



Exhibit 1: Status of Deliverables Associated with Startup

The following is a status update regarding a list of expected deliverables included in the FY2021 Support Services MOU.

Activity	Status
Arrange for general legal counsel support services for the Authority	Complete
Arrange for and provide necessary staff resources to the Authority	Complete
Convene inaugural meeting of the Authority resulting in established leadership and governance framework including adoption of bylaws, election of officers, and establishment of standing committees	Complete
Establish schedule for meetings of the Technical Advisory Committee, Finance Committee and Authority for the fiscal year	Complete
Facilitate negotiation of revenue transfer agreement(s) between the Authority and the Virginia Department of Transportation	Complete
Develop revenue validation process with participating localities and process for transfer of funds	Complete
Establish banking and investment account(s) as directed by the Authority	Complete
Develop Financial Management Procedures and internal controls	Underway
Manage process for solicitation of proposals for insurance coverage	Complete
Coordinate with the Auditor of Public Accounts for arrangement of the FY2021 Annual Financial Audit	Underway
Facilitate development of Regional Project Prioritization Process, based upon an objective and quantifiable analysis, in coordination with the CVTA TAC	Underway
Assure compliance with the enabling legislation to establish the Regional Public Transportation Plan	Underway
Assure compliance with the enabling legislation to develop the Transit Service Governance Report for submission no later than December 1, 2020	Underway
Develop web presence for the CVTA and online access site for meeting materials, public information and resources	Complete

Exhibit 2: Key Performance Indicators

PlanRVA will indicate performance related to the indicators listed below:

Effective Project Management:

- Completion of deliverables identified in Exhibit 1 in timely manner, as established by the Authority for each item

All Items underway and progressing on schedule.

- Support Services described in this MOU fall within the approved budget and contract amount

YTD Billing (through Q2) is within budget; operating surplus expected by June 30.

Effective Financial Management:

- Compliance with financial management procedures and internal controls
 - o Achieve a financial audit with no findings or concerns
 - o Timely submission of the FY2021 Annual Audit to the APA

Audit RFP underway in partnership with APA. Objective set for measurement after close of the Fiscal Year.

- Delivery of financial activity reports summarizing activity of the total revenues and the operating expenses of the Authority
 - o Submitted on a quarterly basis following close of the quarter
 - o Target of 20% variance of actual expenses to budget

First quarterly report to be submitted in March for transactions approved in February.

- Submission of quarterly invoices and work status reports in time for inclusion in the Authority meeting materials
 - o October, January, April, and June

Qs 1 and 2 Invoices submitted for February Review following approval of MOU in January.

- Timely payment of invoices due to vendors
 - o Net 30-day payments

To be evaluated following payment to vendors; so far PlanRVA is advancing funds.

- Timely and accurate transfer of revenues to localities
 - o Target of less than 0.05% error rate
 - o Within 45 days of receipt

Initial transfer verified by localities and transferred; 2nd transfer forthcoming.

Effective Communications with Authority Members, Committee Members, Locality Representatives and the Public

- Timely distribution of complete meeting materials for meetings of the Authority and Committees
 - o Minimum 5 days' notice to members and the public

Meeting materials posted and distributed on time; briefings scheduled with Chairs to promote communication.

- Coordination and communication with local government representatives including local legal counsel, financial experts and administrators
 - o Regular communications and coordination of staff resources as needed

Regular Coordination with local government staff including CAOs/Administrators and Finance Working Group.

- Delivery of relevant and useful information regarding the activities of the CVTA to the public and the media through digital and print material
 - o All inquiries treated as FOIA requests and addressed according to the relevant requirements

No FOIA requests submitted to date. All content currently available on website at www.CVTava.org.



INVOICE

9211 Forest Hill Avenue, Suite 200
 Richmond, Virginia 23235
 804.323.2033
Finance@PlanRVA.org

DATE

2/1/2021

PERIOD

July: September, 2020

Bill To:
 Central Virginia Transportation Authority
 9211 Forest Hill Avenue, Suite 200
 Richmond, Virginia 23235
CVTA@PlanRVA.org

DESCRIPTION	QUANTITY	AMOUNT	TOTAL
Personnel			
Staff Support Services: 338 hours C Parsons, M Bittner, T Eckhout, M Heeter, N Mueller	1.00	\$26,722.00	\$26,722.00
Administrative Fee 10% per MOU	1.00	\$2,672.00	\$2,672.00
Professional Services			
General Legal Counsel Hefty, Wiley & Gore	1.00	\$9,000.00	\$9,000.00
Administrative			
Meetings Expenses 8.27.20 Inaugural Meeting @ GRCC IT/Data, Meals, Venue, Parking	1.00	\$14,177.00	\$14,177.00
Public Engagement CVTA URL Purchases	1.00	\$98.00	\$98.00
TOTAL DUE			\$52,669.00

If you have any questions about this invoice, please contact
Finance@PlanRVA.org



INVOICE

9211 Forest Hill Avenue, Suite 200
 Richmond, Virginia 23235
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Finance@PlanRVA.org

DATE	2/1/2021
PERIOD	October: December, 2020

Bill To:
 Central Virginia Transportation Authority
 9211 Forest Hill Avenue, Suite 200
 Richmond, Virginia 23235
CVTA@PlanRVA.org

DESCRIPTION	QUANTITY	AMOUNT	TOTAL
Personnel			
Staff Support Services: 428.5 hours C Parsons, M Bittner, M Heeter, B Lawrence, N Mueller	1.00	\$49,576.00	\$49,576.00
Administrative Fee 10% per MOU	1.00	\$4,957.00	\$4,957.00
Professional Services			
General Legal Counsel Hefty, Wiley & Gore	1.00	\$9,000.00	\$9,000.00
Administrative			
Public Engagement Newspaper Advertisements: FY2021 Budget and Insurance RFP	1.00	\$3,736.00	\$3,736.00
TOTAL DUE			\$67,269.00

If you have any questions about this invoice, please contact
Finance@PlanRVA.org

CVTA AGENDA 2/26/21; ITEM B.7.d.

Certification Reporting – Member Spending Plans

Central Virginia Transportation Authority

REQUESTED ACTION: Acceptance of the member locality spending plans for fiscal year 2021 to satisfy CVTA Bylaws requirements for confirmation of project and program eligibility.

BACKGROUND: The Central Virginia Transportation Authority has a responsibility under the Code of Virginia and its own bylaws to responsibly allocate revenues collected on behalf of the authority to eligible transportation uses.

The CVTA Technical Advisory Committee (TAC) developed a spreadsheet that it will use for FY 21 to track expected spending of local CVTA revenues. This spreadsheet is only intended for use in this shortened FY 21 year - TAC can refocus for FY 22 in advance of the start of the fiscal year.

This spend plan is called for in the [CVTA Bylaws \(C.1.d\)](#) and is intended to serve as an outlook on what the intent of each member jurisdiction might be for CVTA revenues. There is a separate audit component that will be addressed by the finance committee at the end of the year.

As you can see, the reporting may differ between each of the jurisdictions. The types of expenditures representing the breadth of local priorities are not exactly the same and the reporting for each will be different.

CVTA TAC RECOMMENDATION: The CVTA Technical Advisory Committee recommends acceptance of the FY21 member locality spending plans and authorization for CVTA TAC to develop the format for FY22 spending plans.

STAFF RECOMMENDATION: Staff concurs with the CVTA Technical Advisory Committee recommendation.

ACTION REQUESTED: The following resolution is presented for CVTA approval:

RESOLVED, that the Central Virginia Transportation Authority (CVTA) accepts the FY21 member locality spending plans and authorizes CVTA TAC to develop the format for FY22 spending plans.