

**Central Virginia Planning District Commission
Meeting Agenda
July 21, 2022, 5:00 p.m.**



**CVPDC Offices – 828 Main Street, 12th Floor
Lynchburg, VA**

Join Virtual Meeting

<https://us02web.zoom.us/j/85064264094?pwd=S05rRXdjRTVZNHQxUWtzeXVFa2Radz09>

Dial in: (301) 715-8592

Meeting ID: 850 6426 4094

Passcode: 481090

- 1) Welcome and Call to Order..... Amherst Mayor Dwayne Tuggle, CVPDC Chair
- 2) Electronic participation approval Mayor Tuggle, Chair
- 3) Minutes of May 19, 2022 (attachment) Mayor Tuggle, Chair
- 4) Unfinished Business: Two-year appointments to the LRBA Executive Committee (attachment)Alec Brebner
- 5) New Business: Resolution of Support for SMART SCALE Applications.....Alec Brebner
- 6) Reports.....Alec Brebner & Staff
 - a) Staffing Update
 - b) Financial Report
 - c) US DOT Safe Roads and Streets for All (SS4A) Grant Program (attachment)
- 7) Adjournment (Next meeting: September 15, 2022, 5 p.m.) Mayor Tuggle, Chair

CVPDC Draft Minutes May 19, 2022, 5:00 p.m.

**CVPDC Offices
828 Main Street, 12th Floor
Lynchburg, VA**



Attendance:

Wynter Benda, Lynchburg
Sara Carter, Amherst Town
Trevor Hipps, Appomattox County
Robert Hiss, Bedford County
Bruce Johannessen, Bedford Town
Megan Lucas, Lynchburg Regional Business Alliance
Terry McGhee, Appomattox Town
Dean Rodgers, Amherst County
Frank Rogers, Campbell County
Gary Shanaberger, Altavista, (Electronically)
John Spencer, for Susan Adams, Appomattox County

Others:

Alec Brebner (Electronically)
Gary Christie, CVPDC
Tonya Hengeli, CVPDC
Kelly Hitchcock, CVPDC

Welcome

Frank Rogers was unanimously selected as temporary Chair to run the meeting in the absence of the Chair and Vice Chair. Frank welcomed the Commission and expressed his appreciation for their attendance.

Upon a motion by Sara Carter, seconded by Dean Rodgers, Gary Shanaberger was recognized and approved to participate in the meeting electronically from Altavista.

Minutes of March 17, 2022

Upon a motion by Sara Carter, seconded by Megan Lucas, the Commission unanimously approved the March 17, 2022, minutes as presented.

Resolution of Appreciation

Upon a motion by Dean Rodgers, seconded by Wynter Benda, the Commission unanimously approved a resolution of appreciation to Gary Christie for his work and service to the Commission since 2004. Frank Rogers noted with appreciation Gary's contribution to the organization and wished him much success and happiness in his retirement.

Financial Update

Tonya Hengeli, CVPDC Finance Director, reviewed the year-to-date financials through April 2022. Tonya noted that not having filled all of the staff vacancies resulted in underspending of the expected budget and that staff is projecting to have a small surplus of \$7,000 at the end of this year. There were no specific line items that deserved special attention. There were no questions or observations from the Commission.

FY 22-23 CVPDC Budget

Gary Christie reviewed the proposed 2022-2023 budget noting:

- The budget starts the year with a \$33,013 surplus
- 7% performance-based cost of living pay raises are budgeted. The Commission and the new Executive Director will need to decide whether newly hired/promoted employees would get all or part of the cost-of-living increases. Gary noted that funds are budgeted for this purpose.
- Part time help line increased as Ada Hunsberger will move from full time to part time and work on project-based assignments.
- Training and professional development lines increased
- One of three years administration revenues and expenses budgeted for the new EPA Brownfields Assessment grant has been budgeted
- The balance of the pledge to the Central Virginia Community College for the CTE Academy and the 50% match for the CEDS update have been budgeted from fund balance.

Upon a motion from Sara McGuffin, seconded by Dean Rodgers, the Commission unanimously adopted the 22-23 budget as presented.

FY 2022-2023 CVPDC Workplan

Several Commission members noted that, once the concept is more fully developed, that the concept of a training pipeline for emergency medical services workers should be incorporated into the annual Workplan.

Upon a motion by Sara McGuffin, seconded by Trevor Hipps, the Commission unanimously approved the 2022-2023 Workplan.

Staffing Update

Gary reported that two transportation related positions are open as well as the administrative assistant position. He noted that there is an interview set up for one of the transportation positions on June 10 but that the incoming Executive Director will likely do some additional recruiting.

Gary reported that the Community Development Planner position has been filled and Mr. Jefrado Granger will start on June 1, 2022. Mr. Granger will start with the CDBG Housing

projects in Bedford Town's Hilltop Community and Amherst County's Old Town Madison Heights.

Update on the Master Plan Development for the Central Virginia Training Center

Megan Lucas updated the Commission on the completion of the Master Redevelopment Plan for the Central Virginia Training Center. She noted that Senator Newman is working to defease the remaining \$25 million in outstanding bond debt for the property.

Megan noted that the plans calls for:

- 200,000 square feet of Technology and industrial space
- 100,000 sq. ft. of commercial space
- 120,000 sq. ft. of neighborhood commercial retail
- The balance would be in trails and amenities like trails

The Commission expressed their appreciation for Megan's leadership in developing the plan and the opportunity to partner with the Alliance in the securing of the GO Virginia grant.

Discussion on two (2) two-year appointments to the LRBA Executive Committee

Gary Christie noted that appointments for Frank Rogers and Robert Hiss expire on June 30, 2022 and the Commission may want to consider rotating the appointments or making reappointments. Wynter Benda indicated that he would speak to Megan about scheduling and time commitments. Dean Rodgers indicated that he enjoyed his time serving on the LRBA Executive Committee and would serve if one of the incumbents wanted to rotate off.

The Commission agreed to consider this at a future meeting.

Selection of Officers for 2022-2023

Upon a motion from Megan Lucas, seconded by John Spencer, the Commission unanimously appointed Amherst Mayor Dwayne Tuggle as Chair and Appomattox Mayor Richard Connor as Vice Chair for 2022-2023 effective July 1, 2022.

Sara McGuffin will continue as Treasurer through 2022-2023. She noted that the Commission may want to explore:

- The process of performance feedback for the Executive Director
- Whether the Treasurer should continue to rotate with the Chair or whether the Treasurer should have a longer term or whether the Treasurer should be appointed separately from the Chair

Letter of appreciation to Current Chair Dr. Treney Tweedy

Upon a motion by Sara McGuffin, seconded by Wynter Benda, the Commission unanimously asked the Executive Director to prepare a letter of appreciation to Dr. Tweedy thanking her for her service over the past year as Commission Chair. Members of the Commission expressed their appreciation for Dr. Tweedy's service to the Commission over the past year.

Other business

Kelly Hitchcock informed the Commission regarding new federal transportation grants are coming and that the Transportation Technical Committee of the TPO would be monitoring those announcements. Gary Christie also noted the Housing Project Update and the Brownfields Assessment Grant information provided in the agenda packet.

Adjourn and next meeting on June 16, 2022

Upon a motion by John Spencer, seconded by Wynter Benda, the Commission adjourned.

Agenda Item 4

Discussion on two appointments to the Lynchburg Regional Business Alliance Executive Committee

Local governments who pay dues to the Alliance for economic development services each have a seat on the full Alliance Board and share two seats on the Alliance's Executive Committee. The Lynchburg City Manager and the Amherst County Administrator served initially. In 2020 the PDC appointed Frank Rogers and Robert Hiss to two-year terms that end June 30, 2022.

Traditionally managers/administrators from investor local governments have served on this Executive Committee.

Recommended Action: for discussion and appointment effective July 2022





**Resolution of Support for Project Applications Submitted
for Smart Scale Funding by Localities for Projects Within the Boundaries
of the Central Virginia Planning District Commission**

WHEREAS the Smart Scale program directs the Commonwealth Transportation Board (CTB) to develop and use a prioritization process to select transportation projects to be funded for both urban and rural communities throughout the Commonwealth; and

WHEREAS through the Smart Scale process, projects submitted by eligible entities will be evaluated and scored based on predetermined evaluation measures; and

WHEREAS in review of the scored project list, and considering other information submitted to the CTB on each project, the CTB will be better informed in their funding decisions regarding projects to be included in the Six-Year Improvement Program (SYIP); and

WHEREAS each project application must meet an identified need in VTrans 2040 for a Corridor of Statewide Significance, Regional Network, or Urban Development Area to be determined eligible for the Smart Scale process; and

WHEREAS each Smart Scale project submission related to a Corridor of Statewide Significance requires a resolution of support from the relevant regional entity; and

WHEREAS this resolution serves to meet the aforementioned requirement for projects listed in Exhibit 1 and submitted by those eligible entities within the Planning District Commission boundary.

NOW, THEREFORE, BE IT RESOLVED, that the Central Virginia Planning District Commission does hereby support projects described in Exhibit 1 for submission to the Smart Scale project evaluation process.

Adopted this 21st day of July 2021 by the Central Virginia Planning District Commission.

ATTESTED BY:

CERTIFIED BY:

Alexander W. Brebner, Secretary
Central Virginia Planning
District Commission

Dwayne Tuggle, Chair
Central Virginia Planning
District Commission

EXHIBIT 1

Resolution of Support for Project Applications Submitted for Smart Scale Funding by Localities for Projects Within the Boundaries of the Central Virginia Planning District Commission

Projects are listed by locality and not by project priority order.

*Projects with * represent projects within the CVTPO area.*

*Project with ** to be submitted by CVPDC on behalf of locality*

AMHERST COUNTY

Project Name: Seminole Drive Right-Turn Lane *

Construct right-turn lane on S Amherst Hwy northbound at S Amherst Hwy (Bus Route 29) and Seminole Dr intersection.

Project Name: Dillard Road Right-Turn Lane *

Construct a right-turn lane on Dillard Rd at S Amherst Hwy (BUS Route 29) and Dillard Rd intersection.

Project Name: Lynchburg Expressway and S Amherst Hwy. Intersection *

Improve BUS Route 29 and S Amherst Hwy (Route 163) intersection by constructing an additional turn lane on Route 163 and reconfiguring access to restrict through and left-turn movements out of Lyttleton Lane.

Project Name: Dillard Road – Lakeview Drive Improvements *

Manage access points to allow for safer travel movement through median placement, which will also support safe pedestrian movement.

BEDFORD COUNTY

Project Name: Route 460 Corridor Improvements *

Intersection reconfigurations along Route 460 between Route 811 and Route 623 to improve business access, corridor safety, and capacity preservation.

Project Name: Route 221 Sidewalks from Thomas Jefferson Road to Gables Drive *

Install sidewalks along northbound side of Route 221/Forest Road from Thomas Jefferson Road/Rt 811 to Gables Drive to provide connection from residential to commercial business and public library.

Project Name: Route 221 Sidewalks from Gables Drive to Enterprise Dr. *

Install sidewalks along northbound side of Route 221/Forest Road from Gables Drive to Enterprise Drive/Rt 1415 connecting residential community to commercial centers.

Project Name: Route 460 and Timber Ridge Rd. (Rt 803) Intersection Improvements **

Realign Timber Ridge Road (Route 803) at the intersection with U.S. Route 460 to provide safe sight distances for all approaches, widen the outside shoulder of

westbound U.S. Route 460 to prevent run-off road crashes in the curve, and install a westbound left-turn lane to provide a safe U-turn.

CAMPBELL COUNTY

Project Name: Timberlake Road Improvement Project (Greenview Drive/Laxton Road) *

Installation of additional left and right-turn lanes at Greenview and Laxton, installation of sidewalk between Oakdale Circle and Wood Rd and a transit stop are included within this project.

Project Name: Candler's Mountain Road Turn-Lane Improvements *

Construct new or extend existing turn lanes at four (4) intersection along Candler's Mtn Rd between City limits and Sunnymead Rd.

Project Name: Route 29 Southern Section (Colonial Hwy. to Calohan Rd.) *

Construct a series of safety features, including RCUTs, entrance closing, and turning movements improvements along Route 29 from Route 24 to Calohan Road.

Project Name: Route 501 Passing Lane Improvement – South Gladys

Provide improvements for passing lanes along a 1.9-mile segment of 501 and the realignment of the Route 650 and Route 501 intersection.

CITY OF LYNCHBURG

Project Name: US 501 Improvements – Langhorne and Vassar Improvements *

Construct a roundabout at the US 501 BUS (Langhorne Rd) and Vasser St. intersection to improve safety movement for motorist and pedestrians.

Project Name: Candler's Mtn Rd and Liberty Mtn. Dr. Roundabout *

Modify the intersection of Candler's Mtn Rd with the US Route 460 Eastbound Off-ramp restricting left-turn and through movements, extend or add turn lanes along Liberty Mtn Dr. to improve access, and construct a roundabout at the Liberty University Dr and Liberty Mtn. Dr.

TOWN OF ALTAVISTA

Project Name: Lynch Mill – Claron Road Intersection Improvements

Mid-term realignment with road widening to accommodate appropriate turn lanes on all approaches and replace intersection with a roundabout.

TOWN OF BEDFORD

Project Name: Macon and Baldwin Street Improvements

Road widening, drainage improvements and bike and pedestrian facility improvements to create a safe multimodal corridor to connect to the downtown area.

Agenda Item 6c: Safe Roads & Streets for All (SS4A) Grant Program – CVPDC/ CVTPO & Member Locality Participation Consideration



GENERAL PROGRAM SUMMARY

Program Funding

The Bipartisan Infrastructure Law (BIL) established the SS4A \$5 billion 2022 – 2026; \$1 billion per year.

- 80% Federal | 20% local match
- No more than 15% of funds can be awarded to project in a single State in a given fiscal year

Grant Term

FY2022 SS4A award funds must be expended within five (5) years of grant agreement.

Entities Funding Eligible

MPOs; Counties, cities, town, and transit agencies or special subdivision of a State; Federally recognized Tribes; multijurisdictional groups

A locality may only participate in a single application.

Eligible Funding Activities

- Develop or update a comprehensive safety action plan (*Action Plan*)*
- Conduct planning, design, and development activities in support of *Action Plan*
- Carry out projects and strategies identified in *Action Plan*

* *Action Plan* must be developed according to DOT requirements and include a “Vision Zero” or “Toward Zero Deaths” certified process. Without an adopted *Action Plan*, no entity can apply for design or implementation funding.

Program Focus

SS4A program is based on the USDOT’s National Roadway Safety Strategy (NRSS) Vision Zero

- Towards Zero Deaths
- Complete Streets
- Proven Safety Strategies
- Countermeasures that work
- Innovative practices and technologies

GRANT APPLICATION PROCESS

Grants submitted via Grants.gov

Due: 5:00 p.m. EDT, September 15, 2022

CVPDC LOCALITIES AND CVTPO SS4A GRANT FUNDING PROGRAM ELIGIBILITY

SS4A Action Plan Certification Document

Evaluation process to determine if an existing plan can serve as an approved SS4A *Action Plan*.

- CVTPO/Connect Central VA LRTP SS4A Self-Certification Eligibility Worksheet
Indicates CVTPO, CVPDC do not have an approved DOT-eligible *Action Plan*. To
knowledge of staff, no CVPDC locality has an SS4A eligible *Action Plan*.

RECOMMENDATION

Based on Self-Evaluation only direction to utilize SS4A construction program funding will be to develop an SS4A approved *Action Plan*. Staff suggest evaluation of options to develop a Regional Comprehensive Safety Action Plan.

Safe Streets and Roads for All Action Plan Grant

This document is not meant to replace the NOFO. Applicants should follow the instructions in the NOFO to correctly apply for a grant. See the SS4A website for more information: <https://www.transportation.gov/SS4A>

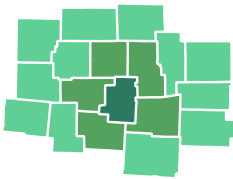
Step 1



Learn about the SS4A Grant Program

- Review the Notice of Funding Opportunity (NOFO).
- Check out [“How to Apply” webinars](#) and other [resources](#).
- Learn more about the Safe System Approach, and comprehensive safety action planning.

Step 2



Decide who will apply

- Confirm that you are [eligible to apply](#).
- Consider whether to apply individually or as part of a joint application with other eligible applicants.

Step 3



Start the process with SAM.gov

- New applicants must obtain a Unique Entity Identifier (UEI).
- Applicants that previously had a DUNS number must confirm UEI.
- Joint Applications chose a single lead applicant with a single UEI.

Step 4

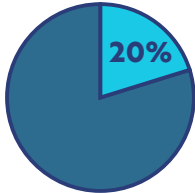


Choose your planning approach

- Will you develop a new plan or complete an existing plan(s)?
- Do you have a plan, but want to pursue supplemental planning activities, including advanced research and analysis?
- See the [SS4A Decision Flow Chart](#) for more guidance.



Step 5



Identify funding match source

- Required local share of at least 20 percent.
- All matching funds must be from non-Federal sources and may include cash or in-kind, e.g., staff labor on project.
- Details on cost-sharing and match can be found in [2 CFR §200.306](#)

Step 6



Prepare application

- Complete [SF forms](#) (424, 424A, 424B, LLL).
- Prepare responses to selection criteria and develop a map.
- Use the [Action Plan Application Template](#) (optional).
- Complete [Self-Certification Eligibility Worksheet](#).

Step 7



Submit application in Grants.gov

- Review application submittal guidance in [Grants.gov](#).
- Apply to the correct package ID [PKG00274330](#).
- Allot time to troubleshoot technical issues and submit by deadline.
- Contact support@grants.gov or 800-518-4726 for assistance.

Step 8



Receive award notification

- Successful applicants will receive notification through Grants.gov via the lead applicants' contact email.
- Officially accept the award and grant agreement terms.

Grant
Awardees
Only





Safe Streets and Roads for All Self-Certification Eligibility Worksheet

This worksheet is not meant to replace the NOFO. Applicants should follow the instructions in the NOFO to correctly apply for a grant. See the SS4A website for more information: <https://www.transportation.gov/SS4A>

Instructions: This content is from Table 2 in the NOFO. The purpose of the worksheet is to determine whether or not an applicant's existing plan(s) is substantially similar to an Action Plan.

For each question below, answer "yes" or "no." If "yes," cite the specific page in your existing Action Plan or other plan(s) that corroborate your response, or cite and provide other supporting documentation separately.

An applicant is eligible to apply for an Action Plan Grant that funds supplemental action plan activities, or an Implementation Grant, only if the following two conditions are met:

- Answer "yes" to Questions **3 7 9**
- Answer "yes" to at least four of the six remaining Questions **1 2 4 5 6 8**

If both conditions are *not met*, an applicant is still eligible to apply for an Action Plan Grant that funds creation of a new action plan.

Lead Applicant:

UEI:

1 Are both of the following true?

- Did a high-ranking official and/or governing body in the jurisdiction publicly commit to an eventual goal of zero roadway fatalities and serious injuries?
- Did the commitment include either setting a target date to reach zero, OR setting one or more targets to achieve significant declines in roadway fatalities and serious injuries by a specific date?

YES

NO

If yes, provide documentation:

2 To develop the Action Plan, was a committee, task force, implementation group, or similar body established and charged with the plan's development, implementation, and monitoring?

YES

NO

If yes, provide documentation:

3 Does the Action Plan include all of the following?

- Analysis of existing conditions and historical trends to baseline the level of crashes involving fatalities and serious injuries across a jurisdiction, locality, Tribe, or region;
- Analysis of the location where there are crashes, the severity, as well as contributing factors and crash types;
- Analysis of systemic and specific safety needs is also performed, as needed (e.g., high risk road features, specific safety needs of relevant road users; and,
- A geospatial identification (geographic or locational data using maps) of higher risk locations.

YES

NO

If yes, provide documentation:



4 Did the Action Plan development include all of the following activities?

YES NO

If yes, provide documentation:

- Engagement with the public and relevant stakeholders, including the private sector and community groups;
- Incorporation of information received from the engagement and collaboration into the plan; and
- Coordination that included inter- and intra-governmental cooperation and collaboration, as appropriate.

5 Did the Action Plan development include all of the following?

YES NO

If yes, provide documentation:

- Considerations of equity using inclusive and representative processes;
- The identification of underserved communities through data; and
- Equity analysis, in collaboration with appropriate partners, focused on initial equity impact assessments of the proposed projects and strategies, and population characteristics.

6 Are both of the following true?

YES NO

If yes, provide documentation:

- The plan development included an assessment of current policies, plans, guidelines, and/or standards to identify opportunities to improve how processes prioritize safety; and
- The plan discusses implementation through the adoption of revised or new policies, guidelines, and/or standards.

7 Does the plan identify a comprehensive set of projects and strategies to address the safety problems in the Action Plan, time ranges when projects and strategies will be deployed, and explain project prioritization criteria?

YES NO

If yes, provide documentation:

8 Does the plan include all of the following?

YES NO

If yes, provide documentation:

- A description of how progress will be measured over time that includes, at a minimum, outcome data.
- The plan is posted publicly online.

9 Was the plan finalized and/or last updated between 2017 and 2022?

YES NO

If yes, provide documentation:



Safe Streets and Roads for All Action Plan Components

This document is not meant to replace the NOFO. Applicants should follow the instructions in the NOFO to correctly apply for a grant. See the SS4A website for more information: <https://www.transportation.gov/SS4A>

Leadership Commitment and Goal Setting



An official public commitment (e.g., resolution, policy, ordinance, etc.) by a high-ranking official and/or governing body (e.g., Mayor, City Council, Tribal Council, MPO Policy Board, etc.) to an eventual goal of zero roadway fatalities and serious injuries. The commitment must include a goal and timeline for eliminating roadway fatalities and serious injuries achieved through one, or both, of the following:

- (1) the target date for achieving zero roadway fatalities and serious injuries, OR
- (2) an ambitious percentage reduction of roadway fatalities and serious injuries by a specific date with an eventual goal of eliminating roadway fatalities and serious injuries.



Planning Structure

A committee, task force, implementation group, or similar body charged with oversight of the Action Plan development, implementation, and monitoring.



Safety Analysis

Analysis of existing conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across a jurisdiction, locality, Tribe, or region. Includes an analysis of locations where there are crashes and the severity of the crashes, as well as contributing factors and crash types by relevant road users (motorists, people walking, transit users, etc.). Analysis of systemic and specific safety needs is also performed, as needed (e.g., high-risk road features, specific safety needs of relevant road users, public health approaches, analysis of the built environment, demographic, and structural issues, etc.). To the extent practical, the analysis should include all roadways within the jurisdiction, without regard for ownership. Based on the analysis performed, a geospatial identification of higher-risk locations is developed (a High-Injury Network or equivalent).

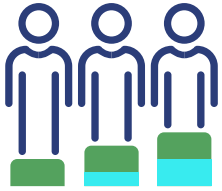


Engagement and Collaboration

Robust engagement with the public and relevant stakeholders, including the private sector and community groups, that allows for both community representation and feedback. Information received from engagement and collaboration is analyzed and incorporated into the Action Plan. Overlapping jurisdictions are included in the process. Plans and processes are coordinated and aligned with other governmental plans and planning processes to the extent practical.



Safe Streets and Roads for All Action Plan Components



Equity Considerations

Plan development using inclusive and representative processes. Underserved communities* are identified through data and other analyses in collaboration with appropriate partners. Analysis includes both population characteristics and initial equity impact assessments of the proposed projects and strategies.



Policy and Process Changes

Assessment of current policies, plans, guidelines, and/or standards (e.g., manuals) to identify opportunities to improve how processes prioritize transportation safety. The Action Plan discusses implementation through the adoption of revised or new policies, guidelines, and/or standards, as appropriate.



Strategy and Project Selections

Identification of a comprehensive set of projects and strategies, shaped by data, the best available evidence and noteworthy practices, as well as stakeholder input and equity considerations, that will address the safety problems described in the Action Plan. These strategies and countermeasures focus on a Safe System Approach, effective interventions, and consider multidisciplinary activities. To the extent practical, data limitations are identified and mitigated.

Once identified, the list of projects and strategies is prioritized in a list that provides time ranges for when the strategies and countermeasures will be deployed (e.g., short-, mid-, and long-term timeframes). The list should include specific projects and strategies, or descriptions of programs of projects and strategies, and explains prioritization criteria used. The list should contain interventions focused on infrastructure, behavioral, and/or operational safety.



Progress and Transparency

Method to measure progress over time after an Action Plan is developed or updated, including outcome data. Means to ensure ongoing transparency is established with residents and other relevant stakeholders. Must include, at a minimum, annual public and accessible reporting on progress toward reducing roadway fatalities and serious injuries, and public posting of the Action Plan online.

* An underserved community as defined for this NOFO is consistent with the Office of Management and Budget's Interim Guidance for the Justice40 Initiative <https://www.whitehouse.gov/wp-content/uploads/2021/07/M-21-28.pdf> and the Historically Disadvantaged Community designation, which includes U.S. Census tracts identified in this table <https://datahub.transportation.gov/stories/s/tsyd-k6ij>; any Tribal land; or any territory or possession of the United States.

