



Central Virginia Transportation Authority (CVTA) Finance Committee

NOTES

This meeting is open to the public. Members of the public are invited to attend in person or virtually. Please alert the CVTA at CVTA@PlanRVA.org if electronic transmission of this meeting fails for the public. Please refer to our [Statement Regarding Virtual Meeting Participation by Members of the Public](#) for more information.

Check out our complete [Public Participation Guide](#) online to learn about the different ways you can stay connected and involved.

Meetings are also live streamed and archived on our YouTube Channel at [Plan RVA - YouTube](#).

Members of the public are invited to submit public comments either verbally or in writing. Written comments can be submitted through the Q&A/Chat function on Zoom by email to CVTA@PlanRVA.org. Written comments will be read aloud or summarized during the meeting when possible and will be included in the meeting minutes. Verbal comments will be taken during the Public Comment Period on the agenda. Please indicate by raising your hand (in-person participants, where applicable) or through the Q&A/Chat functions on Zoom (virtual participants) if you would like to comment. When acknowledged by the Chairman, please clearly state your name so that it may be recorded in the meeting minutes.

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PlanRVA is where the region comes together to look ahead. Established in 1969, PlanRVA promotes cooperation across the region's nine localities and supports programs and organizations like the Richmond Regional Transportation Planning Organization, Central Virginia Transportation Authority, the Emergency Management Alliance of Central Virginia, Lower Chickahominy Watershed Collective and Don't Trash Central Virginia.

AGENDA

CVTA FINANCE COMMITTEE

Wednesday, April 12, 2023, 9:00 a.m.

PlanRVA James River Boardroom
424 Hull Street, Suite 300, Richmond, VA 23224

If you wish to participate in this meeting virtually, please register via Zoom at the following link:
https://planrva-org.zoom.us/webinar/register/WN_Lwrm5xC_TnGyYrj-rXBojA

1. Welcome and Introductions
(Peterson)

2. Certification of a Quorum
(Firestone)

ADMINISTRATION

1. Confirmation of Member Participation from a Remote Location
(as needed) (Peterson)

Action requested (if there are member requests to participate remotely): motion to confirm that the Chair's decision to approve or disapprove the member(s) request to participate from a remote location was in conformance with the CVTA Policy for Remote Participation of Members; and, the voice of the remotely participating member(s) can be heard by all persons at the primary or central meeting location (voice vote).

2. Consideration of Amendments to the Action Meeting Agenda
(Peterson)

3. Approval of March 8, 2023, Meeting Minutes – page 3
(Peterson)

Action requested – motion to approve the CVTA Finance Committee minutes as presented (voice vote).

4. Open Public Comment Period
(Peterson/5 minutes)

5. CVTA Finance Committee Chairman's Report
(Peterson/5 minutes)

6. CVTA Activities Report
(Parsons, Clarke/10 minutes)

- a. **Financial Activities and Investment Reports** (Parsons) – page 6
- b. **TAC Activities Report** (Clarke)

OTHER BUSINESS

7. PFM Presentation

(20 minutes)

Discussion item.

- a. Debt & Reserve Policy**
- b. Next Steps**

8. Project Selection and Allocation Framework – page 9

(Peterson/20 minutes)

Discussion item; review of CVTA TAC recommendations.

9. CVTA/Locality SPA Immediate Needs

(Parsons/10 minutes)

Information item; review of CVTA TAC action.

10. Discussion of Outgoing Member Appreciation Options

(Peterson/5 minutes)

11. Future Meeting Topics – page 25

(Peterson/5 minutes)

12. CVTA Finance Committee Member Comments

(Peterson/5 minutes)

13. Next Meeting: May 10, 2023

PlanRVA Boardroom, 424 Hull Street, Suite 300, Richmond, VA 23224

(Peterson)

14. Adjournment

(Peterson)

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY

FINANCE COMMITTEE MEETING MINUTES

Wednesday, March 8, 2023, 8:30 a.m.

PlanRVA James River Board Room, 424 Hull St., Suite 300, Richmond, VA 23224

Members Present:

Jurisdiction/Agency	Member	Present	Absent
Chesterfield County	Kevin P. Carroll	X	
Hanover County	W. Canova Peterson, Chair (virtual)	X	
Henrico County	Frank J. Thornton	X	
New Kent County	Patricia A. Paige, Vice Chair	X	
City of Richmond	Levar M. Stoney		X

The technology used for the CVTA Finance Committee meeting was a web-hosted service created by Zoom and YouTube Live Streaming and was open and accessible for participation by members of the public. A recording of this meeting is available on our [Plan RVA YouTube Channel](#).

Virtual participation of this meeting by members of the committee is authorized under the City of Richmond Res. No. 2020-R025, - declaration of a local emergency due to the potential spread of COVID-19, adopted March 16, 2020. The resolution is available [here](#).

1. Welcome and Introductions

The Central Virginia Transportation Authority (CVTA) Finance Committee Vice Chair Patricia A. Paige, presided and called the March 8, 2023, CVTA Finance Committee meeting to order at 8:40 a.m.

2. Certification of a Quorum

Janice Firestone, Program Manager, certified that a quorum was present. All members were present.

ADMINISTRATION

3. Consideration of Amendments to the Meeting Agenda

There were no requested amendments to the agenda.

4. Approval of February 8, 2023, CVTA Finance Committee Action Meeting Minutes

On motion of Frank J. Thornton, seconded by Kevin P. Carroll, the CVTA Finance Committee voted to approve the minutes as presented (voice vote).

5. Open Public Comment Period

There were no public comments received and no requests to address the committee.

6. CVTA Finance Committee Chairman's Report

Vice Chair Paige reported that March is Women's History Month and today is International Women's Day. She congratulated Congresswoman Jennifer McClellon on being elected to Congress.

7. CVTA Activities Report

a. Financial Activities and Investment Reports

Chet Parsons, PlanRVA, gave an overview of the monthly investment report and the tax collection and allocation summary and offered to answer any questions.

b. TAC Activities Report

Barbara Smith, CVTA TAC Vice Chair, provided a report on the group's activity and summarized the following topics:

- CVTA/Locality SPA Update
- Funding Opportunities and Finding Focus presentation - Woolpert
- Locality Updates on Jurisdiction Fall Line Trail Projects

OLD BUSINESS

8. CVTA / Locality SPA

Eric Gregory, legal counsel, provided this report and noted the agreement is for projects from the 35% of regional funding where the jurisdiction has elected to administer the projects. Committee members had questions and Mr. Gregory clarified that the agreement allows localities to self-administer CVTA regionally funded projects if they so choose. It is streamlined and easily managed. It will be used as a vehicle for these projects and can be modified on a case by case basis. The cons of the document are that it is, by necessity, generic and will need modifying to fit each individual project. VDOT will be approaching projects on a more locality-oriented bases; the CVTA's responsibility is to make sure these regional projects are appropriately budgeted. There was a discussion about the CVTA's responsibility and authority to ensure the projects are properly administered.

On motion of Kevin P. Carroll, seconded by Frank J. Thornton, the CVTA Finance Committee voted to recommend Authority consideration of a resolution to approve the Standard Project Agreement for Funding and Administration between Central Virginia Transportation Authority and the localities locally administering projects, and to authorize the Chairman to execute it, and to authorize CVTA staff to take all actions necessary and prudent to fulfil its terms (voice vote).

OTHER BUSINESS

9. Future Meeting Topics

Vice Chair Paige reviewed the items slated for the next agenda. PFM will be in attendance to provide a presentation.

Mr. Thornton suggested having a discussion at an upcoming meeting about increasing public participation/public comments. There was a discussion about Mr. Carroll's efforts to present at localities and individual organizations to push information about the CVTA out to members of the public.

10. CVTA Finance Committee Member Comments

Mr. Thornton commented on the achievements of the authority and gave accolades with respect to Black History Month.

There were no other member comments.

11. Next Meeting

The next meeting is scheduled for April 12, 2023, beginning at 8:30 a.m. in the PlanRVA James River Board Room, 424 Hull St., Suite 300, Richmond, VA 23224 and via Zoom.

12. Adjournment

Chair Peterson adjourned the meeting at 9:20 a.m.

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY
Tax Collections and Allocations
For the Fiscal Year Ended June 30, 2023

	June Tax Activity 09/30/22	July Tax Activity 10/31/22	August Tax Activity 11/30/22	September Tax Activity 12/31/22	October Tax Activity 01/31/23	November Tax Activity 02/28/23	December Tax Activity	YTD	LTD
Local Distribution Fund									
Receipt of Taxes:									
Sales and Use Tax	\$ 13,407,200	\$ 13,047,777	\$ 13,542,014	\$ 12,840,817	\$ 12,813,800	\$ 15,805,441	\$ -	\$ 81,457,049	\$ 332,590,518
Local Fuels Tax	4,078,688	4,255,546	4,387,566	4,341,669	4,141,037	4,284,362	-	25,488,869	117,410,133
Total Receipt of Taxes	17,485,888	17,303,323	17,929,581	17,182,486	16,954,837	20,089,803	-	106,945,917	450,000,651
Cash Outflows & Transfers:									
Transfers:									
Operating Fund	694,720	-	-	-	-	-	-	694,720	1,694,720
Regional Fund	5,876,909	6,056,163	6,275,353	6,013,870	5,934,193	7,031,431	-	37,187,919	156,907,076
Payments to GRTC	2,518,675	2,595,498	2,689,437	2,577,373	2,543,226	3,013,470	-	15,937,680	67,245,889
Total transfers	9,090,304	8,651,662	8,964,790	8,591,243	8,477,419	10,044,901	-	53,820,319	225,847,685
Local Distributions:									
Ashland	28,516	27,594	29,180	28,144	27,294	29,636	-	170,365	753,569
Charles City	53,451	51,573	86,851	40,999	46,647	52,502	-	332,023	1,382,302
Chesterfield	2,417,341	2,501,579	2,529,843	2,431,882	2,414,277	2,880,788	-	15,175,711	64,625,972
Goochland	210,245	207,704	217,923	234,866	198,075	221,185	-	1,289,998	5,541,483
Hanover	1,182,336	1,182,679	1,204,312	1,175,714	1,163,194	1,260,634	-	7,168,869	31,094,619
Henrico	2,638,257	2,906,859	2,925,750	2,772,313	2,709,460	3,414,716	-	17,367,355	72,014,030
New Kent	205,264	194,779	187,894	184,025	211,067	210,414	-	1,193,442	5,350,992
Powhatan	189,371	194,965	193,847	192,606	190,330	187,570	-	1,148,689	5,012,757
Richmond	1,470,804	1,383,930	1,589,189	1,530,694	1,517,075	1,787,455	-	9,279,147	38,377,241
Total local distributions	8,395,584	8,651,662	8,964,790	8,591,243	8,477,419	10,044,901	-	53,125,599	224,152,966
Local Distribution Fund ending balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (0)
Operating Fund									
Beginning balance, July 1, 2022								\$ 332,130	
Transfer from Local Distribution Fund	\$ 694,720	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	694,720	
Prior year accounts payable	-	-	-	-	-	-	-	-	
Payment of operating costs	-	-	(101,268)	-	-	(99,892)	-	(201,160)	
Interest income	544	2,453	2,853	2,992	3,222	2,770	-	14,835	
Operating Fund ending balance	\$ 695,264	\$ 2,453	\$ (98,414)	\$ 2,992	\$ 3,222	\$ (97,122)	\$ -	\$ 840,525	
Regional Fund									
Beginning balance, July 1, 2022								\$ 120,023,557	
Transfer from Local Distribution Fund	\$ 5,876,909	\$ 6,056,163	\$ 6,275,353	\$ 6,013,870	\$ 5,934,193	\$ 7,031,431	\$ -	37,187,919	
Interest income	149,625	121,165	158,060	539,807	684,662	256,669	-	1,909,987	
Regional Fund ending balance	\$ 6,026,534	\$ 6,177,328	\$ 6,433,413	\$ 6,553,677	\$ 6,618,855	\$ 7,288,100	\$ -	\$ 159,121,464	

Notes:

* Activity month is reported. CVTA receives funds three months after the activity month



FEBRUARY 2023

MONTHLY INVESTMENT REPORT

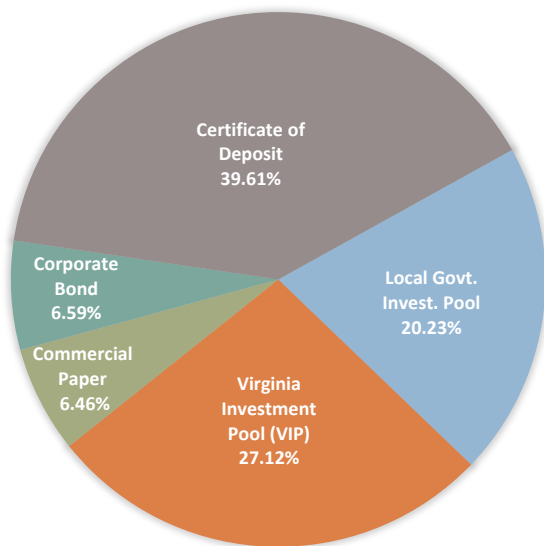
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This investment report for February 2023 is presented in accordance with the Investment Policy of the Treasurer of Chesterfield County, Virginia. The objective of the policy is to obtain the highest possible yield on available financial assets, consistent with constraints imposed by safety objectives, cash flow considerations and the laws of the Commonwealth of Virginia that restrict the placement of public funds. All investments held are in compliance with this policy.

Investments at a glance (as of 2/28/2023)

Total Book Value	\$151,830,659.99
Average Days to Maturity	116
Yield to Maturity 365 Day Equivalent	4.57%

Investment Type Allocation



Portfolio Mix	Balance
Local Govt. Invest. Pool (LGIP)	\$30,714,038.13
Virginia Investment Pool (VIP)	\$41,169,143.87
Federal Agency Discount	\$0
Federal Agency Coupon	\$0
Corporate Bond	\$10,000,000.00
Commercial Paper	\$9,810,000.02
Certificate of Deposit	\$60,137,477.97
US Treasury Discount	\$0
Total	\$151,830,659.99

Cumulative Interest Earnings FY2023



Interest earnings through February reflect sharp increases in yields. Cash flow projections provided by the financial advisory committee allow for investments up to one year, while the balance of the portfolio remains in pooled funds. As new funds are received and maturities occur, funds will be invested as cash flow projections allow.

Benchmark Comparisons

The 91-Day Treasury Bill, 6-Month Treasury Bill and the Virginia Treasury Prime Liquidity are used as benchmarks for Central Virginia Transit Authority's (CVTA) portfolio performance. The portfolio outperformed one of the yield benchmarks and two of the year over year change benchmarks for the month of February. Inflation continues to drive short term yields higher.

YIELD BENCHMARKING			
	CURRENT YIELD	YEAR AGO	YoY CHANGE
Portfolio	4.57%	0.15%	4.42% pts
91-day T-Bill	4.79%	0.31%	4.48% pts
6-month T-Bill	4.97%	0.64%	4.33% pts
Va. Treas. Prime Liq.	3.85%	0.32.%	3.53% pts

Compliance Report

The Treasurer's Investment Policy specifies limits on categories of investments to obtain diversification and avoid incurring unreasonable risk inherent in over-investing in specific instruments. CVTA's Investment Portfolio is in compliance with the Treasurer's Investment Policy.

Investment Category	Code of Virginia			Treasurer's Investment Policy			February Actual %
	Maximum Maturity	Authorized % Limit	Rating Requirement	Maximum Maturity	Authorized % Limit	Rating Requirement	
Local Government Investment Pool (LGIP)	N/A	100%	N/A	N/A	100%	N/A	20.23%
Virginia Investment Pool Trust Fund (VIP)	N/A	100%	N/A	N/A	100%	N/A	27.12%
Federal Agency Discount	No Limit	100%	N/A	5 Years	100%	N/A	0%
Federal Agency Coupon	No Limit	100%	N/A	5 Years	100%	N/A	0%
Corporate Bonds	5 Years	100%	AA/Aa	5 Years	100%	AA/Aa	6.59%
Commercial Paper	270 Days	35%	A1/P1/F1/D1	270 Days	35%	A1/P1/D1	6.46%
Certificate of Deposit	5 Years	100%	A1/P1/AA/Aa	5 Years	100%	A1/P1/AA/Aa	39.61%
U.S. Treasury Discount	No Limit	100%	N/A	5 Years	100%	N/A	0%

Understanding Key Investment Terms

Local Government Investment Pool (LGIP)	A State-administered fund that enables governmental entities to realize the economies of large-scale investing and professional funds management.
Virginia Investment Pool Trust Fund (VIP)	A fund, administered by the Virginia Municipal League (VML) and Virginia Association of Counties (VACo), that provides political subdivisions of the Commonwealth of Virginia the ability to pool their funds and invest under the direction and daily supervision of a professional fund manager.
Federal Agency Discount	Fixed income government agency obligations priced below par and maturing in more than one year.
Federal Agency Coupon	Fixed income government agency obligations with a stated interest rate and maturing in more than one year.
Corporate Bonds	Corporate Bonds are debt securities issued by publicly-held corporations to raise money for expansion or other business needs with a rating from at least two agencies of Aa by Moody's Investor Service, Inc., AA by Standard and Poors, Inc. or AA by Fitch, and a maturity of no more than five years.
Commercial Paper	"Prime Quality" paper with a maturity of 270 days or less and rated at least prime 1, A-1, or F-1 by the major credit rating agencies.
Certificate of Deposit	Negotiable certificates of deposits of domestic banks and domestic offices of foreign banks with a rating of at least A-1 or P-1 for maturities one year or less, and AA or Aa for maturities over one year and not exceeding five years.
U.S. Treasury Discount	Fixed income government securities priced below par and maturing in less than one year.

CVTA Regional Project Selection and Allocation Framework

Working Revisions March 30, 2023

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Overview

The 2020 General Assembly legislation, House Bill 1541, created the Central Virginia Transportation Authority (CVTA), allowing the Richmond region to use specified tax revenues to fund transportation needs of the region (Code of Virginia Section 33.2-3700 - 3713):

The funds for the CVTA are generated through the following sources:

- Sales and use tax of 0.7 percent (revenue collection began October 2020); and
- Wholesale gas tax of 7.6 cents per gallon of gasoline and 7.7 cents per gallon of diesel fuel (revenue collection began July 2020).

These tax generated funds are to be divided accordingly:

- 15% to the Greater Richmond Transit Company (GRTC) to provide transit and mobility services;
- 35% to the CVTA for regional transportation projects; and
- 50% distributed proportionally to each member locality for local projects which may include construction, maintenance, or expansion of roads, sidewalks, trails, mobility services, or transit located in the locality.

CVTA Regional Funds

The CVTA funds designated for regional transportation projects is projected to generate approximately \$65 million per year or \$390 million over a six-year period. In order to spend these funds, state code requires the Authority to develop a prioritization process based on objective analysis that considers the benefits of a project relative to its cost. This framework document serves to outline the process for project selection and allocation. The process should be reviewed and updated after each funding cycle to implement improvements through lessons learned and to remain flexible to changes in available funding (i.e., future bonding capacity).

A motivating factor in establishing the CVTA was the region's desire to fund regional transportation projects which were not likely to be funded through other sources due to their high project costs. It is through this lens that the project selection and allocation process was developed. Member localities and regional transportation partners will engage in a competitive process where projects are submitted for funding. Together, the CVTA members will assess the projects' merit and regional value before determining final allocations.

Project Selection Process

The process for obtaining CVTA regional funding for transportation projects will be selective as regional needs surpass the available funding. To ensure a fair and transparent process, the following four-step project selection process has been developed. A general description of each step is included below.

Step 1: Project Submissions

Funding Cycle and Schedule

The CVTA regional funding cycle will coincide with non-Smart Scale years (generally odd years). On the alternating years, funding requests for existing projects will be considered. CVTA staff will work with the CVTA Technical Advisory Committee (TAC) to develop an application schedule with the goal of having an approved funding scenario in advance of the Smart Scale pre-application start date. A calendar of the project selection process will be published each cycle at least a month in advance of the call for projects. CVTA staff will present the project selection schedule to the TAC. All applications and supplemental materials are due by the application deadline. CVTA staff will provide a reminder to TAC before the deadline and indicate the preferred method of submission.

Sponsor Eligibility and Application Limits

All CVTA locality members are eligible to submit requests for CVTA regional funding. The number of applications allowed per locality member will be two times the weighted voting for localities. Refer to **Table 1**.

Table 1: CVTA Regional Funds – Application Limit by Sponsor Type

CVTA Member Locality/Agency	Population*	CVTA Weighted Votes	Total Applications
Town of Ashland	7,553	1	2
Charles City County	7,331	1	2
Chesterfield County	333,450	4	8
Goochland County	22,277	2	4
Hanover County	96,460	3	6
Henrico County	320,717	4	8
New Kent County	20,468	2	4
Powhatan County	28,442	2	4
City of Richmond	217,938	4	8
Total Number of Possible Applications =			46

*July 1, 2015 Weldon Cooper

Project Categories and Eligibility

Funding is limited and regional needs are abundant; therefore, criteria was established to constrain the list of eligible projects to focus on projects that would provide regional rather than local benefits. Applications submitted for CVTA regional funding will be classified into seven categories: Highway, Bike/Pedestrian, Transit, Multimodal, Bridge, Studies, and Preliminary Engineering (PE)-Only. Proposed projects must meet the criteria defined in **Tables 2** and **3** to be eligible for CVTA regional funding.

Table 2: Project Categories and Eligibility for CVTA Regional Funding (1 of 2)

Project Category	Eligibility Criteria	Potential Projects
Highway	<ul style="list-style-type: none"> ▪ Limited-Access Roadways <ul style="list-style-type: none"> » No volume threshold criteria » Interstate (e.g., I-95, I-64, I-295) » Freeway (e.g., Route 288, Route 150, Powhite Parkway) ▪ Arterial Roadways <ul style="list-style-type: none"> » Existing Roadways <ul style="list-style-type: none"> – Principal arterial with an existing ADT > 20,000 VPD – Minor arterial with an existing ADT > 20,000 VPD <ul style="list-style-type: none"> • Sources: VDOT Functional Classification Map, VDOT published count book or traffic count data » New Alignments <ul style="list-style-type: none"> – Submitting locality/agency to justify based on: <ul style="list-style-type: none"> • Expected functional classification, supported by comprehensive plan • Projected ADT, within 20 years, that meets 20,000 VPD threshold defined above » Intersections <ul style="list-style-type: none"> – Intersection of two arterials, at least one leg with ADT > 20,000 VPD ▪ Projects on the following high priority corridors are eligible (no functional classification or volume threshold criteria): <ul style="list-style-type: none"> » Arterial Preservation Network (APN) <ul style="list-style-type: none"> – Source: VDOT’s Arterial Preservation program » Corridor of Statewide Significance (CoSS) <ul style="list-style-type: none"> – Source: OIPI’s VTrans2040 the state’s long-range multimodal transportation plan ▪ A map showing eligible roadways based on the above criteria (not including New Alignments) can be found here: https://arcg.is/00q9yL ▪ Every applicant may submit one priority highway project outside of the criteria listed above. 	<ul style="list-style-type: none"> ▪ Road widening ▪ Realignment, extension, or relocation ▪ New interchange or interchange modification ▪ Grade separation ▪ Intersection improvements ▪ New road or alignment ▪ ITS improvements
Bike/ Pedestrian	<ul style="list-style-type: none"> ▪ Limited to regional trail networks <ul style="list-style-type: none"> » Regional trail defined as: multi-jurisdictional trail with a defined/conceptual alignment » Infrastructure supporting a regional trail » Spurs that directly connect to regional trails are eligible 	<ul style="list-style-type: none"> ▪ Example regional trails: Fall Line Trail, East Coast Greenway, James River Heritage Trail ▪ Trailheads, parking lots, support stations

ADT = Average Daily Traffic

VPD = Vehicles Per Day

Table 3: Project Categories and Eligibility for CVTA Regional Funding (2 of 2)

Project Category	Eligibility Criteria	Potential Projects
Transit	<ul style="list-style-type: none"> ▪ Limited to leveraging funds/local match funds for other federal and state fund sources, for regional capital transit projects 	<ul style="list-style-type: none"> ▪ Bus Rapid Transit (BRT) ▪ Express Routes ▪ Fixed route or on-demand service ▪ Transit stations or centers
Multimodal	<ul style="list-style-type: none"> ▪ Park and Ride lots ▪ Rail and Port ▪ Limited to leveraging funds/local match funds for other federal and state fund sources, for park and ride lots for construction or expansion; rail and port capacity or capital improvements 	<ul style="list-style-type: none"> ▪ Capacity change in intermodal corridors including highways, navigable waterways, and rail ▪ Intercity passenger rail ▪ New, relocated, and station upgrades
Bridge	<ul style="list-style-type: none"> ▪ Bridge must be on VDOT’s State of Good Repair (SGR) eligibility list (posted annually www.virginiadot.org/projects/state-of-good-repair/) and meet CVTA Highway regionally-eligible criteria ▪ SGR eligibility criteria (must meet all three criteria) <ul style="list-style-type: none"> » Bridge reconstruction or replacement projects » Bridge designated structurally deficient/poor condition by VDOT » Bridge on the National Bridge Inventory (NBI) ▪ New bridge projects are not eligible in this category and will be considered in the Highway project category ▪ Bridge rehabilitation and replacement projects that include betterment (adding capacity, bike/pedestrian, etc.) will be categorized in the most appropriate non-bridge category 	<ul style="list-style-type: none"> ▪ Bridge rehabilitation and replacement projects – unsuccessful in securing SGR funds
Studies	<ul style="list-style-type: none"> ▪ Studies involving CVTA regionally-eligible facilities ▪ Studies that are part of an agency’s work program will not be considered for CVTA regional funds 	<ul style="list-style-type: none"> ▪ Operational and Safety studies ▪ Interchange access requests (IAR) ▪ Transit feasibility studies ▪ Regional bike/pedestrian alignment studies
Preliminary Engineering-Only	<ul style="list-style-type: none"> ▪ PE-Only projects involving CVTA regionally-eligible facilities 	<ul style="list-style-type: none"> ▪ Preliminary engineering to clear environmental reviews ▪ Development of construction plans to right-of-way stage

Step 2: Project Screening

All projects requesting CVTA regional funding will be screened by CVTA staff and TAC to ensure that the project is eligible for funding. The following items will be evaluated during project screening:

- Project scope is well defined and includes total cost estimate and requested CVTA regional funding amount.
- Project estimate and schedule is reasonable as determined by a third-party review. Applicant estimate is submitted using VDOT CEWB. Applicants' estimates and the third-party estimates are reviewed by TAC with TAC making a final recommendation to the full authority.
- Submission includes supplemental data and studies, if available and the agency who will administer the project (locality/agency or VDOT).
- For study requests, the regional nature and appropriateness to fund with CVTA regional funds will be considered along with efforts to fund through other study funding programs.
- Projects are not required to be in the Long-Range Transportation Plan (LRTP). The LRTP will be amended to include projects selected for regional funding that are not currently in the plan.

Step 3: Project Scoring and Ranking

Per state code, all projects requesting CVTA regional funding will be prioritized using a data-driven process that considers benefits and cost. Projects will be ranked within each of the seven project categories based on the benefit to cost score. Ranking within each project category allows projects with similar characteristics to be compared against the others. Project scoring will be conducted by CVTA staff. Project categories will be scored using the measures discussed below.

Project Category: Highway, Bike/Pedestrian, Transit, Multimodal, Studies, Preliminary Engineering (PE)-Only

All project categories, except for the Bridge category, will be evaluated using selected goals and performance measures developed for the ConnectRVA 2045 LRTP. The core goals selected for prioritization were 1) Safety, 2) Mobility, and 3) Equity/Accessibility/Economic Development. See **Table 4** for descriptions and weighting for each goal and performance measure. The selected goals and performance measures provide the most discernible differences to compare regional improvements. Scoring will be weighted and normalized for each measure and project benefits will be measured against project costs. Scores will be evaluated to determine the impact of outliers on the normalized scores and may be adjusted to better compare benefits. A summary of how the goals and performance measures were selected and a link to the LRTP technical documentation is provided in **Appendix I**.

Project Category: Bridge

Regionally-eligible bridge projects will be evaluated using VDOT's State of Good Repair (SGR) score to rank and prioritize projects within the Bridge category. VDOT administers the SGR funding program. The SGR program uses five factors to score and prioritize structurally-deficient/poor condition bridge rehabilitation and replacement projects for funding. SGR scoring is conducted by VDOT annually with scores posted here <https://www.virginiadot.org/projects/state-of-good-repair/>. The SGR score is based on the five factors described in **Table 5**.

Table 4: CVTA Regional Scoring for Project Categories: Highway, Bike/Pedestrian, Multimodal, Transit, Studies, PE-Only

Goal	Safety		Mobility		Accessibility			
					Economic Development		Equity	
Goal Weight	38.5%		23%		38.5%			
Performance Measure	Crash Frequency	Crash Rate	Person Throughput	Person Hours of Delay	Access to Destinations	Access to Jobs	Access to Jobs (EJ)	Access to Destinations (EJ)
Performance Measure Weight	70%	30%	50%	50%	30%	30%	20%	20%
Description	Reduction in EPDO of Fatal and Injury Crashes (5-year period)	Reduction in EPDO of Fatal and Injury Crashes per 1 million VMT	Increase in Person Throughput (Peak Period)	Reduction in Person Hours of Delay (Peak Period)	Increase in average access to weighted destinations per 1,000 persons (travel time of 30 minutes for all modes) for all population	Increase in average job accessibility per person	Increase in average job accessibility per person (Total EJ Population within EJ Area)	Increase in average access to destinations per 1,000 persons (travel time of 30 minutes for all modes) for EJ population
Unit of Measure	EPDO	EPDO per 1 Million VMT	Persons	Person Hours	Weighted Destinations per 1,000 Persons	Jobs per Person	Jobs per Person	Weighted Destinations per 1,000 Persons

EPDO = Equivalent Property Damage Only

VMT = Vehicle Miles Traveled

EJ = Environmental Justice

Table 5: CVTA Regional Scoring for Project Category: Bridge

SGR Factor	Importance	Condition	Design Redundancy and Safety	Structure Capacity	Cost Effectiveness
Factor Weight	30%	25%	15%	10%	20%
Description	Traffic volume, truck traffic, detour route, future traffic volume, and key route designations	Measures overall condition of the bridge using detailed condition data compiled from the safety inspection report	Fracture-critical bridges, fatigue prone details, and scour and seismic vulnerability	Consideration of whether the bridge will be posted or has issues with clearances or waterway adequacy	Ratio of actual project cost to the cost for full replacement

Step 4: Project Selection

A six-year program for allocations is developed based on the following steps. Some steps may be iterative in nature until consensus is reached.

- 1) CVTA staff will provide the scored regional projects ranked within each project category to CVTA TAC for an initial review and to the full Authority as an information item.
- 2) CVTA staff will request projected annual allocations for a six-year window of regional funding from the Finance Committee.
- 3) CVTA staff will use the project rankings and projected annual allocations to develop a recommended funding scenario considering the guidelines below and following the allocation process described in the subsequent section of the document.
 - If applicant submits (1) application for leveraging and (1) PE-Only application for the same project both funding requests need to be considered independent of the other (as standalone applications).
 - The distribution of funds should be roughly proportional to the total value of the requested amount per each project category
 - Studies should not exceed 5% and PE-Only projects should not exceed 10% of the annual CVTA regional funding
 - CVTA TAC will review CVTA staff's draft funding scenario, make revisions if necessary and provide a recommended funding scenario to the CVTA Authority, requesting authorization for public review.
 - CVTA staff will manage a public comment period consistent with the RRTPO Public Engagement Plan. All comments will be provided to the Authority before they take a final vote on the project selections and allocations.

Project Allocations

Projects selected by the CVTA are programmed for funding according to the project schedule and needs. The allocation of funds by the CVTA is the final step in the project selection process. The following section outlines the CVTA's approach to allocating available funds, addressing funding shortfalls and surpluses, and changing project schedules.

Allocation Process

Order of Allocations

The following order of allocations is used to ensure existing, active projects are funded and prioritized above new projects while maintaining a reserve fund to address cost overruns and changes in available funding.

1. Year 6 funding to balance entry (see target balance below)
2. Additional funding for programmed phases of active projects in Years 1-5, starting with Year 1
3. Next phase of existing projects already approved by the CVTA for Year 6
4. New projects in order of priority and based on available funding

General Programming Guidance

Funds are allocated to projects based on the project schedule and the availability of funds. In general, the allocated funds should cover the entire amount requested for a phase (PE, RW, CN) but may be split

over multiple years based on the project schedule and availability of funding. Leveraging funds used for Smart Scale, will be programmed to allow projects to advance ahead of other fund source availability. Allocations cover a six-year period consistent with §33.2-3706. The goal of the allocation process is to fully allocate all six years of funding with some funding held in reserve to cover cost increases and allow for new project selection in the future. The target allocation percentages assigned to projects and held in a reserve balance entry account is summarized in the table below.

Table 6: Balance Entry & Project Allocation Percentages

	Previous	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Projects	100%	90%	85%	80%	75%	70%	65%
Balance	0%	10%	15%	20%	25%	30%	35%

Funding Limits

CVTA regional funds applied to studies should not exceed 5% of the annual CVTA regional funding, approximately \$3.25M. CVTA regional funds applied to PE-Only projects should not exceed 10% of the annual CVTA regional funding, approximately \$6.5M.

Future Commitments

If a project cannot be fully funded within the six-year period covered by the SYIP, the necessary funding for future phases should be documented by year as "future commitments". If the CVTA decides not to commit to funding subsequent phases (as in the case of leveraging funds), this decision should be noted in the allocations and future commitments tables. Documenting future phases and commitments allows for better estimation of available funding prior to the application period. If the available funding for a year is insufficient to cover new projects, the CVTA may elect to only accept applications for cost overruns on existing active projects for the year.

Leveraging Funds

Applicants for CVTA regional funds are encouraged to leverage CVTA funds for outside funding, such as Smart Scale, when possible. When a selected project request is intended to support leveraging, the CVTA will program the funds so the project can be delivered as quickly as possible considering the year the complementary fund source will be programmed. The use of the funds for leveraging is documented in the allocations table. Projects with funding intended for leveraging are not considered active projects until fully funded.

If the sponsor is unsuccessful in obtaining funds to fully fund the project, the leveraging funds will be deallocated. The project sponsor may submit a new application for the entire project cost or leveraging in the next CVTA regional application cycle. (See **Appendix II** for a definition of "committed and reasonably expected funds").

If the sponsor is unsuccessful in obtaining funds to fully fund the project, they may request a portion of the leveraging funds, in the amount necessary to develop 30% plans, be made available so that

preliminary engineering can begin. The remaining leveraging funds will be deallocated. CVTA staff will solicit requests prior to the next CVTA regional application cycle.

Cost Overruns

All active projects are initially eligible to request additional funding to cover cost overruns but may become ineligible as described in the "Quarterly Reporting" section. Additional funding requests must be submitted during the annual application window. Requests outside the normal application window are only accepted for the construction phase when construction costs are over budget. Changes to the project scope will not be accepted as a justification for additional funding. Any request for additional funding must include documentation of the reason for the cost increase. If the request results in a cumulative allocation increase of up to 10% relative to the initial CVTA approved allocation for the phase, CVTA TAC may approve additional allocations. CVTA staff may consider the use of balance entry or funding swaps, which do not negatively impact project schedules, to address overruns.

If the request results in a cumulative allocation increase of more than 10% relative to the initial CVTA approved allocation for the phase, CVTA TAC will review the request and recommend to the CVTA any combination of the following options for their approval:

- Use balance entry funds
- Reduced project scope
- Use of local or other non-regional CVTA funds
- Deselect and deallocate the project

Surplus Funds

All surplus funds are returned to CVTA balance entry to be reallocated through the CVTA selection and allocation process. Funds are deemed surplus upon project completion or cancellation. Projects that are completed or cancelled are no longer considered active projects and are not eligible for additional funding in the future.

Any CVTA funding on a project that receives additional committed funding from another source is also deemed surplus if the total allocation exceeds the estimated project cost. CVTA staff will identify overfunded projects and reallocate surplus funding. Unlike completed or cancelled projects, projects which are overfunded are still considered active projects, even if all regional funding is removed from the project. As active projects, these projects are eligible for additional funding in accordance with the cost overrun guidelines in the previous section.

Project Development and Reporting

To provide oversight in the use of regional funds, the CVTA has implemented a quarterly reporting requirement for CVTA funded projects, see

Table 7. Project sponsors are expected to complete the quarterly report, according to the following schedule until the project is closed out:

Table 7: CVTA Quarterly Reporting Schedule

Period Covered:	Submission Date:
July 1 – September 30	November 1
October 1 – December 31	February 1
January 1 – March 31	May 1
April 1 – June 30	August 1

A reporting form will be made available on the CVTA website. The report should, at minimum, include the following items:

- Current cost estimate and schedule
- Current phase(s) authorized
- Next major milestone (start preliminary engineering, public involvement, start right-of-way and utility phase, complete right-of-way and utility phase, advertise project for construction, award construction contract)
- Any delays or challenges in implementation

If project quarterly reports have not been submitted, reimbursement or future pay-go payments for the project may be withheld and the project may be ineligible for additional funding for cost overruns.

The CVTA will maintain a CVTA program database on the CVTA website. This page will include a summary of all active and selected projects and their progress toward implementation. This page will be updated with the quarterly reports and after new project selection each year.

Appendix I: Scoring Methodology

All project categories, except for the Bridge category, will be evaluated using selected goals and performance measures developed for the ConnectRVA 2045 LRTP. Scoring will be weighted and normalized for each measure and project benefits will be measured against project costs. For more details on the methodology, please see the LRTP technical documentation found here:

<https://planrva.org/wp-content/uploads/ConnectRVA2045-Project-Evaluation-and-Scoring-Process.pdf>

The performance measures used to prioritize the ConnectRVA 2045 LRTP were reviewed to determine which measures would provide the most discernible differences to compare regional improvements. The core goals selected for prioritization were 1) Safety, 2) Mobility, and 3) Accessibility (Economic Development & Equity). See **Table 4** for descriptions and weighting for each goal and performance measure. These core performance measures were selected for the following reasons:

1. The measures are performance-based and quantify the direct benefit of a proposed improvement.
2. The measures are the most applicable to regional projects.
3. The measures balance the overwhelming impact of cost compared to benefits. This is particularly true for the Highway project category.

Other ConnectRVA 2045 LRTP goals/performance measures, while relevant, were deemed unnecessary for comparing regional projects and excluded for the following reasons:

1. The following measures estimate benefits more qualitatively based on the local proximity of a proposed project to relevant features. These measures do not draw clear distinctions and are less relevant to the benefits of regional projects:
 - » *Economic Development: Connections to Truck Intensive Areas*
 - » *Environmental: Sensitive Features*
 - » *Land Use: Connection to Activity Centers*
2. The following measures do not provide significant differentiation between projects scores and are redundant to performance measures evaluated under the goals Mobility, Equity and Accessibility, Economic Development, Environmental/Land Use:
 - » *Economic Development: Truck Throughput* similar to *Mobility: Person Throughput measure*
 - » *Economic Development: Job Growth* similar to *Equity & Accessibility: Access to Jobs measures*
 - » *Environmental/Land Use: Connection to Activity Centers* similar to *Equity & Accessibility: Access to Destinations measures*
3. The following environmental measures are not necessary to prioritize regional projects because mitigating environmental impacts is part of the project development process:
 - » *Environmental: Sensitive Features, Air Pollution and Vehicle Miles Traveled per Capita*

Appendix II: Other Funding

The CVTA staff calculates the cost-benefit of a project based on the total cost of the project less any other funding contributions. Funds that are already committed to a project and funds that are reasonably expected are counted as other funding contributions when determining the project cost. Examples of committed and expected funds are listed in the table below.

Table 8: Committed and Expected Funds

Example of Committed Funds	Example of Reasonably Expected Funds
Funds included in the adopted budget of local, state, or federal agency	Funds included in the adopted budget but not yet allocated to a project
Funds awarded by agencies or organizations with project selection authority	Funds in a draft budget or appropriation
Funds included in a constrained Capital Improvement Program (CIP) or a transit agency Development Plan	Funds from future budgets, but consistent with historic levels of the funding source(s)

Supporting documentation must be provided for all outside funding as part of the project application. Examples of documentation include Six-Year Improvement Program (SYIP) project pages, locality or agency budgets or capital improvement programs, or award letters from selecting agencies. Any undocumented other funds will not be counted in calculating the overall cost-benefit score for a project.

**CVTA FINANCE COMMITTEE AGENDA – April 12, 2023
FUTURE MEETING TOPICS***

- Financial Policy Review & Amendments
- Regional Projects Fund Allocation

*Draft: This is not a comprehensive list of considerations and is subject to change.