



*Farm in Old Ridge Road Doswell,
Hanover*

Central Virginia Transportation Authority (CVTA) Technical Advisory Committee (TAC)



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 information@cvtava.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 information@CVTAVA.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.

Powered By:



Central Virginia Transportation Authority (CVTA)

Technical Advisory Committee (TAC)

Agenda

Monday, November 10, 2025 - 1:00 p.m.

Zoom Meeting

If you wish to participate in this meeting virtually, please register via Zoom at the following link:

[ZOOM WEBINAR LINK](#)

1. Welcome and Introductions

(Vidunas)

2. Roll Call

(Nyamweya)

3. Certification of a Quorum

(Nyamweya)

4. Consideration of Amendments to the Agenda

(Vidunas)

5. Approval of October 6th, 2025, Meeting Minutes – page 4

(Vidunas)

Requested action: approval of meeting minutes as presented (voice vote).

6. Public Comment Period

(Vidunas/5 minutes)

7. Town of Ashland Project Agreement – FLT Wayfinding – page 11

(Parsons/10 minutes)

Requested action: recommend full Authority approval of the draft Project Agreement as presented (voice vote).

8. Validation of Off-Cycle Funding Request Update – page 22

(Parsons/10 minutes)

Information item.

- 9. Regional Funding Approach Criteria** – page 24
(Parsons/10 minutes)
Information item.
- 10. Round 4 – Project Evaluation Update**
(Parsons/10 minutes)
Information item.
- 11. Regional Spend Down Plans Update** – page 25
(Parsons/10 minutes)
Information item.
- 12. CVTA TAC Member Comments**
(Vidunas/5 minutes)
- 13. Next Meeting December 8, 2025, at 1:00 p.m.**
(Vidunas)
- 14. Adjournment**
(Vidunas)

Central Virginia Transportation Authority (CVTA)

Technical Advisory Committee (TAC)

Meeting Minutes

Monday, October 6, 1:00 p.m.

Zoom Meeting

Members and Alternates Present:

Voting Members					
Town of Ashland		Charles City County		Chesterfield County	
Nora Amos	X	Sheri Adams	X	Barbara K. Smith, Vice Chair	X
Goochland County		Gary Mitchell (A)		Chessa Walker (A)	X
Patrick Longerbeam	X	Hanover County		Henrico County	
Ray Cash (A)		Joseph E. Vidunas, Chair	X	Sharon Smidler	X
New Kent County		William Hardman (A)		Gilberto DeLeon (A)	X
Amy Inman	X	Powhatan County		City of Richmond	
		Ligon Webb		Dironna Moore Clarke	X
Non-Voting Members					
GRTC Transit System		CVTA		PlanRVA/RRTP0	
Frank Adarkwa	X	Chet Parsons	X	Myles Busching	X
				(A)	
Patricia Robinson (A)		VDOT		RMTA	
VDRPT		Larry Hagin	X	Joi Taylor Dean	
Tiffany T. Dubinsky		Liz McAdory (A)		Virginia Port Authority	
Wood Hudson (A)	X			Barbara Nelson	X

The technology used for the CVTA TAC 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](#).

1. Welcome and Introductions

The Central Virginia Transportation Authority (CVTA) Technical Advisory Committee (TAC) Chair, Joseph Vidunas, presided and called the CVTA Technical Advisory Committee (TAC) regular meeting to order at 1:02 p.m.

2. Roll Call & Certification of a Quorum

Mo Nyamweya, CVTA, took attendance by roll call and certified that a quorum was present.

3. Consideration of Amendments to the Agenda

A request to amend the agenda was presented by Dironna Moore Clarke, representing the City of Richmond. She proposed adding an action item to discuss

the Diamond District transportation infrastructure project, which is deemed an emergency request for funding in the fiscal year 2026-2027.

Ms. Clarke explained that the City of Richmond had received bids for the project, and the funding consideration is critical for its success and the economic vitality of the region. She emphasized that the city has already committed approximately \$3 million through local CVTA funds and an additional \$34 million through general obligation bonds, totaling around \$37.3 million invested in the project.

The amendment is intended to allow the TAC (Technical Advisory Committee) to hear this information and be aware of the city's funding needs as the mayor and other stakeholders move forward with the project. Ms. Clarke clarified that while the city was seeking to present this information as an action item, they were not requesting a specific recommendation at this time. The goal was to ensure the TAC was informed and could provide input if desired.

Chair Vidunas acknowledged the request and called for a motion to amend the agenda. On motion by Dironna Moore Clarke and seconded by Patrick Longerbeam, the committee voted unanimously to amend the agenda to include this discussion item, designated as item 9-B on the agenda.

4. Approval of September 8, 2025 CVTA TAC Meeting Minutes

With a motion and a second, the members of the CVTA Technical Advisory Committee voted unanimously to approve the meeting minutes as presented (voice vote).

5. Public Comment Period

There were no requests to address the committee.

6. Chesterfield – Project Agreement

Chet Parsons provided an update regarding a project agreement concerning Chesterfield County's CVTA Project 0042, which involves the widening of Route 360 from Woodlake Village Parkway to Otterdale Road. He indicated that this request had been in development for several months and was now ready for consideration.

Mr. Parsons explained that the project had received allocated funds from the regional pot and was prepared to move forward as a locally administered project. He noted that this advancement follows a similar project that had been approved by the Authority in the previous month. Mr. Parsons also mentioned that representatives from Chesterfield County, specifically Ms. Smith and Ms. Walker, were present in the meeting to address any questions from the TAC regarding the project.

On motion by Barb Smith and seconded by Sheri Adams, the TAC voted unanimously to recommend CVTA Project 0042 for review by the Finance Committee (voice vote).

7. Cost Estimate Verification – Update

Chet Parsons provided an update on the cost estimate verification process for the round four applications. He informed the committee that all

applications had been received and that a third-party verification reviewer had obtained the necessary documentation for the round four projects. Mr. Parsons noted that there was one additional project still outstanding but emphasized that memos from the other projects had been received.

Mr. Parsons explained that the next steps would involve either him or someone from Plan RVA providing SharePoint access to the committee members for their project applications. This access would allow members to review the cost estimates and any comments from the verifier, Michael Baker, who would also be reaching out to the members via email to discuss the estimate reviews and any necessary updates.

Parsons highlighted that this process should be familiar to those who had participated in previous rounds, but he encouraged any members who were new or had questions to reach out to him directly for assistance. He also mentioned that they were attempting to conduct estimate verification for each of the proposed bond projects, indicating a more individualized approach with the consultant for those projects.

8. Allocated Regional Project Funding – Status Check

Chet Parsons presented an update on the allocated regional project funding, which was a follow-up to a previous report provided to the TAC. He shared a table that detailed all the projects that had received regional allocations through the first three funding rounds.

Mr. Parsons highlighted that as of August 27, 2025, approximately \$42 million had been reimbursed for the regional allocations across these projects. He pointed out that certain projects, indicated in pink on the table, showed discrepancies between their allocation years and the actual project status. For example, he noted that some projects had not begun as planned, which raised questions about the allocation years and whether they needed adjustments to better reflect the current expectations.

Mr. Parsons emphasized the importance of understanding project statuses as they moved into the next round of funding awards. He indicated that the Finance Committee was particularly interested in the availability of funds and how they could be better utilized in each fiscal year. He concluded by stating that this update was informational, aiming to provide a comprehensive overview of the current funding landscape and to identify potential funds that might be available for reallocation to address other needs in the region.

Barb Smith, Chesterfield County, inquired whether the regional cash flow or spend-down plan was included in the table or spreadsheet that Mr. Parsons presented. She was looking for clarity on whether the information reflected the allocation plan similar to the six-year improvement plan.

Parsons responded by confirming that the expenditure years listed were part of the allocation plans adopted in the previous spring, but he acknowledged that the table did not include a detailed cash flow plan. Ms.

Smith suggested that it would be beneficial to align the CVTA programming with the six-year improvement program and the Transportation Improvement Program (TIP) to enhance understanding for all involved.

9. Regional Funding Approach – Criteria

- a.** Chet Parsons introduced this agenda item regarding the regional funding approach and the criteria for project funding. He noted that this discussion was timely, given that the TAC had been operating for five years and it was essential to reassess the types of projects that should be prioritized for funding. Chet emphasized that the CVTA was established to address significant regional projects that could not be funded through other means, particularly those that were multi-jurisdictional and required substantial financial investment.

Mr. Parsons posed the question of what the TAC's hopes were for the future of the CVTA funding process and what types of projects should be the focus moving forward. He highlighted the need for a strategic approach to funding, suggesting that the committee should consider both large-scale projects and other regional needs that might arise.

During the discussion, Barb Smith, Chesterfield County, raised a point about the flexibility of the funding framework, noting that while the CVTA was designed for significant projects, it should also accommodate smaller projects that may emerge as regional priorities. She likened the funding approach to personal budgeting, where one must prioritize larger expenses while still addressing smaller needs.

Dironna Moore Clarke, City of Richmond, echoed Ms. Smith's sentiments, mentioning that the framework allowed for a percentage of funds to be allocated to larger projects while still leaving room for smaller initiatives. This flexibility was seen as a strength of the current funding approach.

Chet Parsons acknowledged the importance of leveraging funds and the need to consider various project types. He reiterated that the TAC should be open to discussing the balance between large and small projects and how the funding criteria could evolve to meet the region's needs.

As the discussion progressed, no formal motions were made, but the committee members expressed a consensus on the importance of reviewing and potentially revising the funding criteria to ensure that they aligned with the evolving transportation needs of the region. The conversation underscored the necessity of a collaborative approach to determine the best use of available funds while remaining responsive to both immediate and long-term transportation challenges.

Overall, the item served as a platform for reflection on past funding practices and a call to action for the TAC to consider how best to allocate resources in the future, ensuring that the funding process remains effective and relevant.

- b. Dironna Moore Clarke, City of Richmond, presented an emergency funding request related to the Diamond District redevelopment project. She explained that this project represents a significant opportunity to transform a 67-acre parcel that was historically known as the Diamond. The redevelopment is crucial for the economic vitality of the region, and the city has already committed approximately \$37.3 million to the project through local CVTA funds and general obligation bonds.

Ms. Clarke highlighted that the city had received bids for the project, but the infrastructure costs covered by the City of Richmond were insufficient to meet the bid amounts. As a result, the city was seeking additional funding to close the gap. She emphasized the urgency of the request, noting that the project was critical for the area and that timely funding consideration was necessary to move forward.

The request was framed as an action item for the TAC to consider, with Ms. Clarke clarifying that while they were not seeking a specific recommendation at this time, they wanted the committee to be informed and aware of the situation. She mentioned that the project had not been included in the round four funding cycle because the bids had not yet been received, leading to the current funding shortfall.

During the discussion, several questions were raised:

- o **Inquiry on Bid Details:** A committee member asked Ms. Clarke how many bids were received and if there was a summary of the bid tabulation available. Ms. Clarke responded that she would obtain that information and share it with the committee.
- o **Scope Reduction Consideration:** The same committee member also inquired whether the city had considered cutting the project scope to bring it within budget. Ms. Clarke explained that earlier in the process, transportation infrastructure costs had already been cut from the scope, and there was little left to reduce further.
- o **Rebidding the Project:** Another question was raised about the possibility of rebidding the project. Ms. Clarke indicated that she would check on the feasibility of this option, considering the project's timeline.
- o **Funding Sources:** Another committee member suggested that the TAC consider extending the deadline for regional applications to allow this project to be scored alongside other regional projects. Ms. Clarke noted that the urgency of the funding request was due to the immediate need for construction, which was set to begin in FY 2026-2027.
- o **Recommendation to Finance Committee:** There was a discussion about whether the TAC should provide a

recommendation to the Finance Committee regarding the funding request. Ultimately, it was suggested that the TAC should formally recommend that the Finance Committee evaluate the request following the off-cycle funding process.

Dironna Moore Clarke concluded by reiterating the importance of the project and the need for the TAC's support in moving the request forward to the Finance Committee for consideration. Before calling for a roll call vote to approve the recommendation, Chair Vidunas summarized the discussion regarding the emergency funding request for the Diamond District redevelopment project. Mr. Vidunas clarified that the request was for the TAC to recommend to the Finance Committee that the project be evaluated following the off-cycle funding process. He emphasized the importance of the project for the region and acknowledged the urgency of the funding need.

Chair Vidunas also expressed some concerns about the nature of the funding request, noting that the \$13 million shortfall was not solely due to transportation infrastructure costs but represented an overall shortfall for the project. He indicated that he would feel more comfortable if the funding request was specifically tied to infrastructure needs rather than covering other project costs.

Ms. Clarke responded to Chair Vidunas's concerns, stating that she would provide additional information regarding the bids received, the potential for rebidding, and the timeline for the bids. After this summary and clarification, Chair Vidunas called for a motion to formally recommend the funding request to the Finance Committee, which was seconded. With a second and a motion, the committee voted unanimously to recommend this request for review by the Finance Committee (roll call vote).

Jurisdiction/Agency	Member	Vote
Town of Ashland	Nora Amos	Aye
Charles City County	Sheri Adams	Aye
Chesterfield County	Barbara Smith	Aye
Goochland County	Patrick Longerbeam	Aye
Hanover County	Joseph Vidunas	Aye
Henrico County	Sharon Smidler	Aye
New Kent County	Amy Inman	Aye
City of Richmond	Dironna Moore Clarke	Aye

10. Member Photos

Mo Nyamweya, CVTA, addressed the committee, stating that she is looking to update the website with pictures of all TAC members. She mentioned that members could either send in their existing headshots or direct her to where their photos might be available online. Chair Vidunas encouraged all members, including himself, to complete this task within the next couple of weeks to facilitate

the website update. A follow-up email regarding this request was sent out, asking committee members to submit their headshots by October 31st.

11. CVTA TAC Member Comments

Nora Amos, Town of Ashland, raised a question about whether anyone had secured a contractor for the wayfinding signage related to the Fall Line Trail, expressing interest in potentially using the same contractor that Hanover had engaged.

9. Next Meeting: November 10, 2025, at 1:00 p.m.

10. Adjournment

Chair Vidunas adjourned the meeting at 2:11 p.m.

CVTA TAC AGENDA 11/10/25; ITEM 7.

Ashland Wayfinding Project Agreement

Central Virginia Transportation Authority

BACKGROUND: CVTA has an established reimbursement process for regional project expenditures from both local and VDOT administered sources. The proposed framework for wayfinding reimbursement follows that model.

Each impacted locality (or VDOT) will enter into a new Project Agreement (PA) that covers all approved segments of the Fall Line within that jurisdiction or under the purview of VDOT. The format for the PA will mirror the current approved format for regional projects and include simple updates that reflect details of the Fall Line wayfinding improvements.

The Town of Ashland has prepared a draft PA for their segment of the Fall Line Trail and they are presented for review and recommendation. The Town is prepared to move forward with implementation and have requested CVTA action on the agreement.

REQUESTED ACTION: Motion to recommend Central Virginia Transportation Authority approval of the Wayfinding Project Agreement as presented.

CAP
Attachments

**STANDARD PROJECT ADMINISTRATION AGREEMENT
CVTA Regionally Funded Projects**

CVTA Project ID	Project Name	UPC	Local Government
CVTA-0065	Ashland Wayfinding Implementation	N/A	Town of Ashland

THIS AGREEMENT is hereby executed and made effective as of the date of the last (latest) signature set forth below, by and between the Town of Ashland, Virginia, referred to as the LOCALITY and the Central Virginia Transportation Authority, hereinafter referred to as the CVTA. The CVTA and the LOCALITY are collectively referred to as the "Parties."

WHEREAS, the LOCALITY has expressed its desire to administer the work described in Appendix A, and such work for each improvement shown in Appendix A is hereinafter referred to as the "Project;" and

WHEREAS, the funds shown in Appendix A have been allocated to finance the Project; and

WHEREAS, the LOCALITY is committed to the development and delivery of the Project in an expeditious manner; and

WHEREAS, the Parties have concurred in the LOCALITY's administration of the Project as shown in Appendix A in accordance with applicable federal, state, and local laws and regulations.

NOW THEREFORE, in consideration of the mutual premises contained herein, the Parties hereto agree as follows:

1. The representations, covenants and recitations set forth in the foregoing recitals are material to this Agreement and are hereby incorporated into and made a part of this Agreement as though they were fully set forth in this Section 1.
2. The LOCALITY shall:
 - a. Be responsible for all activities necessary to complete the noted phase(s) of the Project as shown in Appendix A, as expressly required by federal, state, and local laws and regulations, or as otherwise agreed to, in writing, between the Parties. Every phase of the Project will be designed and constructed to meet or exceed current American Association of State Highway and Transportation Officials standards when the facilities are locally maintained and shall further comply with all supplementary standards established by the Virginia Department of Transportation when the facilities are maintained by the Virginia Department of Transportation.
 - b. Maintain accurate and complete records of the Project's development and retain documentation of all expenditures and make such information available for inspection or auditing by the CVTA upon request. Records and documentation for the Project

shall be maintained for no less than three (3) years following the CVTA's acceptance of the final voucher on the Project.

- c. Submit quarterly progress and expenditure reports, and invoices with supporting documentation to the CVTA in the form prescribed by the CVTA. The supporting documentation shall include copies of vendor and contractor invoices paid by the LOCALITY, an up-to-date Project summary and schedule, and a cash flow summary of all payment requests, payments, and adjustments in a form prescribed by the CVTA.
 - d. Requests for reimbursement shall be made within 90 days after any eligible project expenses are incurred by the LOCALITY. Reimbursement for eligible expenditures shall not exceed funds allocated each year for the Project by the CVTA. Additional funds for eligible expenditures for the Project may be requested and shall be approved on a case-by case basis, per paragraph 4 below.
 - e. Provide, or have others provide, maintenance of the Project upon completion, unless otherwise agreed to by the Parties. Where the Project results in physical construction, the LOCALITY will continue to operate and maintain the Project, or have others operate and maintain the Project, in accordance with the final constructed design and applicable standards. The LOCALITY agrees that any modification of the approved design features, without the approval of the CVTA or agencies with proper oversight, may, at the discretion of the CVTA, result in restitution either physically or monetarily as determined by the CVTA.
3. The CVTA shall:
- a. Upon receipt of the LOCALITY's invoices pursuant to paragraph 2.c, reimburse the LOCALITY the cost of eligible Project expenses, as described in Appendix A. Such reimbursements shall be payable by the CVTA within 30 days of an acceptable submission by the LOCALITY.
 - b. Audit the LOCALITY's Project records and documentation as may be required to verify LOCALITY compliance with applicable policies, laws, and regulations.
4. Nothing in this Agreement shall obligate the Parties hereto to expend or provide any funds in excess of funds agreed upon in this Agreement or as shall have been included in an annual or other lawful appropriation. CVTA funding is limited to the allocated funding identified in the Appendix A of this Agreement, or other sources of funding allocated to the project by the CVTA and is allocable only upon LOCALITY's compliance with all requirements of this Agreement. In the event the cost of all or part of the Project is anticipated to exceed the allocation shown on Appendix A, the Parties agree to cooperate in seeking additional funding for the Project or to terminate the Project before Project costs exceed the allocated amount. Any requested increase in CVTA funding is subject to CVTA policy and procedures applicable to the funding source and is not guaranteed. If the CVTA elects to allocate additional funds, such additional funds shall be paid from federal, state, and/or CVTA revenues, in proportions as agreed by the Parties at the time, with the goal of expending state or federal funds first before expending LOCALITY and/or CVTA revenues.

5. In the event there is a significant reduction in costs, the LOCALITY and CVTA will work reasonably and in good faith to amend Appendix A fairly to reflect the effect of the reduction, with the goal of applying the savings to supplant LOCALITY and CVTA funding commitments, and to maximize the use of federal and state funds on the Project. If federal or state funding not previously available for the Project becomes available for any portion of the Project, then the LOCALITY and CVTA will work reasonably and in good faith to fairly allocate the additional funding, with the goal of applying the additional funding to supplant LOCALITY and CVTA funding commitments, and to maximize the use of state and federal funds on the Project.
6. Nothing in this Agreement shall be construed as a waiver of the LOCALITY's or CVTA's sovereign immunity.
7. The Parties mutually agree and acknowledge, in entering this Agreement, that the individuals acting on behalf of the Parties are acting within the scope of their official authority and capacity and the Parties agree that neither Party will bring a suit or assert a claim against any official, officer, or employee of either Party, in their individual or personal capacity, for a breach or violation of the terms of this Agreement or to otherwise enforce the terms and conditions of this Agreement. The foregoing notwithstanding, nothing in this Agreement shall prevent the enforcement of the terms and conditions of this Agreement by or against either Party in a competent court of law.
8. The Parties mutually agree that no provision of this Agreement shall create in the public, or in any person or entity other than the Parties, rights as a third party beneficiary hereunder, or authorize any person or entity, not a party hereto, to maintain any action for, without limitation, personal injury, property damage, breach of contract, or return of money, or property, deposit(s), cancellation or forfeiture of bonds, financial instruments, pursuant to the terms of this Agreement or otherwise. Notwithstanding any other provision of this Agreement to the contrary, unless otherwise provided, the Parties agree that the LOCALITY and the CVTA shall not be bound by any agreements between either Party and other persons or entities concerning any matter which is the subject of this Agreement, unless and until the LOCALITY and the CVTA has, in writing, received a true copy of such agreement(s) and has affirmatively agreed, in writing, to be bound by such Agreement.
9. This Agreement may be terminated by either Party upon 30 days advance written notice to the other Party. Eligible Project expenses incurred through the date of termination shall be reimbursed in accordance with paragraph 3.a., subject to the limitations established in this Agreement and Appendix A. Upon termination and unless otherwise agreed to, the CVTA shall retain ownership of plans and specifications. Right-of-way acquired with CVTA funding shall be transferred to the jurisdiction in which the Project is located, unless otherwise agreed. The LOCALITY may retain plans, specifications, and right-of-way if all CVTA funds expended for the project are reimbursed to the CVTA.
10. Prior to taking any action alleging breach of this Agreement, the CVTA shall provide notice to the LOCALITY with a specific description of the LOCALITY's breach of this Agreement. Upon receipt of a notice of breach, the LOCALITY will be provided the

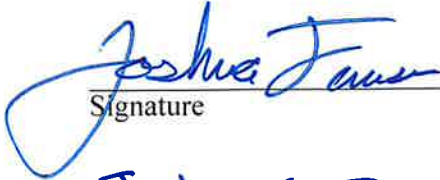
opportunity to cure such breach or to provide a plan to cure to the satisfaction to the CVTA. If, within sixty (60) days after receipt of the written notice of breach, the LOCALITY has neither cured the breach, nor is diligently pursuing a cure of the breach, then upon receipt by the LOCALITY of a written notice from the CVTA stating that the breach has neither been cured, nor is the LOCALITY diligently pursuing a cure, the CVTA may exercise any remedies it may have under this Agreement or at law or in equity.

11. The LOCALITY and CVTA acknowledge and agree that this Agreement has been prepared jointly by the Parties and shall be construed in accordance with its fair meaning and not strictly for or against any Party.
12. This Agreement, when properly executed, shall be binding upon both Parties, their successors, and assigns.
13. This Agreement may be modified only in writing by mutual agreement of the Parties.

The remainder of this page is BLANK

IN WITNESS WHEREOF, each party hereto has caused this Agreement to be executed as of the day, month, and year first herein written.

LOCALITY, VIRGINIA:



Signature

Joshua S. Farrar

Typed or printed name of signatory

Town Manager

Title

5-13-25

Date



Signature of Witness

5-13-25

Date

NOTE: The official signing for the LOCALITY must attach a certified copy of his or her authority to execute this agreement.

CENTRAL VIRGINIA TRANSPORTATION AUTHORITY:

Chair
Central Virginia
Transportation Authority

Date

Signature of Witness

Date

Attachments

- Appendix A
- Appendix B
- Appendix C

Appendix A - Locally Administered

<u>PROJECT SCHEDULE:</u>						
Project Details						
		Locality:	Town of Ashland			
		CVTA Project Name:	Ashland Wayfinding Implementation			
		CVTA Project Number:	CVTA-0065			
		UPC Number (If Applicable):	N/A			
		CVTA Program Coordinator	Chet Parsons			
		Local Program Manager:	Nora Amos			
		Scope of Services:	CN			
		Allocated Project Funding Amount:	\$14,843			
Schedule						
Milestone				Anticipated Date		
Project Scoping Meeting				N/A		
Survey				N/A		
Utility Designation (If Applicable)				N/A		
Geotechnical Engineering Report				N/A		
Conceptual Design Phase Submittal (If Applicable)				N/A		
Approved NEPA Document (If Applicable)				N/A		
Preliminary Design Phase Submittal				N/A		
Citizen Information Meeting (If Applicable)				N/A		
Post Willingness (if Applicable)				N/A		
Public Hearing (If Applicable)				N/A		
Utility Field Inspection (If Applicable)				N/A		
ROW Design Phase Submittal (If Applicable)				N/A		
ROW Acquisition				N/A		
Relocate Utilities (If Applicable)				N/A		

Final Construction Design Phase Submittal			N/A
Draft Invitation for Bid Submittal			June 2025
Invitation for Bid Advertisement			July 2025
Environmental Permits Obtained (If Applicable)			N/A
Begin Construction			October 2025
End Construction			November 2025

APPENDIX B

PROJECT BUDGET & CASH FLOW

CVTA PROJECT: CVTA-0065 ASHLAND WAYFINDING IMPLEMENTATION

UPC NUMBER (IF APPLICABLE):

LOCALITY PROGRAM MANAGER: NORA AMOS

<u>CONTRACTOR/SUPPLIER</u>	<u>INVOICE #</u>	<u>INVOICE DATE</u>	<u>AMOUNT</u>	<u>PAYMENT INSTRUCTIONS</u>	<u>DATE PAID:</u>	<u>DRAW #:</u>
<u>REMIT TO: LOCALITY</u>	<u>SEE ATTACHED PAID INVOICE LISTING</u>	-	<u>\$0.00</u>	<u>REMIT TO:</u>		
-	-	-	-	<u>0</u>		
-	-	-	-	<u>BANK:</u>		
-	-	-	-	<u>ABA NUMBER:</u>		
-	-	-	-	<u>ACCT #:</u>		
-	-	-	-			
-	-	-	-	<u>EMPLOYER ID:</u>		
-	-	-	-			
-	-	-	-			
<u>TOTAL</u>	-	-	<u>\$0.00</u>	-		

***IF ADDITIONAL YEARS ARE NEEDED, PLEASE SUBMIT A SEPARATE FORM WITH ADDITIONAL COLUMNS.**

THIS APPENDIX B IS CERTIFIED AND MADE AN OFFICIAL ATTACHMENT TO THE STANDARD PROJECT AGREEMENT DOCUMENTED BY THE PARTIES OF THIS AGREEMENT

DATE

APPENDIX C

FORM OF PAYMENT REQUISITION

CVTA Project: CVTA-0065
UPC Number (If Applicable): _____
Project Scope/Services Description: CN for installation of wayfinding signage along FLT in Ashland
Draw Request Number: _____

Date: _____, 20__

Central Virginia Transportation Authority

[•]

Attention _____, Program Coordinator:

This requisition is submitted in connection with the Standard Project Administration Agreement for Funding and Administration for the project services noted above and dated _____, 20__ (the "Agreement") between the Central Virginia Transportation Authority ("CVTA") and the LOCALITY. LOCALITY hereby requests \$_____ of CVTA funds, to pay the costs of the project services described and set forth in Appendices A and B of the Agreement ("Project Services") and in accordance with the Agreement. Also included are copies of each invoice relating to the items for which payment is requested.

The undersigned certifies (i) the amounts included within this requisition will be applied solely and exclusively for the payment or the reimbursement of LOCALITY's costs of the Project Services, (ii) LOCALITY is responsible for payment to vendors/contractors, (iii) LOCALITY is not in breach or default with respect to any of its obligations under the Agreement, including without limitation (but only if applicable) tax covenants, (iv) the representations and warranties made by LOCALITY in the Agreement are true and correct as of the date of this Requisition and (v) to the knowledge of LOCALITY, no condition exists under the Agreement that would allow CVTA to withhold the requested payment.

LOCALITY

By: _____
Name: _____
Title: _____

Recommended For Payment

By: _____
Name: _____
Title: CVTA Program Coordinator

To: Ashland Town Council
From: Emmy Richards, Parks & Recreation Manager
Date: April 22, 2025
Re: Central Virginia Transportation Authority (CVTA) Standard Project
Administrative (SPA) Agreement – Fall Line Trail Wayfinding Signage

SUMMARY

The Central Virginia Transportation Authority (CVTA) has awarded the Town \$14,843 in regional funding for the installation of wayfinding signage along Ashland’s section of the Fall Line Trail (FLT), which is currently under construction and expected to be completed in May. To initiate the procurement process and access the funding, the Town must execute the attached project administration agreement with the CVTA. The project will be jointly managed by the Parks and Recreation and Community Development departments. The signage design aligns with those used in other localities and will be installed along the trail route from Walder Road to Carter Park. Please note, this project is not inclusive of the signage for the future trail extension from Carter Park to the Ashland Library trailhead. That is a separate project.

STRATEGIC PLAN OBJECTIVE

3.2.3 Advocate for efforts to fulfill the vision of the regional Fall Line Trail.

STAFF RECOMMENDATION

Staff recommends that Council authorize the Town Manager to execute the attached project administration agreement and any subsequent amendments to the agreement, as well as any other actions necessary for the completion of the project.

RECOMMENDED MOTIONS:

- I move for authorization for the Town Manager to execute the attached project administration agreement and any subsequent amendments to the agreement, as well as any other actions necessary for the completion of the project as presented.
- I move for authorization for the Town Manager to execute the attached project administration agreement and any subsequent amendments to the agreement, as well as any other actions necessary for the completion of the project as amended.
- I move for denial of the attached project administration agreement.

County/City of Harrison
Commonwealth/State of Virginia
I certify this to be a complete, full, true and
exact reproduction of the original document
Certified this 13 day of May, 2025
[Signature]
Douglas Albert Goodman Jr. Notary Public No 8042963
My Commission Expires November 30, 2027

*Approved by Town
Council (5-0) on
May 6, 2025 Council
Agenda. DAG*

CVTA TAC AGENDA 11/10/25; ITEM 8.

Validation of Off-Cycle Funding Request

Central Virginia Transportation Authority

BACKGROUND: CVTA has received a request from the City of Richmond for consideration of an off-cycle request for regional funds. The CVTA Regional Project Selection and Allocation Framework has an adopted process for consideration of off-cycle funding requests. The steps below are copied directly from the framework document – we are currently between Step 1 and Step 2.

Off-Cycle Requests

Off-cycle funding requests for new and existing projects will be considered on a case-by-case basis.

Step 1: Applicant submits request to CVTA Executive Director, including all required details for project evaluation

Step 2: TAC will validate the need for the off-cycle project request (i.e., why project cannot wait for formal application cycle);

Step 3: Staff checks to see if funds are available in year needed or if funds can be reprogrammed; TAC action required to move to Step 3;

Step 4: Staff reports on eligibility, scores, ranks and reviews against previous funding scenario; and

Step 5: TAC makes recommendation to Authority.

The TAC and Finance Committee both recommended at their October meetings for the Authority to formally direct TAC to consider the request through the adopted evaluation process. The Authority made that action official at their October 24 meeting.

The City of Richmond submitted materials supporting the project on October 29. Due to the submittal date, there has not been adequate time for proper staff review prior to the meeting.

The following prompts may help to resolve project questions as next steps in the review process:

- **Eligibility:** Is there a well-defined, clear scope of work? Is the estimate and schedule reasonable (third party review)? Is there sufficient supporting data? What is the eligibility of the project as defined by the applicant? Is the improvement defined as an arterial? Is the new alignment going to generate 20,000 vehicles per day within 20 years? Is it on the Arterial Preservation Network or a Corridor of Statewide Significance?
- **Timing:** What is the timing of the action? Is there a drop-dead date for response to bids? When is a CVTA decision requested? What fiscal year(s) is the funding allocation requested?

- **Other funds:** What CVTA Local funding is available to flex to this need? Is there a local reserve in place that can be utilized? What projects are local funds assigned to and what is the status of those funds? Can funds be shifted off lower priorities?

REQUESTED ACTION: Information only.

CAP
Attachments

CVTA TAC AGENDA 11/10/25; ITEM 9.

Regional Funding Approach - Criteria

Central Virginia Transportation Authority

BACKGROUND: CVTA has an adopted process it follows for consideration of applications for regional funding. This 35% slice of the total tax revenues received by the Authority is intended to address projects that would be difficult to complete through traditional means and to provide financial support to get the projects over the line in an accelerated manner.

The current criteria are spelled out in the [CVTA Regional Project Selection and Allocation Framework](#), which was last revised in June 2025. That framework addresses eligibility by category (highway, bridge, bike/ped, etc) and by specific criteria under each category – with specific mention of potential project types that can be funded under that category.

As regional funding rounds have progressed into their fourth installment, TAC leadership wants to make sure the intent of the framework is still addressing the needs of the region. For that reason, this agenda item introduces some questions to guide discussion around the intent of the regional fund to continue making the region as competitive as possible.

Regional Funding Guidelines

1. What is the definition of a big regional need?
2. Can the project be funded through other means?
3. How can CVTA best utilize the current framework as a foundation for a revised approach?
4. Should Regional Funds be utilized as leveraging for PE/Studies? Is there a way to collaborate with RRTPO to support these efforts so that projects are shovel ready when seeking CVTA funds?
5. Should CVTA Local Funds be designated as the primary source for projects under a certain threshold and Regional Funds above that threshold?

REQUESTED ACTION: Information only.

CVTA TAC AGENDA 11/10/25; ITEM 11.

Regional Spend Down Plan - Update

Central Virginia Transportation Authority

BACKGROUND: As CVTA develops a larger portfolio of regional project allocations, it is imperative that the Authority maintains a consistent, up-to-date understanding of funding allocations by both amount and schedule.

TAC has begun collecting bi-annual updates to the spend down plan for all regional funding, combining local and VDOT administered projects in one centralized database. The last full update by the Authority was in July 2025.

At this time, TAC members should be providing updated schedule and expenditure information to staff so that a revised spend down plan is ready for review and recommendation by TAC at its December 8th meeting.

Please submit updated spend down plans by November 28 for inclusion in the packet. Members can access the current spreadsheet in the member portal.

REQUESTED ACTION: Information only.

CAP
Attachments