George Washington Regional Commission

FY-2026

Rural Transportation Planning Work Program (RWP)

July 01, 2025 – June 30, 2026

Approved by the GWRC Board on
March 24th, 2025

Purpose and Objective

The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. Funds appropriated under 23 U.S.C. 505 (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2026 each planning district commission that has rural area will receive $58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission will provide a local match of $14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division's (TMPD) administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 505, State Planning and Research.

This Rural Transportation Planning Work Program (RWP) outlines transportation planning efforts in the rural localities within Planning District 16 which includes King George County, Caroline County, the Towns of Bowling Green and Port Royal. The work activities detailed in this document were developed by George Washington Regional Commission (GWRC) staff in coordination with VDOT and planning staff from rural localities. The GWRC will implement the requirements of the FY-2026 agreement with VDOT for the utilization of Federal/SPR Funds.

1.0 FY 2026 - Program Administration ($5,000.00)

Background and Objective: **Program Administration** - This work element details program management and administrative responsibilities to provide oversight of regional transportation planning and programming. In general, these activities include but are not limited to:

· Completion and submission of necessary agreements and contracts, invoices, progress reports, correspondence, and grant applications in support of the work program.

· Conducting and attending meetings, trainings, and conferences.

· Preparing the Rural Transportation Planning Work Program (RWP), managing program funds, providing outreach and data.

· Maintaining Title VI and Americans with Disabilities Act (ADA) compliance, and ensuring environmental justice, nondiscrimination, and equity, including consultation with appropriate groups, committees, and community representatives through the application of the approved Title VI and Public Involvement Plan.

1.1 Program Management - Provide fiscally sound management and accountability of SPR funds through in-house accounting and control and quarterly reports to VDOT.

Deliverable - Quarterly Reports and Invoices for the FY-2025 Rural Transportation Program as well as the development of the FY-2026 RWP. **$2,500**

1.2 Regional Outreach and Coordination - Maintain contacts and attend meetings with regional stakeholders, including local government officials/staff, regional agencies, the public, neighboring PDC's, VDOT representatives, and other federal, state and local agencies concerning transportation issues. Maintain and improve a database of residents and community leaders to facilitate community involvement.

Deliverables - Coordination of rural transportation planning activities with metropolitan planning activities taking place within GWRC as well as the Commonwealth of Virginia and neighboring PDCs. **$2,500**

SPR Funds (80%)	$4,000.00
PDC Funds (20%)	$1,000.00
Total Budgeted Expenditure for Program Administration	**$5,000.00**

2.0 FY 2025 - Program Activities ($67,500.00)

Background and Objective: Address regionalized transportation issues that are identified by staff, localities, VDOT, and the PDC. Individual projects and work elements are described below:

2.1 VDOT Statewide Planning Assistance and Coordination - $10,000.00

- Complete feasible unfinished tasks from FY-25 Rural Work Program (if any).
- Participate in VTrans and other OIPI webinars and SMART SCALE Regional Meetings.
- Participate in meetings with VDOT staff regarding Title VI and Environmental Justice compliance.
- Participate in Spring Transportation Meeting and provide public outreach.
- Participate in any additional outreach meetings that may arise and provide / review data as requested by VDOT throughout the fiscal year.
- Participate with the MPOs and VDOT on meeting performance measure goals.
- Provide assistance in tracking and documenting active transportation facilities and/or accommodations (bicycle facilities, sidewalks, signed routes, trails, etc.) in the PDC study area for inclusion in the respective statewide facilities inventories.
- Assist with project pipeline studies (public involvement, participation in stakeholder meetings).
- Key freight generators and contacts identification – Provide assistance with updating the VDOT Freight Generators inventory for SMART SCALE support and local planning. VDOT will provide a regional map of freight-generating facilities. That map will have an attribute table with contact fields to fill out. VDOT will host virtual meetings to provide training and address questions.
- Update PDCs webpage with current transportation studies and other pertinent transportation related information.

Subtotal Task 2.1

SPR Funds (80%)	$8,000.00
PDC Funds (20%)	$2,000.00
Total Budgeted Expenditure for Program Administration	**$10,000.00**

2.2 Local and Regional Support - $40,000.00

Individual projects and work elements are described below:

2.2.1 Local Transportation Planning and Analysis Support - Provide guidance, support and technical assistance to local governments in transportation planning efforts, such as Geographic Information System (GIS) analysis and mapping. Assist with initial project concept development for transportation funding program applications as staff resources allow.

Deliverables – Technical memos, research, analysis, GIS data and mapping. **$30,000.00**

2.2.2. Regional and Long-Range Transportation Planning – Maintain the RLRTP in concurrence with updates from the FY 25-30 Six-Year Improvement Program (SYIP) and other completed studies.

Deliverables – Maintain the RLRTP. **$10,000.00**

Subtotal Task 2.2

SPR Funds (80%)	$32,000.00
PDC Funds (20%)	$8,000.00
Total Budgeted Expenditure for Program Activities	**$40,000.00**

2.3 Caroline and King George Transportation Planning Needs - $17,500.00

Background and Objective: Address Caroline and King George transportation planning/study needs in accordance with local priorities and economic development opportunities.

Caroline County

2.3.1 Assist with county project application development and/or preparation and submission for SMART SCALE Round 7 for one project. Project application may be a resubmission from a prior round that requires updates. New project development will depend on available VDOT resources.

Deliverables – Report and presentation to Caroline County and GWRC

2.3.2 Administration and facilitation of the Rural Technical Advisory Committee (RTAC). Agenda, minutes, scheduling and other administrative duties as necessary to support the RTAC, a quarterly committee comprised of locality staff, VDOT, and GWRC staff. The committee will convene to address rural transportation planning issues and initiatives, improve communication and productivity, and make recommendations to the GWRC Board.

Deliverables- Quarterly meetings; agendas and minutes available to County and GWRC Boards

King George County

2.3.3 Assist with county project application development and/or preparation and submission for SMART SCALE Round 7 for one project. Project application may be a resubmission from a prior round that requires updates. New project development will depend on available VDOT resources.

Deliverables – Report and presentation to King George County and GWRC.

2.3.4 Administration and facilitation of the Rural Technical Advisory Committee (RTAC). Agenda, minutes, scheduling and other administrative duties as necessary to support the RTAC, a quarterly committee comprised of locality staff, VDOT, and GWRC staff. The committee will convene to address rural transportation planning issues and initiatives, improve communication and productivity, and make recommendations to the GWRC Board.

Deliverables- Quarterly meetings; agendas and minutes available to County and GWRC Boards

Subtotal Task 2.3

SPR Funds (80%)	$14,000.00
PDC Funds (20%)	$3,500.00
Total Budgeted Expenditure for Program Activities	**$17,500.00**

Total, Tasks 2.1-2.3

SPR Funds (80%)	$54,000.00
PDC Funds (20%)	$13,500.00
Total Budgeted Expenditure for Program Activities	**$67,500.00**

FY-2026 Budget Summary Tasks	**VDOT (SPR) 80%**	**PDC (Match) 20%**	**Total 100%**
1.0 Program Administration			
1.1 – Program Management	$2,000.00	$500.00	$2,500.00
1.2 – Regional Coordination	$2,000.00	$500.00	$2,500.00
Total Budgeted Expenditure for Program Administration	**$4,000.00**	**$1,000.00**	**$5,000.00**
2.0 Program Activities			
2.1 – VDOT Statewide Planning Assistance and Coordination	$8,000.00	$2,000.00	$10,000.00
2.2 – Local and Regional Analysis and Support	$32,000.00	$8,000.00	$40,000.00
2.3 – Caroline and King George Transportation Studies Funding by task is for estimation purposes only and is not intended to be restrictive.	$14,000.00	$3,500.00	$17,500.00
Total Budgeted Expenditure for Program Activities	**$54,000.00**	**$13,500.00**	**$67,500.00**
Total Budgeted Expenditure for Program Administration and Program Activities	**$58,000.00**	**$14,500.00**	**$72,500.00**

George Washington Regional Commission
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MINUTES OF THE MEETING OF THE GEORGE WASHINGTON REGIONAL COMMISSION
Monday, February 24, 2025, at 6:00 pm
Location: 406 Princess Anne Street, Fredericksburg VA 22401, GWRC Board Room

MEMBERS PRESENT: Attending in-person: Chair Lori Hayes, Drew Mullins – Spotsylvania County; Nancy Long – Caroline County; Jannan Holmes - City of Fredericksburg; Cathy Binder – King George County; Deuntay Diggs, Darrell English – Stafford County

MEMBERS ABSENT: Jonathan Gerlach, Jason Graham (Alternate) – City of Fredericksburg, Jeff Black – Caroline County, David Sullins – King George County, Crystal Vanuch (Alternate) – Stafford County; Gerald Childress (Alternate), Chris Yakabouski (Alternate) – Spotsylvania County.

STAFF: Attending in-person: Cheyenne Courtney, Chip Boyles, Kate Gibson, Leigh Anderson, Michele Dooling, Kari Eaves, Sam Shoukas, Ian Ollis, Brianna Heath.

OTHERS IN ATTENDANCE: Attending in-person: Laura Sellers (CTB), Christine Hoeffner (VRE), Brittany Sumpter (VRE), Gavin Gordon. Attending virtually: Kathy Knotts (Fredericksburg Free Press), R. White, Eric G., Paul Agnello.

CALL TO ORDER: Ms. Hayes called the GWRC meeting to order at 6:02 pm. This was followed by the Pledge of Allegiance and then Mr. Boyles took the roll and indicated a quorum was present.

APPROVAL OF GWRC AGENDA: Ms. Binder motioned for approval of the agenda and Mr. English seconded. Motion carried unanimously.

APPROVAL OF February 24, 2025, MINUTES: Ms. Binder motioned to approve the Minutes from February 24, 2025, and Mr. English seconded. Mr. Diggs abstained. The motion carried.

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FINANCIAL REPORT:

Mr. Boyles presented the February 2025 financial report, which is included in the meeting packet. He covered GWRC's unrestricted new assets, accounts payable and receivable, balance sheet, and profit & loss budget vs. actual.

PUBLIC HEARING/PUBLIC INVOLVEMENT:

There were no public comments, no written comments submitted, and no presentations given.

OLD BUSINESS:

GWRC Resolution 25-20, Allocating Vanpool Alliance 5307 Federal Funding (ACTION ITEM)
Ms. Gibson presented Resolution 25-20 to the commissioners. Mr. Diggs motioned to approve the resolution, seconded by Ms. Holmes. The motion passed unanimously.

GWRC Resolution 25-21, Approval for Vanpool Alliance 5307 Funding to Either Brooke Station or Leeland Road VRE Projects (ACTION ITEM)
Ms. Gibson presented Resolution 25-20 to the commissioners. Mr. Diggs motioned to approve the resolution, seconded by Ms. Holmes. The motion passed unanimously.

GWRC Resolution 25-22 (ACTION ITEM)
Ms. Eaves presented Resolution 25-22 to the commissioners. Mr. English motioned to approve the resolution, seconded by Ms. Binder. The motion passed unanimously.

NEW BUSINESS:

Rural Regional Transportation Advisory Committee
Ms. Eaves gave a presentation to the commissioners on the proposed Rural Technical Advisory Committee (RTAC). Following a discussion among commission members and FAMPO staff, Mr. English motioned to support the establishment of a rural transportation technical committee, with Ms. Binder seconding. The motion passed unanimously.

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Draft GWRC FY26 Annual Rural Transportation Work Plan

Ms. Eaves gave a presentation to the commissioners on the FY26 Rural Work Program. Mr. Diggs motioned to approve the Fiscal Year 2026 Rural Transportation Planning Work Program, seconded by Mr. English. The motion passed unanimously.

GWRC Septic Repair and Replacement Program

Ms. Gibson announced the launch of GWRC's Septic Relief Program, outlining eligible projects, cost-share assistance, and the prioritization of aid. The commissioners requested Mr. Boyles to email them the program flyer.

Regional Comprehensive Economic Development Strategy Framework Draft

Mr. Boyles provided the commissioners with an update that GWRC has contracted with a firm for the Comprehensive Economic Development Strategy (CEDS). He noted that a Strategy Committee will be appointed as outlined in the CEDS Framework work plan.

FY26 GWRC Budget Preparation Overview

Mr. Boyles briefly noted that GWRC is looking at proposed budgets from each locality in the region. GWRC is considering implementing a 3% Cost of Living increase and a 2% merit increase. Local government contribution rate will remain constant with only the population changes reflected in the per capita contributions.

EXECUTIVE DIRECTOR'S REPORT: Mr. Boyles briefly covered the Executive Director's Report. He discussed the RHA Executive Committee meeting, the RHA Full membership meeting, Ian Ginger's departure from GWRC and advertising the position.

ENTER CLOSED SESSION (ACTION ITEM): Chair Hayes made a motion to move into Closed Session for personnel matters. Mr. English seconded. The motion carried unanimously. The GWRC March 24, 2025, meeting moved into Closed Session.

RETURN TO OPEN SESSION (ACTION ITEM): Ms. Hayes made a motion that only matters allowable in closed session were discussed & that session was returned to open session status, Ms. Holmes seconded. Motion carried unanimously by a roll-call vote.

ADJOURNMENT

Mr. Diggs made a motion to adjourn, seconded by Ms. Binder. The motion carried unanimously. The March 24, 2025, George Washington Commission Board Meeting was adjourned at 7:08 PM. The next meeting is scheduled for April 28, 2025, at 6:00 PM.

Respectfully Submitted, Chip Boyles, Executive Director
(Draft minutes prepared by Cheyenne Courtney)

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