; Counties of Alleghany, Botetourt, Craig, Franklin, and Roanoke; and Towns of Clifton Forge, Rocky Mount, and Vinton |
| <i>Project Leader</i>       | Bryan Hill   |
| <i>Funding and Hours</i>    | Virginia Housing – 100   |

### *Clifton Forge Downtown Housing Study*

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To achieve strategies from the 2019 Comprehensive Plan, the Town of Clifton Forge seeks a study to assess the capacity for creating upper story housing opportunities in its downtown. The study will consider current demographics, market conditions, and assess the impacts of downtown living on the economy and quality of life in Clifton Forge.

|                             |                                 |
|-----------------------------|---------------------------------|
| <i>Strategic Priorities</i> | II.C                            |
| <i>Deliverables</i>         | Downtown Housing Capacity Study |
| <i>Localities Served</i>    | Town of Clifton Forge           |
| <i>Project Leader</i>       | Bryan Hill                      |
| <i>Funding and Hours</i>    | ARC – 75                        |

### *Roanoke Valley Collective Response*

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Launched in September 2018 as an all-volunteer effort, the Collective Response is a multi-sector approach working across systems to find new and effective strategies to solve the opioid and addiction crisis across the Roanoke Valley. It was formalized as a program of the Regional Commission in the Fall of 2021. RVCR members span law enforcement, Emergency Medical Services, healthcare, local and state government, education, community support organizations, faith community, business community, and individuals and families personally touched by addiction. Using a collective impact model, RVCR seeks to: 1) Tackle the root causes of the addiction crisis by influencing changes in policies, practices, social support, cultures and norms, and the physical environment; 2) Combine evidence-based practices with local insight and

personal stories to recommend, develop, and implement regional solutions addressing critical aspects of prevention, treatment, overdose reversal, recovery, and child and family support.

### *Collective's Advisory Committee & Stakeholder Committee Management*

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Convene monthly meetings of the Collective's Advisory Committee (CAC) to identify project opportunities, new stakeholders, and potential expansion of CAC as necessary to reflect the geographic boundaries and service offerings of the Roanoke Valley-Alleghany Region. Staff will also manage the convening of the monthly Stakeholder meetings.

|                             |  |
|-----------------------------|--|
| <i>Strategic Priorities</i> | IV.B, IV.C, VI.A   |
| <i>Deliverables</i>         | Monthly meetings of the CAC  |
| <i>Localities Served</i>    | Cities of Covington, Roanoke, and Salem; Counties of Alleghany, Botetourt, Craig, Franklin, and Roanoke; and Towns of Clifton Forge, Rocky Mount, and Vinton |
| <i>Project Leader</i>       | Robert Natt.   |
| <i>Funding and Hours</i>    | ARPA – 50 hours; OAA – 50 hours.   |

### *Opioid Abatement Authority Coordination*

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Staff will coordinate among member localities to identify and provide technical support to projects seeking funding through the Virginia Opioid Abatement Authority's annual grantmaking window. Staff will provide grantwriting support on multi-jurisdictional Cooperative project grants, and advise, technical assistance, and grantwriting assistance on local projects as requested by member localities.

|                             |  |
|-----------------------------|--|
| <i>Strategic Priorities</i> | VI.A   |
| <i>Deliverables</i>         | Project submissions to the annual VOAA grant cycle.  |
| <i>Localities Served</i>    | Cities of Covington, Roanoke, and Salem; Counties of Alleghany, Botetourt, Craig, Franklin, and Roanoke; and Towns of Clifton Forge, Rocky Mount, and Vinton |
| <i>Project Leader</i>       | Robert Natt.   |
| <i>Funding and Hours</i>    | ARPA – 150 hours; OAA – 150 hours.   |

### *Blueprint for Action Implementation*

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Staff will undertake activities to implement the recommendations for the Blueprint for Action, establishing and pursuing annual priorities with the assistance of the CAC. Staff will also undertake annual updates of the Blueprint for Action. Activities will include marketing and public awareness, stakeholder engagement, connections to funding opportunities through SAMHSA, OAA, and others, and coordination among wraparound service

opportunities through the Commission’s transportation and community development programs.

*Strategic Priorities*

*Deliverables* Annual update and action plan

*Localities Served* Cities of Covington, Roanoke, and Salem; Counties of Alleghany, Botetourt, Craig, Franklin, and Roanoke; and Towns of Clifton Forge, Rocky Mount, and Vinton

*Project Leader* Robert Natt.

*Funding and Hours* OAA – 1,272 hours;

### *Peer Recovery Network*

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The Peer Recovery Network was created to ensure the area’s Peer Recovery Specialists are effectively collaborating across all segments of recovery services, systems, and resources to broaden their impact on the communities they serve. The Peer Recovery Network will continue to facilitate networking and professional development and seeks to fulfill the priorities of the 2022 White Paper which includes connecting Peer Recovery Specialists to First Responders and increasing the amount of Peer Recovery Specialists in the workforce.

*Strategic Priorities* VI.A

*Deliverables* Annual update and action plan

*Localities Served* Cities of Covington, Roanoke, and Salem; Counties of Alleghany, Botetourt, Craig, Franklin, and Roanoke; and Towns of Clifton Forge, Rocky Mount, and Vinton

*Project Leader* Bailey Helgeson

*Funding and Hours* SAMHSA - 1,335 hours

### *General Regional Projects*

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Regional projects are non-transportation programs that support two or more localities. They are generally funded by one or more funding sources depending on the scope and nature of the project, so may include funding from EDA, ARC, or other program areas cited above.

Transportation projects are contained in the Unified Planning Work Program of the Roanoke Valley Transportation Planning Organization.

### *Assistance to the Blue Ridge Interagency Council on Homelessness*

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Staff will continue coordination of the BRICH and related tasks as needed to encourage and facilitate cooperation between local governments, service providers and community-based organizations to address homelessness in the Blue Ridge Continuum of Care region.

|                             |  |
|-----------------------------|--|
| <i>Strategic Priorities</i> | II.A, VI.A   |
| <i>Deliverables</i>         | Continued coordination of the BRICH and technical support and administration. Update of the BRICH Bylaws.                            |
| <i>Localities Served</i>    | Cities of Covington, Roanoke, and Salem; Counties of Alleghany, Botetourt, Craig, and Roanoke; and Towns of Clifton Forge and Vinton |
| <i>Project Leader</i>       | Bryan Hill.  |
| <i>Funding and Hours</i>    | Local - 20 hours   |

### *Chesapeake Bay Watershed*

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Staff will work with the Department of Environmental Quality, relevant Soil and Water Conservation Districts, and localities to undertake Phase III of the statewide Chesapeake Bay Watershed Implementation Plan. The focus will be on identifying effective combinations of DEQ best management practices and cost estimates for implementation.

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|-----------------------------|--|
| <i>Strategic Priorities</i> | III.A  |
| <i>Deliverables</i>         | Grant writing and technical assistance, environmental education, coordinate stakeholder group meetings, and project support. |
| <i>Localities Served</i>    | City of Covington; Counties of Alleghany, Botetourt, Craig, and Roanoke; and Town of Clifton Forge                           |
| <i>Project Leader</i>       | Gabriel Irigaray   |
| <i>Funding and Hours</i>    | DEQ – 1,305 hours  |

### *General Technical Assistance*

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The staff will research, develop, maintain, and analyze data for use in a variety of technical and planning support activities, including issues related to federal and state legislation relevant to the region.

|                             |  |
|-----------------------------|--|
| <i>Strategic Priorities</i> | IV.B, IV.C, VI.A   |
| <i>Deliverables</i>         | Technical assistance   |
| <i>Localities Served</i>    | Cities of Covington, Roanoke and Salem, Counties of Alleghany, Botetourt, Craig, Franklin and Roanoke and the Towns of Clifton Forge, Rocky Mount and Vinton |
| <i>Project Leader</i>       | Staff  |
| <i>Funding and Hours</i>    | Local - 225 hours, ARC - 498 hours   |

### *Grant Writing*

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The staff will continue to aid localities in writing grant applications and researching funding opportunities for regional and local development projects.

|                             |            |
|-----------------------------|------------|
| <i>Strategic Priorities</i> | IV.C, VI.A |
|-----------------------------|------------|

|                          |  |
|--------------------------|--|
| <i>Deliverables</i>      | Grant applications   |
| <i>Localities Served</i> | Cities of Covington, Roanoke and Salem, Counties of Alleghany, Botetourt, Craig, Franklin and Roanoke and the Towns of Clifton Forge, Rocky Mount and Vinton |
| <i>Project Leader</i>    | Staff  |
| <i>Funding and Hours</i> | ARC - 295 hours, Local - 128 hours   |

### *Regional Energy Initiative*

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Staff will continue to provide assistance in coordinating responses to new green energy technology and trends, including solar, wind, and other sources.

|                             |   |
|-----------------------------|---|
| <i>Strategic Priorities</i> | III.A, VI.A   |
| <i>Deliverables</i>         | Technical assistance on energy-related tasks  |
| <i>Localities Served</i>    | Cities of Covington, Roanoke, and Salem, Counties of Alleghany, Craig, Botetourt, Franklin, and Roanoke and the Towns of Clifton Forge, Vinton, and Rocky Mount |
| <i>Project Leader</i>       | Amanda McGee  |
| <i>Funding and Hours</i>    | ARC – 50 hours, Local - 25 hours  |

### *Regional Greenway Technical Assistance (Recreational)*

---

Staff will be responsible for data collection from trail counters on local recreational greenways and trails including the Appalachian Trail. Staff will work to maintain materials, calibrate data, and expand count locations as needed. Staff will provide other assistance for greenways if feasible.

|                             |   |
|-----------------------------|---|
| <i>Strategic Priorities</i> | I.B, III.A, VI.A  |
| <i>Deliverables</i>         | Trail counts, mapping and other data that will be used to support grant applications and justify expenditures on greenways and trails |
| <i>Localities Served</i>    | Cities of Roanoke and Salem, Counties of Botetourt and Roanoke, and Town of Vinton  |
| <i>Project Leader</i>       | Amanda McGee  |
| <i>Funding and Hours</i>    | Local - 200 hours   |

### *Regional Hazard Mitigation Plan Update*

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The project proposed is the update of the 2019 Roanoke Valley-Alleghany Regional Pre-Disaster Mitigation Plan. The Roanoke Valley-Alleghany Regional Commission will conduct a comprehensive update of the existing hazard mitigation plan to assure region-wide safety and adequate preparation for the protection of the life and property of the citizens of the region. The proposed revision and update will meet the FEMA requirements and will assure



that the changes in hazards and vulnerabilities within the region are identified and addressed by appropriate mitigation strategies.

|                             |   |
|-----------------------------|---|
| <i>Strategic Priorities</i> | II.A, III.A   |
| <i>Deliverables</i>         | Updated Roanoke Valley-Alleghany Regional Pre-Disaster Mitigation Plan  |
| <i>Localities Served</i>    | Cities of Covington, Roanoke and Salem, Counties of Alleghany, Botetourt, Craig, Franklin and Roanoke and the Towns of Buchanan, Clifton Forge, Fincastle, Iron Gate, New Castle, Rocky Mount, Troutville, and Vinton |
| <i>Project Leader</i>       | Eddie Wells   |
| <i>Funding and Hours</i>    | VDEM - 839 hours  |

### *Regional Leadership Trip*

---

In partnership with the Roanoke Regional Chamber of Commerce and other regional business and government leaders, the Executive Director will develop and schedule a leadership trip to a nearby community to explore what the Roanoke Valley-Alleghany Region can learn from their economic and community development successes.

|                             |  |
|-----------------------------|--|
| <i>Strategic Priorities</i> | I.B, III.A, VI.A   |
| <i>Deliverables</i>         | Several-day trip, agenda, and all associated logistical elements   |
| <i>Localities Served</i>    | Cities of Covington, Roanoke and Salem, Counties of Alleghany, Botetourt, Craig, Franklin and Roanoke and the Towns of Clifton Forge, Rocky Mount and Vinton |
| <i>Project Leader</i>       | Jeremy Holmes  |
| <i>Funding and Hours</i>    | Local - 25 hours; ARC – 10 hours; EDA – 10 hours   |

### *Regional Stormwater Management Technical Assistance*

---

Staff will assist Municipal Separate Storm Sewer System (MS4) localities in developing regional stormwater branding, education, and public outreach and continue coordination of the Regional Stormwater Advisory Committee.

|                             |   |
|-----------------------------|---|
| <i>Strategic Priorities</i> | III.A, VI.A   |
| <i>Deliverables</i>         | Quarterly meetings, technical assistance to localities.   |
| <i>Localities Served</i>    | Cities of Roanoke and Salem, Counties of Botetourt, Franklin, and Roanoke and the Towns of Vinton and Rocky Mount |
| <i>Project Leader</i>       | Gabriel Irigaray.   |
| <i>Funding and Hours</i>    | Local - 75 hours.   |

### *Roanoke River Blueway Committee Coordination*

---

Staff will continue development and promotion of the Roanoke River Blueway through the Roanoke River Blueway Committee. In FY24 the Blueway Committee will work towards

kiosk signage in the City of Salem and the update of the Roanoke River Blueway website and marketing materials as appropriate. Other priorities may be identified throughout the year by the committee.

|                             |  |
|-----------------------------|--|
| <i>Strategic Priorities</i> | III.A, IV.A, VI.A  |
| <i>Deliverables</i>         | Marketing, grant writing, and mapping  |
| <i>Localities Served</i>    | Cities of Roanoke and Salem, Counties of Franklin and Roanoke and Town of Vinton |
| <i>Project Leader</i>       | Amanda McGee.  |
| <i>Funding and Hours</i>    | Local - 120 hours., EDA – 100 hours.   |

### *Regional Leadership Collaboration*

---

Staff will coordinate and facilitate regular meetings of the Mayors and Chairs, as well as Chief Administrative Officials in the region.

|                             |  |
|-----------------------------|--|
| <i>Strategic Priorities</i> | VI.A   |
| <i>Deliverables</i>         | Organize and attend meetings   |
| <i>Localities Served</i>    | Cities of Covington, Roanoke and Salem, Counties of Alleghany, Botetourt, Craig, Franklin and Roanoke and the Towns of Clifton Forge, Rocky Mount and Vinton |
| <i>Project Leader</i>       | Jeremy Holmes  |
| <i>Funding and Hours</i>    | ARC – 75 hours EDA – 50 hours Local – 110 hours  |

### *Roanoke Valley Broadband Authority Support*

---

Staff will assist the regional broadband authority by providing technical assistance for mapping and planning activities.

|                             |   |
|-----------------------------|---|
| <i>Strategic Priorities</i> | I.A   |
| <i>Deliverables</i>         | Provide data for required FCC filings                           |
| <i>Localities Served</i>    | Cities of Roanoke and Salem, Counties of Botetourt, and Roanoke |
| <i>Project Leader</i>       | Robin Bruns   |
| <i>Funding and Hours</i>    | Roanoke Valley Broadband Authority – 20 hours                   |

### *Roanoke Valley Urban Forestry Council and Arbor Day Grants*

---

Staff will continue to serve on the Roanoke Valley Urban Forestry Council and conduct or assist with other urban forestry activities as requested, including the Annual Roanoke Urban Tree Health Care Workshop.

|                             |                                     |
|-----------------------------|-------------------------------------|
| <i>Strategic Priorities</i> | III.A, VI.A                         |
| <i>Deliverables</i>         | Technical assistance, grant writing |

*Localities Served* Cities of Roanoke and Salem, Roanoke County and Town of Vinton  
*Project Leader* Amanda McGee  
*Funding and Hours* Local – 60 hours.

### *Roanoke Valley Urban Tree Canopy Assessment*

---

Staff will work with locality representatives from Roanoke County, the City of Roanoke, the City of Salem, and the Town of Vinton to procure a consultant using approved VDOF funds for an Urban Tree Canopy Assessment. The assessment will look at tree canopy cover, recent changes, ecosystem benefits, and potential opportunities for tree canopy expansion.

*Strategic Priorities* III.A, VI.A  
*Deliverables* Urban Tree Canopy Assessment  
*Localities Served* Cities of Roanoke and Salem, Roanoke County, and the Town of Vinton.  
*Project Leader* Amanda McGee  
*Funding and Hours* Local - 75 hours

### *Triple Crown Visitor Use Management Plan Technical Assistance*

---

The proposed plan will address issues relating to management of the recreational assets associated with the Appalachian Trail, McAfee Knob, Dragons Tooth and Tinker Cliffs to promote sustainability and responsible use. The project will be coordinated by the Appalachian Trail Conservancy in partnership with local governments, RVARC, the Roanoke Valley Greenway Commission, the National Park Service, Virginia's Blue Ridge, Virginia Tech, the US Forest Service and other key stakeholders.

*Strategic Priorities* I.A, III.A, IV.A  
*Deliverables* Technical Assistance to a Visitor Use Management Plan  
*Localities Served* City of Roanoke and Counties of Botetourt and Roanoke  
*Project Leader* Amanda McGee  
*Funding and Hours* Local – 25 hours; ARC – 25 hours

### *Western Virginia Regional Industrial Facility Authority Support*

---

Provide staff assistance for meetings, financial management and operations of the Western Virginia Regional Industrial Facility Authority.

*Strategic Priorities* I.A, II.B  
*Deliverables* Staff support  
*Localities Served* Cities of Roanoke and Salem, Counties of Botetourt, Franklin and Roanoke; and the Town of Vinton  
*Project Leader* Sherry Dean

*Funding and Hours* WVRIFA - 363 hours

### *White Paper Development*

---

Staff will identify, research, and public technical reports on a variety of issues that affect the region. White papers will provide general but region-specific context for local, statewide, or national issues, such as questions surrounding census analysis, funding opportunities, impact of pending federal legislation, etc. White papers will be developed as needed as determined by staff or requested by localities.

*Strategic Priorities* IV.B, IV.C, VI.A

*Deliverables* White paper technical reports.

*Localities Served* Cities of Covington, Roanoke and Salem, Counties of Alleghany, Botetourt, Craig, Franklin and Roanoke and the Towns of Clifton Forge, Rocky Mount and Vinton

*Project Leader* Jeremy Holmes

*Funding and Hours* Local - 50 hours., ARC - 50 hours., EDA - 50 hours.

### *Workshops*

---

The staff will continue to participate in various required workshops related to funding agencies, continuing education and outreach..

*Strategic Priorities* IV.C, V.A

*Deliverables* Workshop attendance and action report submitted to Executive Director

*Localities Served* Cities of Covington, Roanoke and Salem, Counties of Alleghany, Botetourt, Craig, Franklin and Roanoke and the Towns of Clifton Forge, Rocky Mount and Vinton

*Project Leader* Staff

*Funding and Hours* Local - 200 hours. ARC – 93 hours

### *General Local Projects*

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Local projects are non-transportation programs that support a single locality. Projects listed in this section are generally funded by local dollars, contributions from the locality in question, or a specific grant. Local projects funded entirely by EDA or ARC funds are listed in those program areas. Transportation projects are contained in the Unified Planning Work Program of the Roanoke Valley Transportation Planning Organization.

### *Franklin County Comprehensive Plan*

---

Staff will work with the Franklin County staff to update housing and demographic information and data in an update to the 2025 Comprehensive Plan.

|                             |   |
|-----------------------------|---|
| <i>Strategic Priorities</i> | I, II, and III  |
| <i>Deliverables</i>         | Updated housing and demographics chapters of the comprehensive plan |
| <i>Localities Served</i>    | Franklin County   |
| <i>Project Leader</i>       | Bryan Hill  |
| <i>Funding and Hours</i>    | Local - 100 hours   |

### *Franklin County Trail Counters*

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Staff will be responsible for data collection from trail counters on Franklin County trails and assist county staff with data provision and analysis.

|                             |                            |
|-----------------------------|----------------------------|
| <i>Strategic Priorities</i> | I.B, III.A, VI.A           |
| <i>Deliverables</i>         | Trail counts and reporting |
| <i>Localities Served</i>    | Franklin County            |
| <i>Project Leader</i>       | Amanda McGee               |
| <i>Funding and Hours</i>    | Local - 60 hours           |

### *City of Roanoke Bicycle and Pedestrian Support*

---

Provide planning and outreach support for bicycle and pedestrian programs, including support for the City's Vision Zero plan, annual traffic safety media campaigns, and city bicycle parking program

|                             |  |
|-----------------------------|--|
| <i>Strategic Priorities</i> | I.B, IV.A, VI.A  |
| <i>Deliverables</i>         | Technical Assistance for Bicycle and Pedestrian Planning |
| <i>Localities Served</i>    | City of Roanoke  |
| <i>Project Leader</i>       | Andrea Garland   |
| <i>Funding and Hours</i>    | City of Roanoke - 191 hours                              |

### *City of Roanoke Better Bus Stops for Neighborhoods*

---

RVARC staff has secured a City of Roanoke HUD Neighborhood Development Grant to coordinate the installation of 3 Bus Shelters in a low-income neighborhood for the City of Roanoke. RVARC staff will work with Valley Metro Staff, the City of Roanoke Transportation division, the Roanoke City Art Commission and Neighborhood Services, to complete this project.

|                             |  |
|-----------------------------|--|
| <i>Strategic Priorities</i> | I.B, IV.A, VI.A  |
| <i>Deliverables</i>         | Technical Assistance for Bicycle and Pedestrian Planning |
| <i>Localities Served</i>    | City of Roanoke  |
| <i>Project Leader</i>       | Andrea Garland   |
| <i>Funding and Hours</i>    | City of Roanoke - 215 hours                              |

## Roanoke Valley-Alleghany Regional Commission Operations and Development

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In order to better support our local government members, the Regional Commission undertakes a number of projects focused on increasing the capacity, effectiveness, and financial efficiency of our organization. We also pursue professional development opportunities for Commission staff to bring new and enhances skillsets to existing or future projects.

### *Green Initiative*

---

The Regional Commission will undertake a number of internal sustainability efforts focused on reducing its carbon footprint while showing a positive ROI on its utility bills and related building performance expenses. The Green Initiative will also include internalizing programs of the RIDE Solutions program to serve as examples for other business outreach efforts. Commission staff will communicate impacts to stakeholders and the public.

|                             |   |
|-----------------------------|---|
| <i>Strategic Priorities</i> | III.A, IV.B, V.A  |
| <i>Deliverables</i>         | Reduction in utility bills, capital improvement plan, greenhouse gas emission reduction |
| <i>Localities Served</i>    | Commission operations   |
| <i>Project Leader</i>       | Amanda McGee  |
| <i>Funding and Hours</i>    | Local – 60 hours  |

### *Public Engagement and Communications*

---

The staff will continue with publication of brochures, newsletters, website update, social media and other outreach activities to promote activities and programs of the Commission. Staff will research and build a new website for RVARC and RVTPO. Staff will continue implementing the Public Relations and Communications Plan.

|                             |  |
|-----------------------------|--|
| <i>Strategic Priorities</i> | IV.A, IV.B, IV.C   |
| <i>Deliverables</i>         | Various newsletters, documents, news releases, and digital media products.   |
| <i>Localities Served</i>    | Cities of Covington, Roanoke and Salem, Counties of Alleghany, Botetourt, Craig, Franklin and Roanoke and the Towns of Clifton Forge, Rocky Mount and Vinton |

*Project Leader* Elizabeth Elmore  
*Funding and Hours* Local - 265 hours; EDA – 75 hours

### *RVARC.ORG Website Redesign*

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Staff will undertake a website redesign with the goal of bringing rvarc.org up to modern accessibility and mobile responsiveness standards. Among the features that will be considered for the new site will be an improved document library, better project landing pages for both internal Commission projects as well as special projects on behalf of our localities, better public engagements opportunities and support, and a content management system that makes content creation and site maintenance more efficient.

*Strategic Priorities* IV.A, IV.B, IV.C  
*Deliverables* New website.  
*Localities Served* Commission operations  
*Project Leader* Elizabeth Elmore  
*Funding and Hours* Local - 150 hours

### *RVARC Strategic Plan Update*

---

The Regional Commission will engage with a third-party consultant to undertake a complete review and update of our five-year strategic plan and develop an implementation strategy.

*Strategic Priorities* IV.A, IV.B, IV.C  
*Deliverables* Five-year strategic plan and implementation guidelines  
*Localities Served* Commission operations  
*Project Leader* Jeremy Holmes  
*Funding and Hours* Local - 200 hours

## Boards, Associations, and Workgroups

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Staff will promote and assist with regional planning initiatives by participating in the following local, regional, state and national organizations.

### National

- American Planning Association
- Association of Metropolitan Planning Organizations
- Development District Association of Appalachia and Network Appalachia
- National Association of Development Organizations Board of Directors
- Southeastern Regional Directors Institute

## State

- Virginia Association of Metropolitan Planning Organizations
- Virginia Association of Planning District Commissions
- Virginia Chapter of the American Planning Association
- Virginia Chapter of the American Planning Association Legislative Affairs Committee

## Regional

- Alleghany Highlands Outdoor Recreation Stakeholders
- Blue Ridge Interagency Council of Homelessness
- Blue Ridge Transportation Safety Board
- Greater Roanoke Workforce Development Board
- Healthy Roanoke Valley Steering Committee
- I-81 Corridor Coalition
- Regional Stormwater Management Committee
- RADAR Advisory Committee
- Roanoke City Parks Foundation
- Roanoke Foodshed Network
- Roanoke Outside Advisory Board
- Roanoke Regional Chamber of Commerce Board
- Roanoke Regional Chamber of Commerce – Transportation Advocacy Committee
- Roanoke Regional Housing Network
- Roanoke River Blueway Committee
- Roanoke Valley Greenway Commission
- Roanoke Valley Urban Forestry Council
- United Way Community Investment Council
- Upper Roanoke River Roundtable Advisory Committee
- Upper and Middle James Riparian Consortium
- Upper James River Resource Conservation and Development District (RC&D)
- Valley Metro Advisory Committee
- Virginia Western Community College-Integrated Environmental Studies Advisory Group

## Local

- City of Roanoke School System ROTEC Advisory Committee
- Clifton Forge Parks and Trails Committee



## Appendix A: Regional Commission Staff

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### Leadership

Jeremy Holmes, *Executive Director*

Sherry Dean, *Director of Finance*

VACANT, *Director of Transportation*

Andrea Garland, *Director of RIDE Solutions*

Robert Natt, *Director of the Roanoke Valley Collective Response*

Eddie Wells, AICP, *Director of Community Development Programs*

### Planning and Program Staff

Robin Bruns, *Regional Planner II*

Elizabeth Elmore, *Public Engagement Manager*

Bailey Helgeson, *Peer Recovery Specialist Coordinator*

Bryan Hill, AICP, CZA, *Regional Planner III*

Gabriel Irigaray, *Regional Planner I*

Amanda McGee, AICP, *Senior Planner*

Virginia Mullen, *Office Manager*

Jonathan Stanton, *Transportation Planner II*

Alison Stinnette, *Transportation Planner I*

### Certifications:

AICP            American Institute of Certified Planners

CZA            Certified Zoning Administrator

LEED AP       Leadership in Energy & Environmental Design Accredited Professional

LEED GA       Leadership in Energy & Environmental Design Green Associate

## Appendix B: Regional Commission Service Area

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