MEETING OF THE GEORGE WASHINGTON REGIONAL COMMISSION
June 17, 2019
6:00 p.m.

AGENDA

1. **Call GWRC Meeting to Order** – Chairman Meg Bohmke
2. **Pledge of Allegiance**
3. **Determination of Quorum** – Dr. Linda Millsaps, Executive Director
4. **Approval of the GWRC Agenda (ACTION ITEM)**
5. **Approval of Minutes of May 20, 2019 GWRC Meeting (ACTION ITEM)**
6. **Public Involvement** – *Comments and questions from members of the public are welcome at this time.*
7. **Financial Report** – Ms. Michele Dooling, Director of Finance & Personnel
8. **Old Business**
    a. **Resolution 19-08: Approving the FY20 GWRC Budget (ACTION ITEM)**
        i. Report of the Finance Committee – Supervisor Wendy Maurer and Council Member and Vice Mayor Billy Withers
        ii. Presentation of the Revised FY20 GWRC Budget – Dr. Linda Millsaps
            1. Appendix A: Impact of $20,000 Reduction in Local Dues
            2. Appendix B: Rates with Leave and Holidays under Fringe Benefits
    b. **Executive Director's Report and Update** – Dr. Linda Millsaps
9. **New Business**
    a. **Resolution 19-09: Approving the Slate of Officers to Serve in FY20 (ACTION ITEM)**
    b. **Honoring Outgoing Chairman Bohmke**
10. **GWRC/FAMPO MOU (JOINT SESSION WITH FAMPO)**
    a. **Presentation by CAOs and GWRC/FAMPO Subcommittee**
    b. **Approval of GWRC/FAMPO MOU (ACTION ITEM)**
11. **Additional Items of Interest**
    a. **FHWA Federal Certification Review Presentation from May FAMPO Policy Committee Meeting**
    b. **FHWA Comments on Draft FAMPO 2020 UPWP**
    c. **Letters of Agreement for Rural Transportation and FAMPO PL Funds**
12. **Adjourn GWRC Meeting**

Next GWRC Meeting: August 19, 2019

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GEORGE WASHINGTON
REGIONAL COMMISSION

5. Approval of Minutes of May 20, 2019 GWRC Meeting

MINUTES OF THE MEETING OF THE
GEORGE WASHINGTON REGIONAL COMMISSION

May 20, 2019
GWRC Conference Room

MEMBERS PRESENT: Chair – Meg Bohmke, **Stafford County;** Matt Kelly & Billy Withers, **City of Fredericksburg**; Nancy Long, **Caroline County**; Ruby Brabo, **King George County**; Tim McLaughlin & David Ross (In at 6:07), **Spotsylvania County**; & Tom Coen, **Stafford County**
MEMBERS ABSENT: Jeff Black, John Jenkins & Wendy Maurer

OTHERS IN ATTENDANCE: Ed Petrovitch, County of Spotsylvania; David Jackson, Cambridge Systematics; & Eduardo Guity & George Millsaps, US Census

STAFF: Linda Millsaps, Executive Director, Michele Dooling & Kate Gibson, GWRC; Paul Agnello, Briana Hairfield, Kari Barber, John Bentley, Colin Cate & Matthew Lehane, FAMPO; Sam Shoukas, GWRC and; Leigh Anderson & JoAnna Roberson, GWRC

CALL TO ORDER: Ms. Bohmke called the meeting to order at 6:00 p.m. with a quorum present; which was followed by the Pledge of Allegiance.

APPROVAL OF GWRC MEETING AGENDA:

Upon motion by Mr. Kelly & seconded by Mr. Coen, with all concurring, the agenda for the May 20th meeting was approved as submitted.

APPROVAL OF GWRC MEETING MINUTES (April 15, 2019) - (Action Item)

Upon motion by Mr. Kelly & seconded by Ms. Long, with Ms. Bohmke, Ms. Brabo & Mr. Coen abstaining & all others concurring, the minutes from the April 15th meeting were adopted as submitted.

PUBLIC INVOLVEMENT - None

FINANCIAL REPORT – Michele Dooling

Included in tonight's agenda packet is the revenues & expenditures spreadsheet; the balance sheet; the monthly financial report; the cash flow report; & the financial reports on both an accrual & cash basis. Ms. Dooling advised the cash flow statement for month ending on April 30st reflects that 86% of account payables have been paid & 52% account receivables collected. Ms. Dooling advised all payroll expenses to Stafford County are now up to date & currently paid in full & the new ACH transfer for this pay period will occur on Friday, May 24th. Ms. Dooling relayed that currently the Commission has zero past due accounts that need to be rectified.

PRESENTATIONS

a.) Census Complete County Committees – Mr. Eduardo Guity & Dr. George Millsaps, US Census

Dr. George Millsaps advised the 2020 Census counts will create new jobs that are available in each locality at a pay rate of $20.00 per hour and an informational card is included in tonight's agenda packet if anyone is interested in pursuing this temporary job opportunity.

Dr. George Millsaps stated that data reflects that 2% of a region's population have no desire to complete the census forms. Dr. George Millsaps relayed the 2020 census counts are designed to be more effective and more efficient to ensure that everyone is counted once. Dr. George Millsaps advised that with the 2% of the population who have no desire to complete the census counts, this results in a loss of $146m of funding to the FAMPO region.

Dr. George Millsaps stated that there is a 2020 Census guide include in tonight's presentation packet and he addressed highlighted items on pages 5 & 10 that members can review outside of tonight's meeting. Dr. George Millsaps stated these highlighted items describe the 3 kinds of Complete Census Count committees (page 5) & describe the subcommittee structure of a Complete Count Committee (CCC) (page 10).

Mr. Guity stated the Census Bureau understands the value of quality census counts and realizes inaccurate counts result in underfunding of federal dollars to a region. Mr. Guity advised it is the recommendation from the Census Bureau for regions to form a Complete Count Committee as soon as possible.

Mr. Guity stated that many localities have already formed their own committee; however, consideration of forming a regional committee is of value as it will influence the quality of the census counts; allow for additional funding to be returned to the region; & will allow the regional entity to work with the locality representatives to have voices heard from a regional perspective and not just from a specific locality.

Dr. Linda Millsaps advised that if a regional Combined Count Committee is formed with GWRC being the central entity, that GWRC will serve as the liaison organization & will provide training and help, guide, inform, coordinate and support the efforts from each local jurisdiction.

Ms. Bohmke advised Resolution 19-07 has minor typographical errors that need to be amended; however, no discrepancies occur with the Resolution content.

i. Resolution 19-07 – Census Combined Count Committee (**Action Item**)

Upon motion by Mr. Kelly and seconded by Mr. Coen, with Mr. Mclaughlin voting no & all others in concurrence, Resolution 19-07 was adopted by the GWRC commission at the May 20, 2019 meeting.

b.) GWRC Finance Committee Proposal (**Action Item)** – Dr. Millsaps

Dr. Linda Millsaps advised that as part of the Commission building a stronger financial base that will deliver important service, support & value to the region, it is being recommended to create a short-term Finance Working Group committee which will later evolve into a permanent GWRC Finance Committee.

Dr. Linda Millsaps stated the short-term goals will include assuming a leadership role along with the Executive Director & Finance Director in developing core documents, metrics & processes to ensure the organization remains on a strong financial path. Dr. Linda Millsaps stated this committee will meet regularly through the end of FY2020. Dr. Millsaps advised the first meeting for the short-term committee is scheduled to occur at 5:30 p.m. on Thursday, May 23rd & the committee will meet two times before a vote is asked for from the GWRC commission at the June 17th meeting Dr. Linda Millsaps advised the permanent committee will begin in April of 2020 and will focus on 8 specific goals to begin with strategic planning for a long-term financial structure for GWRC.

Mr. McLaughlin stated the upcoming meeting for Thursday, May 23rd seems to have been implemented at the very last minute & if members from each locality will be serving on the short-term committee that this constitutes a public meeting; therefore, resulting in not enough time to properly advertise the meeting. Dr. Millsaps advised an email was submitted to GWRC members several days ago; however, no public announcement has occurred. Ms. Brabo stated that as long as the meeting information is posted on the web-site this should satisfy the public notice that would be needed. Mr. Ross advised that a 3-day notice is required for advertisement of a meeting prior to the meeting date.

Upon motion by Mr. Kelly & seconded by Ms. Long with all concurring, recommendation was made for the short-term committee to meet on Thursday with the 2 initial committee members (Ms. Maurer as Chair & Mr. Withers) who will be meeting with both Dr. Linda Millsaps & Ms. Dooling and they will be providing information for further review by GWRC at the upcoming June meeting to determine the direction of the short-term committee's goals, responsibilities, expectations, etc.

c.) FY20 GWRC Budget (Preliminary) – Dr. Millsaps & Staff

Dr. Linda Millsaps, Ms. Gibson & Mr. Agnello presented a preliminary budget proposal for review at the May 20th meeting. No action is being asked for at tonight's meeting and a vote will be presented at the upcoming June 17th meeting.

Dr. Linda Millsaps advised the total anticipated revenue for FY20 is estimated to be $5,143,518. Dr. Linda Millsaps stated this is a substantial increase from the FY2019 approved budget of $2,501.579. Dr. Linda Millsaps relayed the primary reasons for the changes are increases in FAMPO related funding; an increased investment by GO Virginia; an opportunity for increased state funding for continued work toward meeting the goals outlined in the Phase III Watershed Implementation Plan (WIP III); & the inclusion of pass-through funding that was not previously reflected in the GWRC budget. Dr. Linda Millsaps stated the FY2020 budget includes additional detailed information and has resulted in more and effective transparency of documents.

Dr. Linda Millsaps stated the largest funding categories are personnel and consultants. Dr. Linda Millsaps advised the FY2020 budget also incudes a 3% COLA raise for all GWRC employees. Mr. McLaughlin questioned the 3% COLA and stated he felt this was relatively high. Dr. Linda Millsaps stated that recommendation is based on the national rate of 2.8%. Mr. McLaughlin stated Spotsylvania County had approved a 1.5% COLA rate for employees and asked what rate the other jurisdictions have implemented: City of Fredericksburg = 3%; Caroline = 2.5%; King George = 3%; & Stafford = 5%. Dr. Linda Millsaps stated the indirect cost for FY2020 have also decreased from 55% to 47.24%.

i. ROI Infographic (Spreadsheet included in agenda packet)

ii. Major Budget Modification

Dr. Linda Millsaps advised there are additional modifications from the FY2019 approved budget to the FY2020 budget that will be submitted for approval in June. These include the following items/entries:

Retirement of the building loan – this has resulted in an annual expense of approximately $30,000 & the loan will be satisfied in full in November of 2019

Equipment Rental & Maintenance – this was estimated to be $38,000 in the FY2019 budget; however, actual expenses show this category to cost $28,995

Equipment Purchase category – reflects an increase of $2,000 in the FY2020 budget proposal – the FY2019 budget assumed $2,000 of expenditures; however, no purchases were made in this fiscal year that could not be billed to an award – going forward, funds are being requested for replacement of new computer for Executive Director and to purchase new/updated equipment for more professional recording of public meetings

Local Government Management – included in the FY2019 budget; however, no funds have been expended & none are anticipated so line item was removed from FY2020 budget proposal

Professional Fees – these fees relate primarily to legal fees & accounting services – as more extensive legal assistance is anticipated as creation of a procurement manual; a document retention program; agency FOIA policies; & governmental agreements/interagency MOU's will be implemented in FY2020 this line item was increased from $1,000 to $2,000

Creation of meeting line item – this covers snacks/light meal at GWRC Board meetings, monthly CAO meetings, etc.

Creation of a better-defined organizational line item that specifies conferences, conventions & professional development that staff members attend and/or pursue

Inclusion of interest payments to Stafford County for serving as payroll host (Dr. Millsaps stated when Stafford County assumed responsibility for GWRC payroll services, per motion from Mr. Dudenhefer, a request was made to include interest payments to Stafford County if they were

needed to "float" payroll expenses from GWRC). When interest rates became prohibitive, Stafford County agreed to waive these fees temporarily – the FY2020 budget proposal assumes a resumption of interest payments to be re-instated when needed

iii. Local Allocation Issue/Options

Dr. Linda Millsaps advised that the $20,000 reduction in local funding from Spotsylvania County for the FY2020 budget year results in a total potential financial loss of $130,240 which is the worst-case scenario. Dr. Linda Millsaps stated there is approximately $4,000 of local dues that are currently unallocated against grants. Mr. Agnello stated the FAMPO match requirement is 10% of the total while other grant match requirements are 25% of the total awarded.

Mr. Agnello advised FAMPO can provide an alternate option for this year's reduction rate from Spotsylvania County; however, this option is a one-time allocation and should not be considered as an option for long-term funding needs.

Mr. Agnello stated FAMPO's PL Planning funding is allocated on a re-occurring annual basis from FHWA through VDOT and are expected to be $431,000 for FY2020. Mr. Agnello stated these funds are 80% federal funds with a 10% state match paid by VDOT and a 10% local match paid by GWRC.

Mr. Agnello advised staff has worked with VDOT and confirmed that if all the yearly funds allocated are not used in a designated fiscal year that the funding cannot be lost to FAMPO and any funds not used can then be carried over to the next one-year incremental timeframe. Mr. Agnello stated that since the May 1st FAMPO meeting, the region's PL funding allocations have increased by $203,000. Mr. Agnello stated staff proposes using this extra RSTP funding in place of $200,000 in PL funding that was planned for FY2020 UPWP activities. Mr. Agnello stated the RSTP funding has no GWRC local match requirement whereas the FAMPO PL funding has a 10% GWRC local match requirement so approval of this change would save GWRC $20,000 in the local matches that would have been needed for FY2020. Mr. Agnello relayed approval of this action would result in no loss of funding to FAMPO nor will have any impacts to the FY2020 UPWP or any other adverse impacts on any of GWRC's programs for FY2020.

Mr. Ross stated that once the MOU is corrected and amended between GWRC & FAMPO that it is possible the Spotsylvania County Board of Supervisors could re-allocate the total amount of its local dues back to GWRC.

d.) Executive Director's Report & Update (Included in agenda packet)

i. CAO Report Status (Update given)

ii. Staffing (Updates given)

iii. Other (None)

ADDITIONAL ITEMS OF INTEREST - GWRideConnect presentation included in tonight's agenda packet for member review – actual presentation not given at May 20th meeting.

Mr. Kelly stated he would like to have discussion at the upcoming June meeting on current GWRC meeting days/times. Mr. Kelly stated he felt the GWRC meeting is always rushed as the FAMPO Policy meeting is held directly after. Mr. Kelly stated there are a lot of discussion items on the GWRC agenda & these items should be properly addressed without always feeling like you have to "beat the clock". Mr. Kelly stated he would like to request discussion to occur to either schedule the GWRC meetings to begin earlier than 6:00 p.m. or to move them to another night that works for members' schedules.

ADJOURN GWRC MEETING – The May 20th GWRC meeting adjourned at 7:20 p.m. with the next committee meeting scheduled to occur on June 17, 2019.

Respectfully Submitted, Dr. Linda Millsaps, Executive Director
(Draft Minutes prepared by JoAnna Roberson)

7. Financial Report

Agencywide Line Item Revenues and Expenditures

George Washington Regional Commission

Run Date: 06/10/2019
Run Time: 1:42:28 pm

Period: 7/1/2018 to 5/31/2019

With Indirect Detail

Code & Description		Budget	Current	YTD	Un/Over	% Bud
Revenues						
45100	REV-Federal Contracts/Fees	1,872,835.10	66,022.59	915,246.79	957,588.31	48.87 %
45200	REV-State Contracts/Fees	611,484.90	53,138.16	871,915.38	(260,430.48)	142.59 %
45202	State Technical Assistanct	75,971.00	0.00	75,971.00	0.00	100.00 %
45300	REV-Local Government Contracts/F	249,473.90	0.00	246,312.00	3,161.90	98.73 %
45302	Local Revenues King George Co	0.00	0.00	13,022.50	(13,022.50)	0.00 %
45305	Local Revenues City of Fredericksbu	62,500.00	0.00	72,500.00	(10,000.00)	116.00 %
45400	REV-Miscellaneous Revenue	0.00	2,268.38	131,197.00	(131,197.00)	0.00 %
45500	REV-HMIS User Fees	7,456.00	0.00	6,931.31	524.69	92.96 %
45600	REV-Interest Income	0.00	140.12	550.26	(550.26)	0.00 %
45700	REV-Other Income	0.00	0.00	6,052.50	(6,052.50)	0.00 %
47600	pass thru AdVANtage	0.00	48,235.94	515,045.91	(515,045.91)	0.00 %
	Revenues	**2,879,720.90**	**169,805.19**	**2,854,744.65**	**24,976.25**	**99.13 %**
Expenses						
50000	Salaries	669,735.00	54,839.28	798,000.87	(128,265.87)	119.15 %
50500	Fringe Benefits	267,274.00	19,033.35	258,932.71	8,341.29	96.88 %
67520	Accounting Fees	0.00	0.00	125.00	(125.00)	0.00 %
67530	Legal Fees	4,000.00	0.00	12,000.00	(8,000.00)	300.00 %
67540	Professional Fees-Other	0.00	2,000.00	18,115.70	(18,115.70)	0.00 %
67560	Consulting Services	522,250.00	91,028.06	460,033.06	62,216.94	88.09 %
81100	Supplies Expense	41,950.00	4,745.09	24,802.19	17,147.81	59.12 %
81300	Telephone & Telecommunications	0.00	597.27	7,977.28	(7,977.28)	0.00 %
81400	Postage, Shipping, & Delivery	0.00	500.00	4,454.59	(4,454.59)	0.00 %
81600	Equipment, Rental, & Maintenance	0.00	2,514.70	29,221.89	(29,221.89)	0.00 %
81601	HMIS system	0.00	0.00	6,931.30	(6,931.30)	0.00 %
81620	Equipment Purchase	48,856.00	2,996.74	17,652.72	31,203.28	36.13 %
81750	Public Relations	0.00	998.08	6,374.80	(6,374.80)	0.00 %
81751	Van Pool Assistance	0.00	0.00	3,250.00	(3,250.00)	0.00 %
81752	Leased Spaces	6,550.00	2,990.00	31,200.00	(24,650.00)	476.34 %
81760	RideShare Van Subsidies/GRH	0.00	0.00	150.00	(150.00)	0.00 %
81770	Marketing/Education	85,400.00	9,190.10	127,626.65	(42,226.65)	149.45 %
81778	I95 VanStartSave	0.00	0.00	300.00	(300.00)	0.00 %
81800	Books, Subscriptions, & Reference	0.00	0.00	469.86	(469.86)	0.00 %
82000	Occupancy Expenses	0.00	6,997.25	84,930.06	(84,930.06)	0.00 %
83000	Travel/Training	3,000.00	0.00	3,691.10	(691.10)	123.04 %
83100	Travel	15,000.00	241.37	8,466.38	6,533.62	56.44 %
83200	Conference, Convention, & Meeting	0.00	1,478.14	26,413.70	(26,413.70)	0.00 %
85000	Miscellaneous Expense	27,500.00	807.30	20,899.86	6,600.14	76.00 %
85100	Interest Expense-General	0.00	71.67	1,399.29	(1,399.29)	0.00 %
85200	Insurance-Non-Employee	0.00	0.00	413.50	(413.50)	0.00 %
85300	Membership Dues-Organization	0.00	1,107.43	12,824.62	(12,824.62)	0.00 %
85400	Staff Development	0.00	0.00	1,030.87	(1,030.87)	0.00 %
85600	Outside Computer Services	0.00	0.00	8,021.86	(8,021.86)	0.00 %
85700	Advertising Expense	0.00	0.00	481.58	(481.58)	0.00 %
85810	Moving Expense	0.00	2,458.36	2,677.10	(2,677.10)	0.00 %

Agencywide Line Item Revenues and Expenditures

George Washington Regional Commission

Run Date: 06/10/2019
Run Time: 1:42:28 pm

Period: 7/1/2018 to 5/31/2019

With Indirect Detail

Code & Description		Budget	Current	YTD	Un/Over	% Bud
85900	Pass-Thru	0.00	9,916.88	108,208.48	(108,208.48)	0.00 %
86000	Business Expenses	0.00	551.53	551.53	(551.53)	0.00 %
93010	Legislative Liaison Income	0.00	0.00	(37,250.00)	37,250.00	0.00 %
93020	Legislative Consultant Expenses	0.00	3,543.75	37,007.90	(37,007.90)	0.00 %
95000	RRBC Expenses	0.00	(3,761.00)	87,859.70	(87,859.70)	0.00 %
97000	AdVANtage	0.00	56,490.35	524,369.12	(524,369.12)	0.00 %
99600	Other Expense	0.00	0.00	129.98	(129.98)	0.00 %
	Expenses	**1,691,515.00**	**271,335.70**	**2,699,745.25**	**(1,008,230.25)**	**159.61 %**
	Agency Balance	**1,188,205.90**	**(101,530.51)**	**154,999.40**		

Balance Sheet

George Washington Regional Commission

Period From : 7/1/2018 to 5/31/2019

Assets:		
10300	Union First Market Bank Operating	15,280.83
10301	AdVANtage Vanpool Insurance	30,916.00
10400	Petty Cash	75.00
10800	Union First Market MMA	119,449.40
10900	Misc. Credits	2,538.64
11100	Accounts Receivable	269,412.99
15400	Furniture,fixtures&equipment	283,433.17
15450	Accum Depr-Furn, Fix & Equip	(221,084.40)
	Total Assets:	**500,021.63**
Liabilities:		
20000	Accounts Payable	100,048.33
21000	Payroll Liability-Leave Balances	9,495.57
22310	Deferred Contract Revenue	42,774.28
27711	Loan Payable UnionBank	14,040.70
	Total Liabilities:	**166,358.88**
Projects		
30000	Unrestricted Net Assets	178,663.35
31000	VDRPT 5303 -2018	(3,674.09)
31017	FTA 5303 FY 2019	(6,493.82)
31200	FHWA PL	(1,627.43)
31250	2050 LRTP UPC# 113538	0.52
31417	RSTP FY2018	(30,011.23)
31479	Bike study	0.02
31486	RSTP I95 Study	0.00
31500	USHUD HMIS CoC	87.32
31501	HMIS Conversion	0.00
31503	HUD CoC Planning FY17	(782.03)
31505	Unsheltered Homelessness Initiative	12,351.50
31551	VDHA match	0.00
31553	VHSP CoC	(94.89)
31560	VDHA VISTA	0.00
31600	FHWA SPR (Rural Transportation)	10,741.14
31700	CMAQ-	0.00
31701	CMAQ lease payments	0.00
31702	CMAQ Lease FY 17	0.00
31717	CMAQ 103685	3,559.47
31800	CZM-Technical Assistance	(7,120.43)
31807	USDA Haz Mitigation	0.00
31808	Cedell Brooks Jr. Park Demo Garden	0.09
31811	DEQ Native Plants	2,721.30
31817	CZM Technical Assistance 2017	0.00
34000	DHCD Planning	75,971.00

34003	GoVA	(3,187.78)
34004	PamunkeyNet Business Plan	1,120.30
34100	VDRPT-RideShare	10.69
35200	Lafayette Blvd.	42,881.80
36002	floodplains workshop	0.00
37000	Local Allocations	33,551.49
37001	LEPC Regional Emergency Planning Committee	18,318.00
38000	HMIS User Fee	0.01
38014	RRBC external	(1,806.59)
38016	Legislative Liaison pass thru	2,360.85
38018	AdVANtage Insurance	(9,404.74)
38126	KG Community Dev Dept Analysis	0.00
38127	KG Trailway Feasibility	0.00
38128	KG MixedUseDevDistricg	0.00
38130	Ches. Bay - WIP III	17,826.93
38131	WIP III (B)	(2,300.00)
	Total Projects	**333,662.75**
	Total Liabilities and Projects	**500,021.63**
	Net Difference to be Reconciled	**0.00**
	Total Adjustment	**0.00**
	Unreconciled Balance	**0.00**

Reconciling Items .....

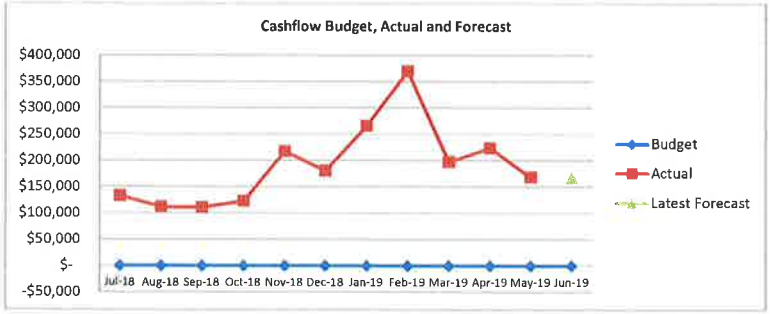
(1)	Paid Salaries are	798,000.85	
	Timesheets show	798,000.86	
	Difference		0.01
(2)	Leave accrued this year		0.01
(3)	Fringe Pool is	258,932.72	
	Fringe allocated	258,932.71	
	Difference		(0.01)
(4)	Indirect Pool is	479,603.65	
	Indirect Allocated		479,603.65
	Difference		0.00
	Total adjustments		0.00

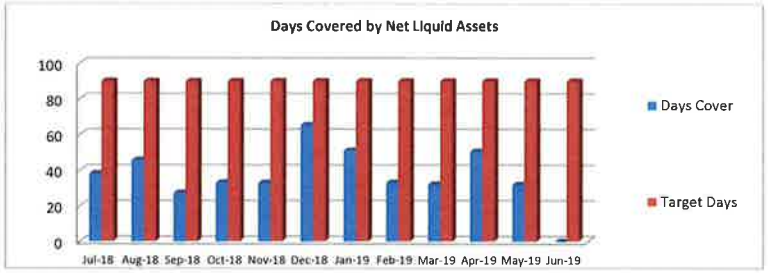
Monthly Financial Report : George Washinton Regional Commission

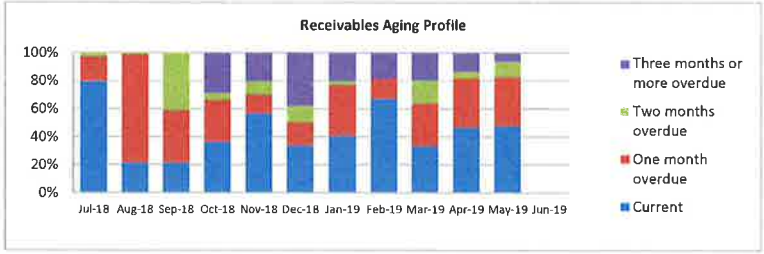
GEORGE WASHINGTON
REGIONAL COMMISSION

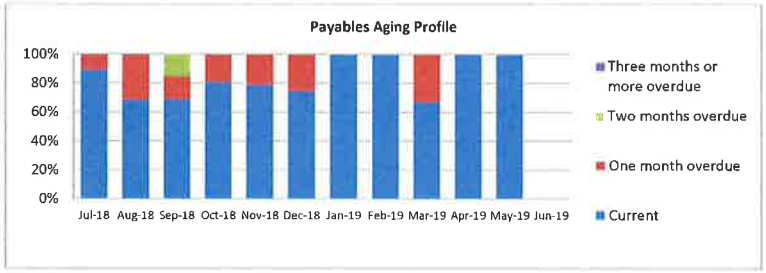
Summary Statement of Financial Position	May-19 Actual
Current Assets	437,673
Current Liabilities	152,318
Working Capital	285,355
Fixed and Long Term Assets	62,349
Term Liabilities	347,703
Equity	-

Ratios and Analysis		Actual	Target	Variance
Working Capital Ratio		2.87	2.00	0.87
	$	%		
Past Due Receivables	140,420	52.12%	50.00%	-2.12%
Past Due Payables	-	0.00%	25.00%	25.00%









Variance Explanations and Commentary

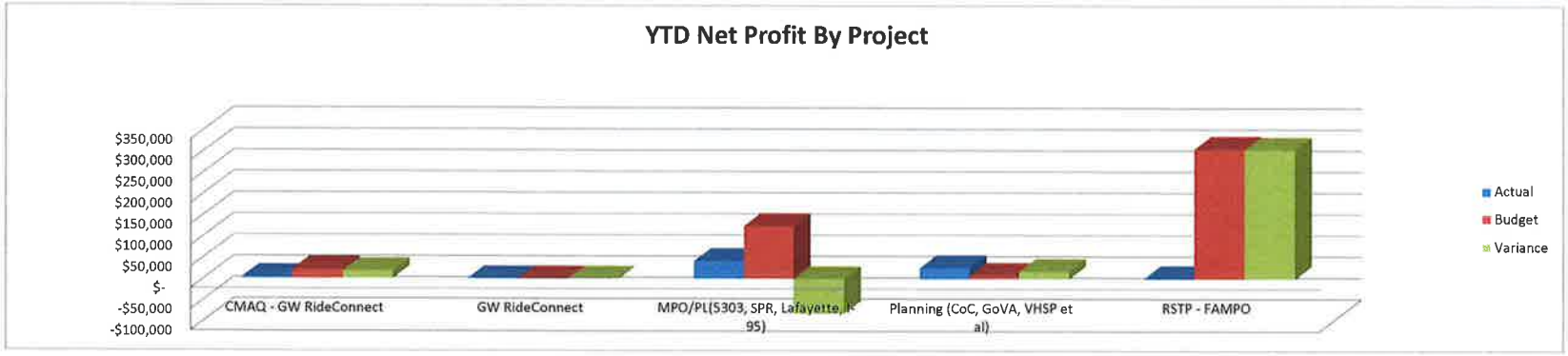
Working Capital Ratio is current assets/current liabilities. The benchmark that is considered to represent a "good" short-term liquidity ratio is 2.
Past Due Receivables equal the amounts collectable by the organization that are over 30 days past due.
Past Due Payables equal the amount payable by the organization that should have been paid. This category represents over 30+ days past due.
Days Covered by Net Liquid Assets graph is an indication of how may days an organization can handle short term cashflows. Common Benchmark is 90 days.

Monthly Financial Report : George Washinton Regional Commission

GEORGE WASHINGTON REGIONAL COMMISSION

Divisional Results

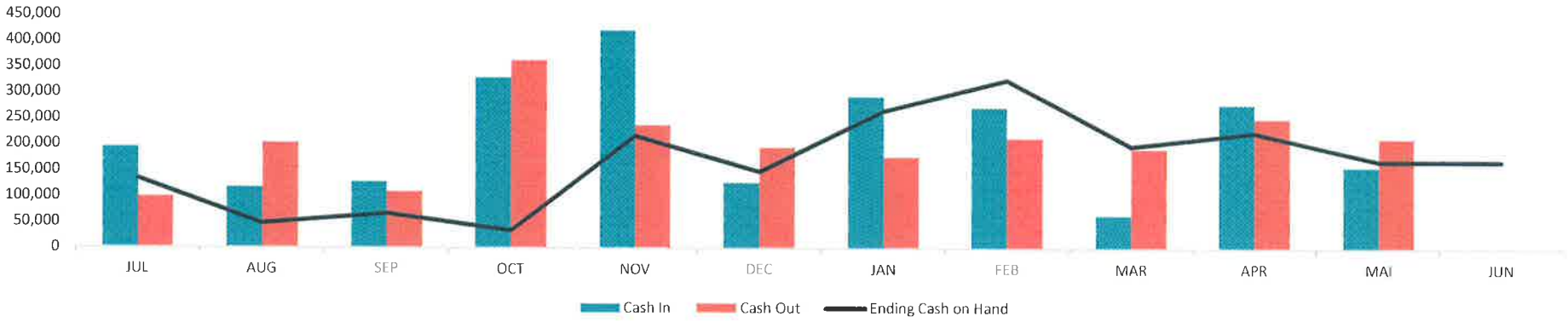
	Current Month			Year to Date			
CMAQ - GW RideConnect	**Actual**	**Budget**	**Variance**	**Actual**	**Budget**	**Variance**	
Income	-	10,417	10,417	54,474	114,583	60,109	$41.8K favorable variance to Budget YTD: ($35.9K) Marketing Advertising; ($4.7K) Outside Computer Service offset by $82.4K savings in Admin. Expense. **Note:** FY19 did not have any budget detail available so the budgeted numbers are 1/12 of the budget each month.
Expenses	13	8,433	8,420	50,915	92,764	41,849	
Surplus (Deficit)	(13)	1,984	1,997	3,560	21,819	18,260	
GW RideConnect	**Actual**	**Budget**	**Variance**	**Actual**	**Budget**	**Variance**	
Income	6,608	41,335	34,727	487,521	454,686	32,835	($32.5K) unfavorable expenses YTD: ($15.9K) Admin. Expenses; ($13.1K) Marketing Advertising; ($2.1K) Office Supplies & ($1.4K) Van Pool Assistance. Note: FY19 did not have any budget detail available so the budgeted numbers are 1/12 spread across 12 months.
Expenses	36,377	41,378	5,001	487,510	455,155	(32,355)	
Surplus (Deficit)	(29,769)	(43)	(29,726)	11	(469)	480	
MPO/PL(5303, SPR, Lafayette, I-95)	**Actual**	**Budget**	**Variance**	**Actual**	**Budget**	**Variance**	
Income	47,783	62,208	14,425	671,654	636,966	34,687	($116.9K) unfavorable expenses YTD: ($78.7K) Admin. Expense; ($46.3K) Consultants & ($2.8K) Memberships which was offset by the following savings: $9.4K Equipment & $ 1.5K misc. expense. **Note**: FY19 did not have any budget detail available so the budgeted numbers are 1/12 of the budget monthly.
Expenses	52,947	46,619	(6,328)	629,796	512,812	(116,984)	
Surplus (Deficit)	(5,164)	15,588	20,752	41,858	124,155	(82,297)	
Planning (CoC, GoVA, VHSP et al)	**Actual**	**Budget**	**Variance**	**Actual**	**Budget**	**Variance**	
Income	44,643	32,428	(12,215)	379,358	356,708	22,650	($ 4.6K) favorable variance to Budget YTD: ($20.7) Consultants offset by savings in the followoing: $9.7K Admin. Expense; $2.4K in supplies & $ 4K in legal services. FY19 Planning received additional funds that were not budgeted. They received $ 10K (City) to assist with homelessness.
Expenses	51,242	31,674	(19,568)	353,021	348,375	(4,646)	
Surplus (Deficit)	(6,599)	754	(7,353)	26,337	8,333	18,004	
RSTP - FAMPO	**Actual**	**Budget**	**Variance**	**Actual**	**Budget**	**Variance**	
Income	58,282	148,696	90,414	330,934	926,687	595,753	RSTP - Note: FY19 did not have any budget detail available so the budgeted numbers are 1/12 of the budget for revenue and expenses each month.
Expenses	58,276	56,345	(1,931)	329,057	619,799	290,742	
Surplus (Deficit)	6	92,350	92,356	1,877	306,889	305,012	



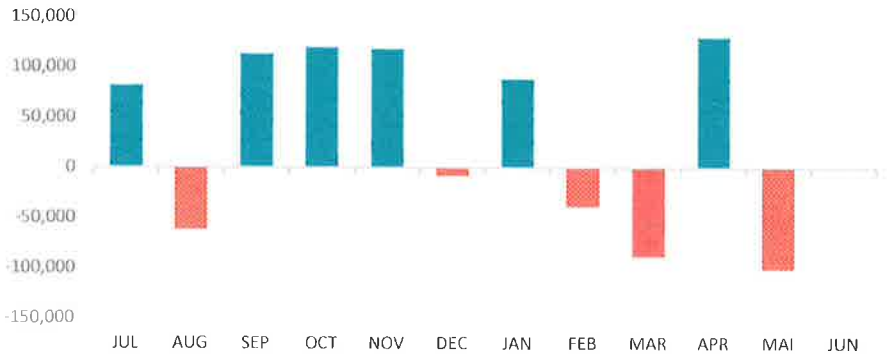
George Washington Regional Commission - Cash Flow 5/31/19

Beginning Cash on Hand	Cash In	Cash Out	Profit / Loss	Ending Cash on Hand
223,615.28	156,832.86	212,188.27	-101,530.52	168,259.87

Cash Flow



Profit / Loss



Accounts Receivable

269,412.99

Accounts Payable

100,048.33

GEORGE WASHINGTON
REGIONAL COMMISSION

8a. Resolution 19-08: Approving the FY20 GWRC Budget

George Washington Regional Commission
406 Princess Anne Street
Fredericksburg, Virginia 22401
(540) 373-2890
Fax (540) 899-4808
www.gwregion.org

RESOLUTION NO. 19-08

APPROVING THE FISCAL YEAR 2020 GEORGE WASHINGTON REGIONAL COMMISSION BUDGET

WHEREAS, the George Washington Regional Commission ("the Commission") is the Planning District Commission serving the City of Fredericksburg and Caroline, King George, Spotsylvania and Stafford counties, known together as Planning District 16, and

WHEREAS, the Commission and its sister agency, the Fredericksburg Area Metropolitan Planning Organization, carry out several programs on behalf of its members and in cooperation with its federal, state and local partners, and

WHEREAS, the Commission prepares an annual budget containing a revenue summary and an expenditure plan to carry out is work program.

NOW, THEREFORE, BE IT RESOLVED by the George Washington Regional Commission that it hereby approves the Fiscal Year 2020 GWRC Budget, which is attached hereto.

Adopted by the George Washington Regional Commission at its duly called meeting of June 17, 2019 in the City of Fredericksburg, Virginia, a quorum being present.

_____ June 17, 2019

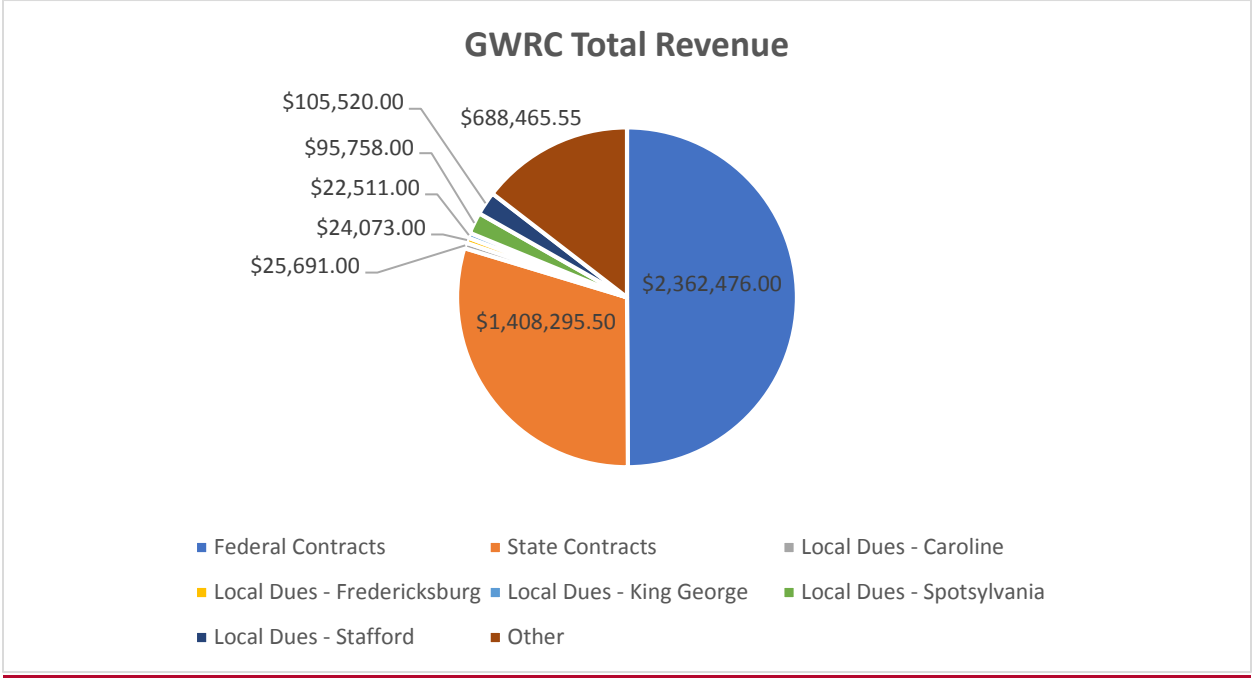
Meg Bohmke, Chairman

GWRC FY20 Budget (~~Preliminary~~Final)
~~May~~ June 2019

The George Washington Regional Commission (GWRC) is the designated planning district commission for Virginia Planning District 16. In this capacity, GWRC and its partner organization the Fredericksburg Area Metropolitan Planning Organization (FAMPO) lead several regional efforts, and GWRC serves as the support organization for several other groups/initiatives.

According to our enacting legislation, GWRC is charged with fostering intergovernmental cooperation by bringing together local elected and appointed officials and involved citizens to discuss common needs and determine solutions to regional issues. We are also responsible for encouraging and facilitating local government cooperation in addressing, on a regional basis, problems of greater than local significance. Our current areas of focus include economic development, environmental services, human services, transportation demand management, rural transportation, urban transportation (FAMPO), legislative services, and other services.

The total anticipated revenue for FY20, across all lines of business and associated organizations is $~~5,143,518~~4,732,790. This is a substantial increase from FY19's approved budget of $2,501,579. The primary reasons for the change are increases in FAMPO-related funding, increased investment by GO Virginia, the opportunity for increased state funding for continued work toward meeting the goals outlined in the Phase III Watershed Implementation Plan (WIP III), and including pass-through funding that was not previously reflected in the GWRC budget.



As the above chart indicates, the largest portion of GWRC's funding is drawn from the federal government. The second largest source of funding, state investment, is also significant. The third greatest source, listed above as "other", includes approximately $600,000 of pass-through funding from the AdVANtage Vanpool Self-Insurance Program. GWRC has administered this program for several years, but this is the first time the funds have been reflected in the GWRC budget.

While local dues make up a relatively small portion of the overall budget, they are the most critical source of funds. Each dollar contributed by local jurisdictions leverages between $4 and $9 in state and federal funds. This base allows us to apply for additional funds that don't require a match, for a total return on investment of $14 for every $1 invested by local jurisdictions.

Like most planning organizations, GWRC's largest expense is personnel. The budget assumes a total staff count of 15 full-time employees, as well as two part-time employees, an AmeriCorps VISTA member and at least one paid intern. Positions included in the FY20 budget are:

Line of Work	**Name**	**Position**	**Full Time/ Part Time**
Administration	Linda Millsaps	Executive Director	Full Time
Administration	Michele Dooling	Director of Finance & Personnel	Full Time
Administration	Vacant	GWRC Administrative Assistant	Part Time
Multiple	Kate Gibson	Deputy Director	Full Time
Economic Development	Jennifer Morgan	GO Virginia Coordinator	Full Time
Human Services	Sam Shoukas	Continuum of Care Coordinator	Full Time
Human Services	Vacant	Continuum of Care VISTA	Full Time

TDM	Leigh Anderson	GWRideConnect Assistant Director	Full Time
TDM	JoAnna Roberson	TDM Planner	Full Time
TDM	Vacant	TDM Planner	Full Time
FAMPO	Paul Agnello	FAMPO Administrator	Full Time
FAMPO	Mark McCaskill	Deputy FAMPO Administrator	Full Time
FAMPO	Briana Hairfield	Public Involvement and Communications Director	Full Time
FAMPO	~~John Bentley~~Vacant	~~GIS Analyst~~Transportation Planner	Full Time
FAMPO	Colin Cate	GIS Analyst	Full Time
FAMPO	Vacant	Modeler	Full Time
FAMPO	Vacant	FAMPO Administrative Assistant	Full Time
FAMPO	Kari Barber	Transportation Planner	Part Time
FAMPO	Matthew Lehane	Intern	Part Time

The next largest area of expenditure is consultants. While consultants are utilized across all lines of work to fill short term or highly specialized needs, they are primarily associated with transportation planning. These consultants are hired to work on planning projects at the direction of the FAMPO Policy Committee.

Marketing and outreach costs are associated primarily with GWRideConnect and serve to encourage commuters to utilize alternative types of transportation to save cost, reduce congestion, and improve environmental quality.

The FY20 budget includes $~~290,000~~165,000 of carryover ~~contingency~~ funding. The largest portion of this relates to FAMPO funding ~~and an opportunity to use a FAMPO PL adjustment to address the expected FY20 match shortage and avoid a potential across-the-board loss to GWRC and FAMPO programming.~~($95,000). In addition, there is $70,000 of carryover related to the GO Virginia Program.

GWRC serves as a pass-through entity for more than $900,000 of state, federal and other funds.

The final item of note is the change in the fringe and indirect rates. These rates are applied across the organization's payroll to support the cost of facilities, insurance, and common expenses, as well as the salary associated with the Executive Director and the Director of Finance and Personnel. The fringe rate, which is set primarily by Stafford County as our payroll agent, ~~increased~~ decreased this year from 39.91% to ~~42.54~~39.23%, a change of ~~2.63~~0.68%. ~~Conversely t~~The indirect rate also declined from 55.69% to ~~47.24~~45.48%, a decrease of ~~8.45~~10.21%.

Schedule of Benefits	FY19	FY20	Variance
Social Security	$62,527	~~$72,731~~ $62,914	~~$10,204~~ $387
Medicare	$14,623	~~$13,511~~ $14,714	~~-$1,112~~ $91
Unemployment Ins	$0	$0	$0
Workers Comp	$1,200	$1,236	$36
Retirement	$103,279	~~$94,227~~ $94,111	~~-$9,052~~ -$9,168
Health Insurance	$211,056	~~$226,560~~ $188,616	~~$15,504~~ -$22,440
Life & Disability Ins	$13,000	~~$33,840~~ $36,577	~~$20,840~~ $23,577
Total Value of Benefits	**$405,685**	**~~$442,105~~ $398,168**	**~~$36,420~~ -$7,517**

GWRC FY20 Budget (Final) - 6/17/19
Fringe & Indirect Rates

Fringe Benefits	Full Time	Part Time	Total
Total Fringe Benefits	$392,638	$5,530	$398,168
Total Salaries	$944,885	$69,860	$1,014,746
Fringe Rate (Total Fringe Benefits/Total Salaries)	41.55%	7.92%	39.24%

Indirect Costs	Total
Indirect Salaries	$203,113
Fringe on Indirect Salaries	$70,483
Indirect Costs	$244,527
Total Indirect Costs	$518,123
Total Salaries Less Indirect Salaries	$811,633
Total Fringe Benefits Less Fringe on Indirect Salaries	$327,685
Total Base	$1,139,318
Indirect Rate (Total Indirect Costs/Total Base)	45.48%

All numbers above have changed from provisional budget.

George Washington Regional Commission

Final Indirect Expenses
FY19 vs. FY20

	FY 17 Budget	FY17 Actuals	FY18 Budget	FY18 Actuals	FY19 Budget	Actuals 4/30/2019	Projected Year End FY19	FY19 Budget vs. Projected Actuals Variance	Proposed FY20 Budget	FY19 vs. FY20 Budget Variance	Projected Year End Actuals vs. FY20 Budget Variance
Space and Equipment											
Occupancy	$90,000.00	$87,916.86	$94,000.00	$90,391.68	$97,000.00	$100,407.00	$115,102.00	($18,102)	$103,933	($6,933)	$11,169
Telephone	$10,000.00	$11,018.94	$10,000.00	$9,371.02	$9,000.00	$7,379.73	$8,880.00	$120	$9,072	($72)	($192)
Equipment Rental/RepairsMain.	$20,000.00	$27,582.08	$39,000.00	$37,579.74	$38,000.00	$20,303.00	$25,673.00	$12,327	$28,995	$9,005	($3,322)
Furn/Fixture Replacement	$0.00	$0.00			$15,000.00	$0.00	$449.00	$14,551	$7,000	$8,000	($6,551)
Equipment Purchases	$1,000.00	$1,848.48	$4,000.00	$0.00	$2,000.00	$1,125.00	$3,626.00	($1,626)	$4,000	($2,000)	($374)
Total Value Equipment & Space	**$121,000.00**	**$128,366.36**	**$147,000.00**	**$137,342.44**	**$161,000.00**	**$129,214.73**	**$153,730.00**	**$7,270**	**$153,000**	**$8,000**	**$730**
Operations											
Supplies	$6,000.00	$7,991.14	$7,000.00	$10,808.22	$11,000.00	$6,999.48	$7,644.00	$3,356	$7,500	$3,500	$144
Postage	$5,200.00	$3,597.79	$3,500.00	$5,566.96	$6,000.00	$3,955.00	$5,270.00	$730	$5,640	$360	($370)
Subscriptions/Publications	$300.00	$284.00	$300.00	$311.00	$300.00	$519.00	$560.00	($260)	$640	($340)	($80)
Local Government Management					$1,000.00	$0.00	$0.00	$1,000	$0	$1,000	$0
Professional Fees	$12,000.00	$11,100.00	$23,000.00	$11,400.00	$23,000.00	$27,740.00	$31,825.00	($8,825)	$30,000	($7,000)	$1,825
ED Moving Expense					$10,000.00	$218.74	$6,000.00	$4,000	$4,000	$6,000	$2,000
Membership	$8,000.00	$8,269.71	$8,000.00	$6,925.00	$8,000.00	$8,096.00	$8,316.00	($316)	$5,976	$2,024	$2,340
Travel	$0.00	$4,121.30	$11,000.00	$2,544.00	$11,000.00	$1,437.15	$1,786.00	$9,214	$4,398	$6,602	($2,612)
Meeting Expense					$0.00	$2,851.00	$3,803.00	($3,803)	$4,455	($4,455)	($652)
Conferences/Staff Development	$0.00	$10,183.10	$0.00	$14,608.74	$0.00	$5,546.00	$5,675.00	($5,675)	$10,375	($10,375)	($4,700)
Insurance	$3,000.00	$2,107.00	$2,500.00	$5,123.00	$2,500.00	$3,181.00	$3,181.00	($681)	$3,181	($681)	$0
Interest	$4,000.00	$3,812.68	$4,000.00	$1,626.69	$2,000.00	$1,143.67	$1,460.00	$540	$5,822	($3,822)	($4,362)
Business Expense/Miscellaneous Expense	$0.00	$4,952.56	$1,000.00	$330.62	$0.00	$0.00	$140.00	($140)	$540	($540)	($400)
Public Relations	$1,000.00	$696.88	$500.00	$2,742.07	$1,000.00	$285.00	$365.00	$635	$3,000	($2,000)	($2,635)
Consultant	$1,000.00	$7,000.00	$1,000.00	$23,823.49	$1,000.00	$0.00	$0.00	$1,000	$1,000	$0	($1,000)
Travel/Training	$13,000.00	-$176.28	$0.00	$125.35	$0.00	$0.00	$0.00	$0	$0	$0	$0
Staff Development	$2,200.00	$0.00			$0.00	$0.00	$0.00	$0	$0	$0	
Total Value of Operations	**$55,700.00**	**$63,939.88**	**$61,800.00**	**$85,935.14**	**$76,800.00**	**$61,972.04**	**$76,025.00**	**$775**	**$86,527**	**($9,727)**	**($10,502)**
Contingency									**$5,000**		
Total Indirect Expense	**$176,700.00**	**$192,306.24**	**$208,800.00**	**$223,277.58**	**$237,800.00**	**$191,186.77**	**$229,755.00**	**$8,045**	**$244,527**	**($6,727)**	**($14,772)**
Budget vs. Actuals Variance:		($15,606)		($14,478)							

GEORGE WASHINGTON REGIONAL COMMISSION
Final Indirect Expenses
FY19 vs. FY20

	Budget FY2019	Actual YTD 4/30/2019	Projected Year-End FY19	Budget vs. Projected Actuals Variance	Budget FY2020	FY19 vs. FY20 Budget Variance	Projected YE Actuals vs. FY20 Budget Variance
Space and Equipment							
Occupancy	**$97,000**						
Rent		$59,680	$71,616		71,616		0
Loan- Union Bank		$22,474	$27,065		11,671		15,394
Utilities		$7,351	$8,696		9,064		-368
Maintenance		$4,160	$5,000		4,840		160
Taxes		$6,742	$6,742		6,742		0
Total Occupancy Expense:	$97,000	$100,407	$115,102	($18,102)	103,933	(6,933)	15,186
Telephone & Telecommunication	**$9,000**						
Telephone/Telecommunications		7,380	8,880		9,072		
Telephone & Telecommunication	9000	7,380	8,880	$120	9,072	(72)	(192)
Equipment, Rental & Maintenance	38000						
Maintenance		16,877	21,215		24,305		
Software		3,426	4,458		4,690		
Equipment, Rental & Maintenance	38000	20,303	25,673	$12,327	28,995	9,005	(3,322)
Furn/Fixture Replacement	15000						
Misc. Building Equipment Replacement					$2,000		
Office Desks & Chairs			449		$5,000		
Furn/Fixture Replacement:	15000	0	449	$14,551	$7,000	8,000	(6,551)
Equipment Purchase	2000						
New Recording Device Setup					$1,000		
New Hot Water Heater			1,125				
Server Replacement			2,501				
New Computer					$3,000		

	Budget FY2019	Actual YTD 4/30/2019	Projected Year-End FY19	Budget vs. Projected Actuals Variance	Budget FY2020	FY19 vs. FY20 Budget Variance	Projected YE Actuals vs. FY20 Budget Variance
Equipment Purchase:	2000	0	3,626	($1,626)	$4,000	(2,000)	(374)
Total Value Equipment and Space:	**$161,000**	**$128,090**	**$153,730**	**$7,270**	**$153,000**	**$8,000**	**$730**
Operations							
Supplies Expense	11000						
Business Cards/Letterhead		907	907		500		
Office Supplies		6,092	6,737		7,000		
	11000	6,999	7,644	$3,356	7,500	3,500	144
Postage, Shipping & Delivery	6000						
Pitney Bowes Financial Services		1,350	1,665		640		
Pitney Bowes Reserve - Postage		2,605	3,605		5,000		
Postage, Shipping & Delivery	6000	3,955	5,270	$0	5,640	360	-370
Books, Subscriptions & References	300						
Free Lance Star		302	302		300		
Stanford Social		45	45		105		
VA. Assoc. of Gov. Archives & Records			40		80		
Miscellanous Subscriptions		173	173		155		
Books, Subscriptions & References	300	519	560	($260)	640	(340)	(80)
Local Government Management	$1,000	$0	$0	$1,000	$0	$1,000	
Local Government Management	$1,000	$0	$0	$1,000	$0	1,000	$0
Professional Fees							
Dunham, Aukamp, Rhodes, PLC	11000	11,700	11,700		11,900		
Hefty Wiley & Gore, PC	12000	16,000	20,000		18,000		
Misc. Audit Bank Fees		40	125		100		
Professional Fees	23000	27,740	31,825	($8,825)	30,000	(7,000)	1,825
Moving Expense							

	Budget FY2019	Actual YTD 4/30/2019	Projected Year-End FY19	Budget vs. Projected Actuals Variance	Budget FY2020	FY19 vs. FY20 Budget Variance	Projected YE Actuals vs. FY20 Budget Variance
Executive Director	$10,000	$219	$6,000	$4,000	$4,000	6,000	
ED Moving Expense	$10,000	$219	$6,000	$4,000	$4,000	6,000	$2,000
Membership	$8,000						
Fred. Reg. Chamber of Commerce		$475	$475		$475		
King George Chamber of Commerce		$102	$102		$102		
Stafford Rotary Club		$0	$220		$880		
NADO		$3,000	$3,000		$0		
Southeast Regional Directors Institute		$800	$800		$800		
VA Housing Alliance		$350	$350		$350		
VAPDC		$3,050	$3,050		$3,050		
VLGMA		$319	$319		$319		
Membership	$8,000	$8,096	$8,316	($316)	$5,976	2,024	$2,340
Travel	$11,000						
Transportation - Travel		$1,437	$1,786		$4,398		
Travel	$11,000	$1,437	$1,786	$9,214	4,398	6,602	(2,612)
Meeting Expenses							
COA Monthly Meetings		$1,244	$1,692		2,400.00		
Board of Director's Meetings		$808	$1,134		1,550.00		
Miscellaneous Meeting Expense		$798	$976		505.00		
Meeting Expenses	$0	$2,851	$3,803	($3,803)	4,455.00	(4,455)	(652)
Conference, Convention & Meetings							
Staff Development		$1,720	$1,720		2,000.00		
State and National Conferences		$3,826	$3,955		8,375.00		
Conference, Convention & Meetings		$5,546	$5,675	($5,675)	10,375.00	(10,375)	(4,700)
Insurance	$2,500						
VACORP - Business & Equipment		$2,790	$2,790		2,790.00		
VA Dept of Treasury - Public Officials Liab.		$391	$391		391.00		
Insurance	$2,500	$3,181	$3,181	($681)	3,181.00	(681)	0.00
Interest	$2,000						

	Budget FY2019	Actual YTD 4/30/2019	Projected Year-End FY19	Budget vs. Projected Actuals Variance	Budget FY2020	FY19 vs. FY20 Budget Variance	Projected YE Actuals vs. FY20 Budget Variance
Union Bank - Interest Expense		$1,144	$1,460		132		
Stafford County - Interest (5.99% rate)		$0	$0		5,690		
Interest	$2,000	$1,144	$1,460	$540	5,822	(3,822)	(4,362)
Public Relations	$1,000						
Annual Report		$0			2,000		
Advertising Expense		$285	$365		1,000		
Public Re	$1,000	$285	$365	$635	3,000	(2,000)	(2,635)
Consultant	$1,000	$0	$0	$1,000	$1,000	$0	
	$1,000	$0	$0	$1,000	$1,000	$0	($1,000)
Business Expense							
Union - ACH Monthly Fees			$140		$540	($540)	
Business Expense	$0	$0	$140	($140)	$540	($540)	($400)
Total Value of Operations	**$76,800**	**$61,972**	**$76,025**	**$775**	**$86,527**	**($9,727)**	**($10,502)**
Contingency	**$0**	**$0**	**$0**	**$0**	**$5,000**	**($5,000)**	**($5,000)**

Significant Organization Level Budget Modifications from FY19

- Retirement of the building loan. When GWRC moved into the building at 406 Princes Anne Street, significant upfitting and building modifications were required. As such, GWRC took out a loan to pay for those improvements and the move. The annual cost of the loan has most recently been $26,912. We anticipate being able to retire the loan in November of this year.
- Reduction in equipment rental and maintenance. The FY19 budget assumed $38,000 of expenditures in this category. Based on our current run rate, we believe $28,995 is more appropriate for FY20.
- Increase of $2,000 for equipment purchases. The FY19 budget assumed $2,000 of expenditure. However, no purchases were made in the fiscal year that could not be billed to an award. Going forward we are requesting funds to purchase a new computer for the Executive Director and equipment for more professional recording of public meetings.
- Elimination of the Local Government Management line item. This was included in the FY19 budget, but no funds were expended, and no needs are anticipated.
- An increase in professional fees. This relates primarily to legal and accounting services. We anticipate a continuing need for legal assistance with document development and review as it relates to creating a new procurement manual, a document retention program, agency FOIA related policies, as well as intergovernmental agreements and interagency MOUs.
- Creation of a meeting line item. GWRC hosts monthly GWRC Board meetings, monthly CAO meetings, and several department-specific gatherings. Often GWRC provides a light meal. In the past this expense has not been detailed in the budget.
- Addition of an organizational line item for conferences, conventions, and professional development. In the past these expenses have been charged to a specific grant or taken from general availability. While we will continue to charge grants appropriately, we have included a new line item for these investments in employee growth and development. Based on a review of FY18 expenditures, this does not seem to be an increase as much as increased transparency.
- Creation of a contingency fund for GWRC. In order to improve transparency much effort has been put into creating a very detailed and exact budget proposal. This leaves very little room for error or unexpected expenses. We propose adding a small contingency line item ($5,000) to indirect costs to use in the event of unexpected events, needs, or opportunities.
- Addition of interest payments to Stafford County. GWRC is fortunate to have Stafford County serve as its payroll agency. Due to cash flow challenges, that often includes Stafford “floating” payroll expenses until GWRC receives reimbursement for those expenses, in arrearages, from our state and federal partners. Many years ago, GWRC paid Stafford interest for the float. When interest rates became prohibitive Stafford agreed to waive the fees temporarily. While it is not clear why payments were not restarted, this budget assumes a resumption of this payment.
- A 3.0% COLA for employees. Federal economists anticipate a 2.8% increase nationally in the 2019 cost of living.

Departmental/Line of Business Budget Highlights

GWRC FY20 Budget (Final)	Economic Development	Environmental Services	Human Services	Transportation Demand Management	Rural Transportation	FAMPO	Legislative Services	Other Services	Total
Prior Year Balance									
Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Revenues									
Federal Contracts	$ -	$ -	$ 67,095.00	$ -	$ 58,000.00	$ 2,237,381.00	$ -	$ -	$ 2,362,476.00
State Contracts	$ 512,119.00	$ 108,000.00	$ 50,000.00	$ 556,816.00	$ -	$ 106,360.50	$ -	$ 75,000.00	$ 1,408,295.50
Local Dues - Caroline	$ -	$ 964.61	$ 2,540.35	$ 7,361.11	$ 7,853.48	$ -	$ 5,000.00	$ 1,971.45	$ 25,691.00
Local Dues - Fredericksburg	$ -	$ 1,017.26	$ 2,679.00	$ 7,762.88	$ -	$ 5,755.85	$ 5,000.00	$ 1,858.00	$ 24,073.00
Local Dues - King George	$ -	$ 816.36	$ 2,149.91	$ 6,229.75	$ 6,646.52	$ -	$ 5,000.00	$ 1,668.46	$ 22,511.00
Local Dues - Spotsylvania	$ -	$ 4,840.56	$ 12,747.81	$ 36,939.07	$ -	$ 27,389.27	$ 5,000.00	$ 8,841.29	$ 95,758.00
Local Dues - Stafford	$ -	$ 5,361.21	$ 14,118.94	$ 40,912.18	$ -	$ 30,335.38	$ 5,000.00	$ 9,792.29	$ 105,520.00
Other	$ -	$ -	$ 45,585.55	$ 600,000.00	$ -	$ 42,880.00	$ -	$ -	$ 688,465.55
Total	**$ 512,119.00**	**$ 121,000.00**	**$ 196,916.55**	**$ 1,256,021.00**	**$ 72,500.00**	**$ 2,450,102.00**	**$ 25,000.00**	**$ 99,131.50**	**$ 4,732,790.05**
Expenses									
Personnel (Salary + Fringe + Indirect)	$ 140,000.00	$ 15,000.00	$ 138,331.00	$ 472,966.00	$ 71,500.00	$ 1,034,599.00	$ -	$ -	$ 1,872,396.00
Consultants	$ 9,000.00	$ 102,500.00	$ -	$ -	$ -	$ 1,209,403.00	$ 25,000.00	$ -	$ 1,345,903.00
Capacity Building Efforts	$ 23,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 23,000.00
HMIS	$ -	$ -	$ 15,585.55	$ -	$ -	$ -	$ -	$ -	$ 15,585.55
Meetings	$ 2,000.00	$ -	$ -	$ -	$ -	$ 2,300.00	$ -	$ -	$ 4,300.00
New Computer/Software/Equipment	$ 1,000.00	$ -	$ 1,000.00	$ 2,000.00	$ -	$ 24,000.00	$ -	$ -	$ 28,000.00
In State Travel/Conferences	$ 3,000.00	$ -	$ 2,000.00	$ 2,000.00	$ 1,000.00	$ 9,000.00	$ -	$ -	$ 17,000.00
Out of State Travel/Conferences	$ -	$ -	$ -	$ 2,000.00	$ -	$ 15,000.00	$ -	$ -	$ 17,000.00
Software Maintenance	$ -	$ -	$ -	$ -	$ -	$ 18,500.00	$ -	$ -	$ 18,500.00
Office Supplies	$ -	$ -	$ -	$ -	$ -	$ 8,300.00	$ -	$ -	$ 8,300.00
Memberships	$ -	$ -	$ -	$ -	$ -	$ 9,000.00	$ -	$ -	$ 9,000.00
Website/Public Involvement	$ -	$ -	$ -	$ 800.00	$ -	$ 25,000.00	$ -	$ -	$ 25,800.00
Marketing/Outreach	$ 2,000.00	$ -	$ -	$ 119,705.00	$ -	$ -	$ -	$ -	$ 121,705.00
Leased Spaces	$ -	$ -	$ -	$ 36,550.00	$ -	$ -	$ -	$ -	$ 36,550.00
Vanpool Subsidies	$ -	$ -	$ -	$ 20,000.00	$ -	$ -	$ -	$ -	$ 20,000.00
Pass-Through	$ 262,119.00	$ -	$ 40,000.00	$ 600,000.00	$ -	$ -	$ -	$ 20,000.00	$ 922,119.00
Total	**$ 442,119.00**	**$ 117,500.00**	**$ 196,916.55**	**$ 1,256,021.00**	**$ 72,500.00**	**$ 2,355,102.00**	**$ 25,000.00**	**$ 20,000.00**	**$ 4,485,158.55**
Balance									
Unused/Expired Awards	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Project Contingency/Carryover Funds	$ 70,000.00	$ -	$ -	$ -	$ -	$ 95,000.00	$ -	$ -	$ 165,000.00
GWRC Contingency/Fund Balance	$ -	$ 3,500.00	$ -	$ -	$ -	$ -	$ -	$ 79,131.50	$ 82,631.50
Total	**$ 70,000.00**	**$ 3,500.00**	**$ -**	**$ -**	**$ -**	**$ 95,000.00**	**$ -**	**$ 79,131.50**	**$ 247,631.50**

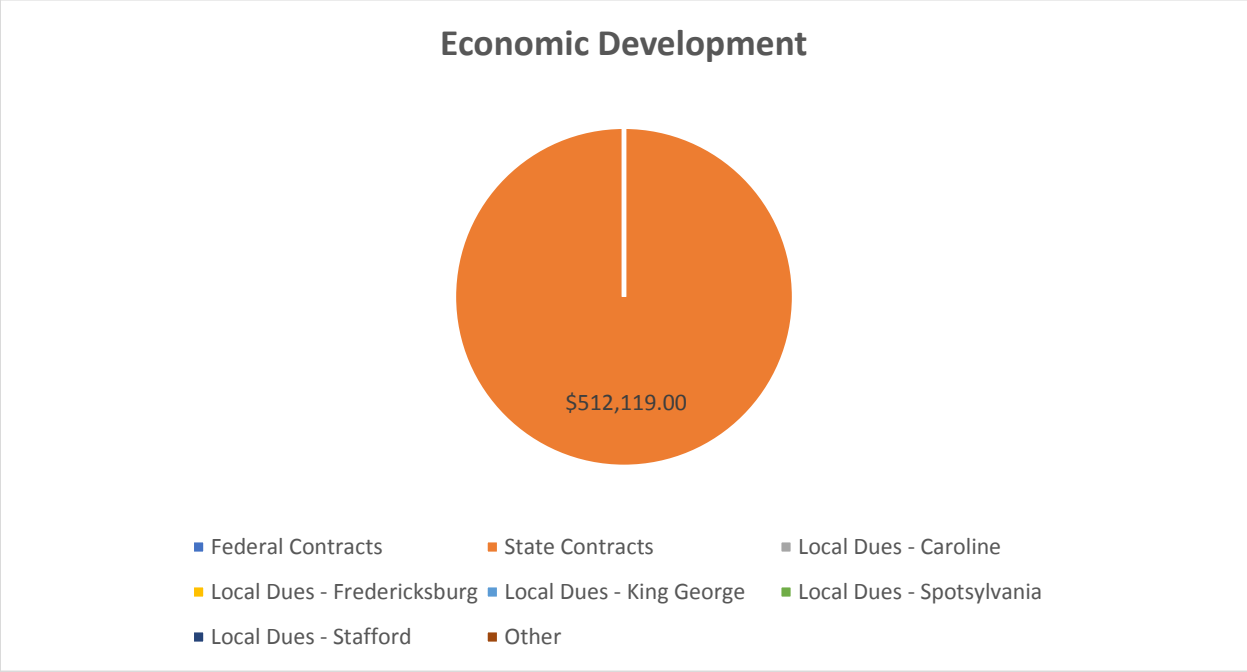
Economic Development

GWRC serves as the support organization and fiscal agent for the Mary Ball Washington Regional Council, better known as GO Virginia Region 6. Region 6 includes all the jurisdictions in the George Washington Region, the Northern Neck, and the Middle Peninsula. As the support organization, GWRC is responsible for staffing and supporting the work of the Council, and well as developing and managing the funding award process, assisting local organizations with the development of their proposals, and overseeing the implementation and financials of specific projects.

In FY19, GO Virginia Region 6 awarded and supported a variety of projects including the PamunkeyNet Business Plan, Flexible Office Space Due Diligence, Virginia Sea Grant Resiliency Planning Grant, Welding Training Program, and Cybersecurity Certification Program, as well as a capacity building grant for the GWRC Region for the "Good Jobs Here" initiative.

In FY20, the program will experience a cost increase of approximately $255,745. Of this, $188,000 are pass-through costs associated with specific projects like those noted above, along with development of a new Growth and Diversification Plan and three project pipeline development contracts. In addition, the budget includes increasing the staffing associated with the program from a part time employee to a full-time GO Virginia staffer with oversight by the Deputy Director.

No local dues are allocated to the program. All GO Virginia funding is under a state contract.



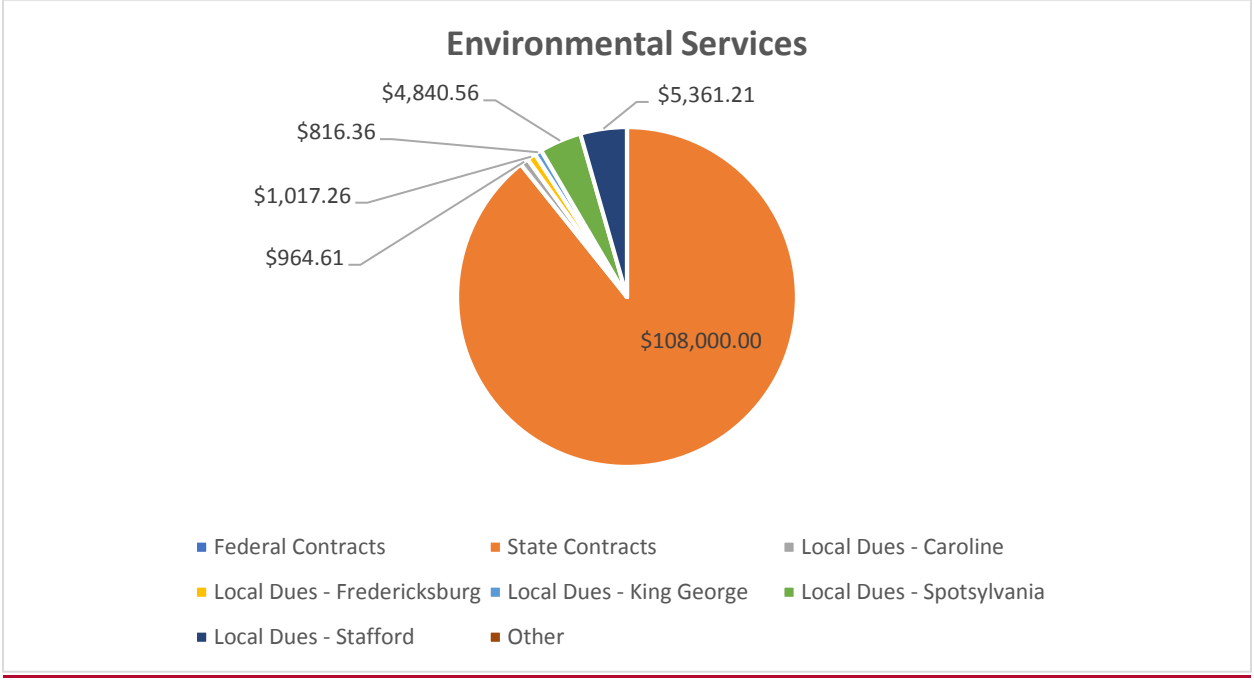
GWRC FY20 Budget (Final) Economic Development	734003 GO VA	734004 PamunkeyNet	734005 Flex Space	734006 VASG	734007 Welding	New Cybersecurity	Total
Prior Year Balance							
Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Revenues							
Federal Contracts	$ -	$ -	$ -	$ -	$ -	$ -	$ -
State Contracts	$ 250,000.00	$ 47,395.00	$ 21,730.00	$ 45,556.00	$ 37,438.00	$ 110,000.00	$ 512,119.00
Local Dues - Caroline	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Local Dues - Fredericksburg	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Local Dues - King George	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Local Dues - Spotsylvania	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Local Dues - Stafford	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total	**$ 250,000.00**	**$ 47,395.00**	**$ 21,730.00**	**$ 45,556.00**	**$ 37,438.00**	**$ 110,000.00**	**$ 512,119.00**
Expenses							
Personnel (Salary + Fringe + Indirect)	$ 140,000.00	$ -	$ -	$ -	$ -	$ -	$ 140,000.00
Consultants	$ 9,000.00	$ -	$ -	$ -	$ -	$ -	$ 9,000.00
Capacity Building Efforts	$ 23,000.00	$ -	$ -	$ -	$ -	$ -	$ 23,000.00
HMIS	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Meetings	$ 2,000.00	$ -	$ -	$ -	$ -	$ -	$ 2,000.00
New Computer/Software/Equipment	$ 1,000.00	$ -	$ -	$ -	$ -	$ -	$ 1,000.00
In State Travel/Conferences	$ 3,000.00	$ -	$ -	$ -	$ -	$ -	$ 3,000.00
Out of State Travel/Conferences	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Software Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office Supplies	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Memberships	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Website/Public Involvement	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Marketing/Outreach	$ 2,000.00	$ -	$ -	$ -	$ -	$ -	$ 2,000.00
Leased Spaces	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Vanpool Subsidies	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pass-Through	$ -	$ 47,395.00	$ 21,730.00	$ 45,556.00	$ 37,438.00	$ 110,000.00	$ 262,119.00
Total	**$ 180,000.00**	**$ 47,395.00**	**$ 21,730.00**	**$ 45,556.00**	**$ 37,438.00**	**$ 110,000.00**	**$ 442,119.00**
Balance							
Unused/Expired Awards	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Project Contingency/Carryover Funds	$ 70,000.00	$ -	$ -	$ -	$ -	$ -	$ 70,000.00
GWRC Contingency/Fund Balance	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total	**$ 70,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 70,000.00**

Environmental Services

The State often turns to planning district commissions to assist with environmental planning efforts, and GWRC is no exception. In the past few years, GWRC has served as the primary regional convener and catalyst for programming and planning related to the Chesapeake Bay and nutrient load reduction. In addition, each year GWRC receives a grant from the Virginia Coastal Zone Management (CZM) Program to provide technical assistance and planning support to the local governments of Planning District 16. Through this program GWRC provides staff support to the Regional Stormwater Managers Technical Committee.

In FY19, GWRC completed a Phase III Watershed Implementation Plan (WIP III), and was one of the few regions in the state to hit the 2025 nutrient load targets set by the State of Virginia. Through the Native Plants program, a demonstration garden was created in King George County to showcase native plants and encourage residents to utilize these non-invasive species. GWRC also received special funding from the Department of Environmental Quality (DEQ) to facilitate a multi-region WIP III convening.

This year, DEQ anticipates awarding an additional $52,000 to each planning district commission within the Chesapeake Bay watershed, for continued work toward meeting the goals outlined in the WIP III. These funds would be available starting October 1, 2019, and would require a $13,000 match. DEQ hopes to make this an ongoing source of funding for Bay planning district commissions.



GWRC FY20 Budget (Final) Environmental Services	731800 CZM TA*	New WIP III - A	New WIP III - B	Total
Prior Year Balance				
Total	**$ -**	**$ -**	**$ -**	**$ -**
Revenues				
Federal Contracts	$ -	$ -	$ -	$ -
State Contracts	$ 34,500.00	$ 21,500.00	$ 52,000.00	$ 108,000.00
Local Dues - Caroline	$ -	$ -	$ 964.61	$ 964.61
Local Dues - Fredericksburg	$ -	$ -	$ 1,017.26	$ 1,017.26
Local Dues - King George	$ -	$ -	$ 816.36	$ 816.36
Local Dues - Spotsylvania	$ -	$ -	$ 4,840.56	$ 4,840.56
Local Dues - Stafford	$ -	$ -	$ 5,361.21	$ 5,361.21
Other	$ -	$ -	$ -	$ -
Total	**$ 34,500.00**	**$ 21,500.00**	**$ 65,000.00**	**$ 121,000.00**
Expenses				
Personnel (Salary + Fringe + Indirect)	$ 5,000.00	$ -	$ 10,000.00	$ 15,000.00
Consultants	$ 29,500.00	$ 18,000.00	$ 55,000.00	$ 102,500.00
Capacity Building Efforts	$ -	$ -	$ -	$ -
HMIS	$ -	$ -	$ -	$ -
Meetings	$ -	$ -	$ -	$ -
New Computer/Software/Equipment	$ -	$ -	$ -	$ -
In State Travel/Conferences		$ -	$ -	
Out of State Travel/Conferences	$ -	$ -	$ -	$ -
Software Maintenance	$ -	$ -	$ -	$ -
Office Supplies	$ -	$ -	$ -	$ -
Memberships	$ -	$ -	$ -	$ -
Website/Public Involvement	$ -	$ -	$ -	$ -
Marketing/Outreach	$ -	$ -	$ -	$ -
Leased Spaces	$ -	$ -	$ -	$ -
Vanpool Subsidies	$ -	$ -	$ -	$ -
Pass-Through	$ -	$ -	$ -	$ -
Total	**$ 34,500.00**	**$ 18,000.00**	**$ 65,000.00**	**$ 117,500.00**
Balance				
Unused/Expired Awards	$ -	$ -	$ -	$ -
Project Contingency/Carryover Funds	$ -		$ -	$ -
GWRC Contingency/Fund Balance	$ -	$ 3,500.00	$ -	$ 3,500.00
Total	**$ -**	**$ 3,500.00**	**$ -**	**$ 3,500.00**

*The CZM TA grant does require a 1:1 match, but GWRC meets this requirement through in-kind contributions by local jurisdiction staff, community partners, and volunteers. The value of these in-kind contributions is not reflected in the GWRC budget.

Human Services

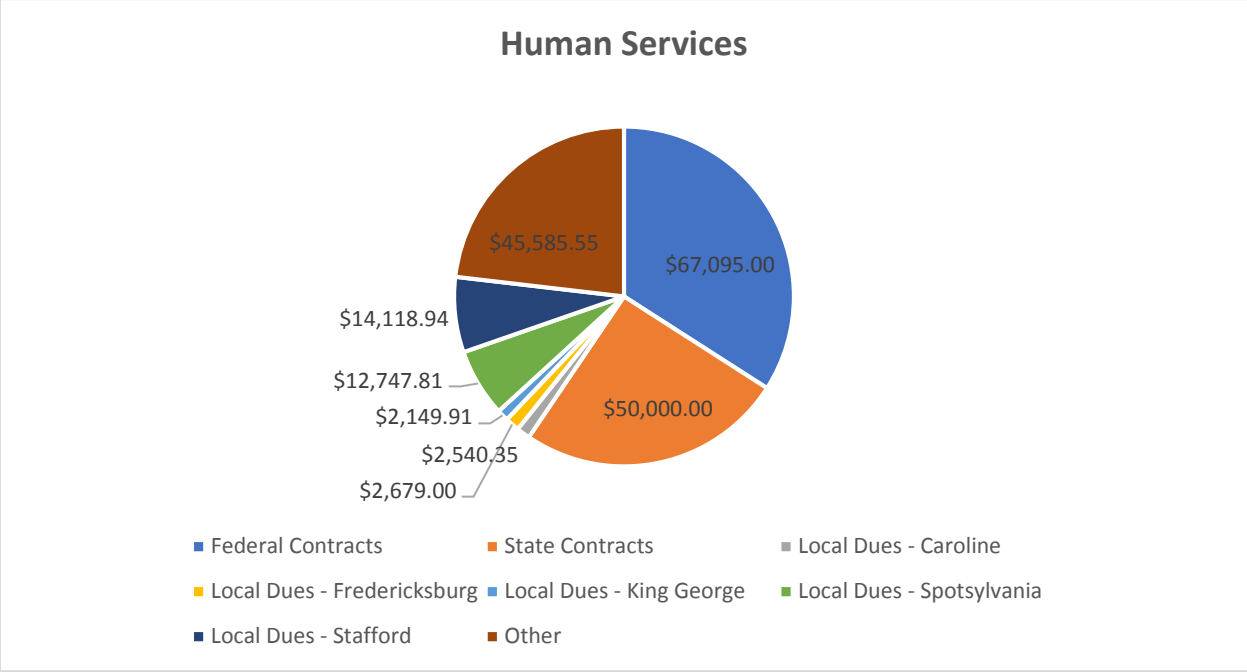
GWRC serves as the lead agency for the Fredericksburg Regional Continuum of Care (CoC), the network of community partners working together to prevent and end homelessness within Planning District 16. As the lead agency, GWRC staff are responsible for submitting collaborative grant applications, collecting and reporting data on all persons accessing homeless services, providing technical assistance to providers, and collaborating with community stakeholders to refine the homeless services system.

The CoC is now more than 50 members strong and generates more than $1.4 million for the community each year through collaborative grant applications written and submitted by GWRC on behalf of multiple partners. 2,557 people experiencing or at risk of homelessness were served by the CoC in FY18, and 1,018 callers to the CoC's helpline were assisted with housing resources over a recent three-month period. The CoC is also responsible for the annual "Point-in-Time" or PIT count, which is used for federal social service allocations and the US Census. The CoC also contracts for the community's HMIS system, which is required for all state and federal grants for homeless services and facilitates excellent data collection, which allows the CoC to make data-informed decisions about how to best structure the community's services. If we did not have a regional CoC with the current level of staffing, our area partners could become ineligible for many state and federal grants.

In the most recent year, the City of Fredericksburg and Mary Washington Hospital made investments in the CoC beyond the local allocation for the Unsheltered Homelessness Initiative Pilot.

Most of the Human Services funding in the GWRC budget is for staffing, with an additional $40,000 in pass-through funding. This pass-through funding is the only significant change from the FY19 budget.

Also, while not reflected in the budget, the CoC will be receiving an AmeriCorps VISTA Member through the Virginia Housing Alliance (VHA) at no cost to GWRC. The Virginia Housing Development Authority (VHDA) will provide the match for this position to VHA directly.



GWRC FY20 Budget (Final) Human Services	731500 HUD CoC HMIS	731503 HUD CoC Planning	731553 VHSP	731505 Unsheltered	731510 RUW Coord Assess	738000 HMIS Agency Fees	Total
Prior Year Balance							
Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Revenues							
Federal Contracts	$ 55,125.00	$ 11,970.00	$ -	$ -	$ -	$ -	$ 67,095.00
State Contracts	$ -	$ -	$ 50,000.00	$ -	$ -	$ -	$ 50,000.00
Local Dues - Caroline	$ 1,390.75	$ 222.08	$ 927.51	$ -	$ -	$ -	$ 2,540.35
Local Dues - Fredericksburg	$ 1,466.66	$ 234.21	$ 978.14	$ -	$ -	$ -	$ 2,679.00
Local Dues - King George	$ 1,177.00	$ 187.95	$ 784.96	$ -	$ -	$ -	$ 2,149.91
Local Dues - Spotsylvania	$ 6,978.97	$ 1,114.45	$ 4,654.39	$ -	$ -	$ -	$ 12,747.81
Local Dues - Stafford	$ 7,729.62	$ 1,234.31	$ 5,155.00	$ -	$ -	$ -	$ 14,118.94
Other	$ -	$ -	$ -	$ 20,000.00	$ 20,000.00	$ 5,585.55	$ 45,585.55
Total	**$ 73,868.00**	**$ 14,963.00**	**$ 62,500.00**	**$ 20,000.00**	**$ 20,000.00**	**$ 5,585.55**	**$ 196,916.55**
Expenses							
Personnel (Salary + Fringe + Indirect)	$ 73,868.00	$ 14,963.00	$ 49,500.00	$ -	$ -	$ -	$ 138,331.00
Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Capacity Building Efforts	$ -	$ -	$ -	$ -	$ -	$ -	$ -
HMIS	$ -	$ -	$ 10,000.00	$ -	$ -	$ 5,585.55	$ 15,585.55
Meetings	$ -	$ -	$ -	$ -	$ -	$ -	$ -
New Computer/Software/Equipment	$ -	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,000.00
In State Travel/Conferences	$ -	$ -	$ 2,000.00	$ -	$ -	$ -	$ 2,000.00
Out of State Travel/Conferences	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Software Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office Supplies	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Memberships	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Website/Public Involvement	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Marketing/Outreach	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Leased Spaces	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Vanpool Subsidies	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pass-Through	$ -	$ -	$ -	$ 20,000.00	$ 20,000.00	$ -	$ 40,000.00
Total	**$ 73,868.00**	**$ 14,963.00**	**$ 62,500.00**	**$ 20,000.00**	**$ 20,000.00**	**$ 5,585.55**	**$ 196,916.55**
Balance							
Unused/Expired Awards	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Project Contingency/Carryover Funds	$ -	$ -	$ -	$ -	$ -	$ -	$ -
GWRC Contingency/Fund Balance	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

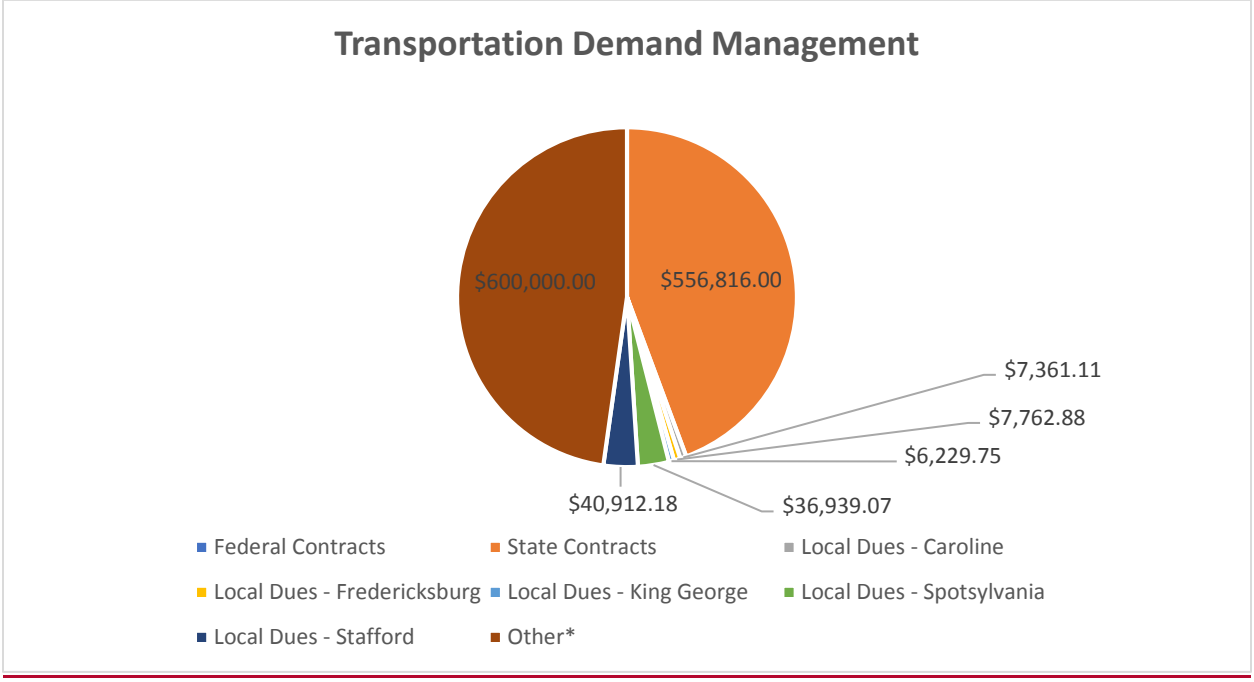
Transportation Demand Management

GWRC has long been known for its nationally-recognized Transportation Demand Management (TDM) program, GWRideConnect. This program is the free ridesharing service in the region that connects residents to transportation solutions other than driving alone. GWRideConnect provides information on carpooling, vanpooling and transit options that will make commutes easier, faster, less expensive, and better for the environment. The program is so popular they enjoy more than 14,000 facebook followers.

As a part of the TDM program, the organization also runs the AdVANtage Self-Insurance Program for vanpool operators. This program provides one of only two vanpool insurance options in the nation and makes it possible for our region to have one of the largest vanpool fleets in the country.

Due to the tremendous efforts of a very small staff, more than 81 million vehicle miles are reduced each year through the work of GWRideConnect. In addition, GWRC participates in the Vanpool Alliance Program, which generates $1.2 million each year for transit capital improvement.

In FY20 we will be looking at making some programmatice changes, looking at new technology, and considering how to reach millenial and younger commuters and encourage them to look at transportation options.



GWRC FY20 Budget (Final) Transportation Demand Management	731701 CMAQ Leases	731717 CMAQ	734100 DRPT Rideshare	New DRPT Vanpool	734130 I-395 VanStart	738018 AdVANtage	Total
Prior Year Balance							
Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Revenues							
Federal Contracts	$ -	$ -	$ -	$ -	$ -	$ -	$ -
State Contracts	$ 30,000.00	$ 125,000.00	$ 310,662.00	$ 86,154.00	$ 5,000.00	$ -	$ 556,816.00
Local Dues - Caroline	$ -	$ -	$ 5,762.90	$ 1,598.22	$ -	$ -	$ 7,361.11
Local Dues - Fredericksburg	$ -	$ -	$ 6,077.44	$ 1,685.45	$ -	$ -	$ 7,762.88
Local Dues - King George	$ -	$ -	$ 4,877.17	$ 1,352.58	$ -	$ -	$ 6,229.75
Local Dues - Spotsylvania	$ -	$ -	$ 28,919.01	$ 8,020.07	$ -	$ -	$ 36,939.07
Local Dues - Stafford	$ -	$ -	$ 32,029.49	$ 8,882.69	$ -	$ -	$ 40,912.18
Other*	$ -	$ -	$ -	$ -	$ -	$ 600,000.00	$ 600,000.00
Total	**$ 30,000.00**	**$ 125,000.00**	**$ 388,328.00**	**$ 107,693.00**	**$ 5,000.00**	**$ 600,000.00**	**$ 1,256,021.00**
Expenses							
Personnel (Salary + Fringe + Indirect)	$ -	$ 92,654.00	$ 307,619.00	$ 72,693.00	$ -	$ -	$ 472,966.00
Consultants	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Capacity Building Efforts	$ -	$ -	$ -	$ -	$ -	$ -	$ -
HMIS	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Meetings	$ -	$ -	$ -	$ -	$ -	$ -	$ -
New Computer/Software/Equipment	$ -	$ -	$ 2,000.00	$ -	$ -	$ -	$ 2,000.00
In State Travel/Conferences	$ -	$ -	$ 2,000.00	$ -	$ -	$ -	$ 2,000.00
Out of State Travel/Conferences	$ -	$ -	$ 2,000.00	$ -	$ -	$ -	$ 2,000.00
Software Maintenance	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Office Supplies	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Memberships	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Website/Public Involvement	$ -	$ -	$ 800.00	$ -	$ -	$ -	$ 800.00
Marketing/Outreach	$ -	$ 32,346.00	$ 67,359.00	$ 20,000.00	$ -	$ -	$ 119,705.00
Leased Spaces	$ 30,000.00	$ -	$ 6,550.00	$ -	$ -	$ -	$ 36,550.00
Vanpool Subsidies	$ -	$ -	$ -	$ 15,000.00	$ 5,000.00	$ -	$ 20,000.00
Pass-Through	$ -	$ -	$ -	$ -	$ -	$ 600,000.00	$ 600,000.00
Total	**$ 30,000.00**	**$ 125,000.00**	**$ 388,328.00**	**$ 107,693.00**	**$ 5,000.00**	**$ 600,000.00**	**$ 1,256,021.00**
Balance							
Unused/Expired Awards	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Project Contingency/Carryover Funds	$ -	$ -	$ -	$ -	$ -	$ -	$ -
GWRC Contingency/Fund Balance	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

*The $600,000 in "Other" Revenues is payments by members of the AdVANtage Vanpool Self Insurance Pool that pass through GWRC to the Virginia Department of the Treasury's Division of Risk Management.

Rural Transportation

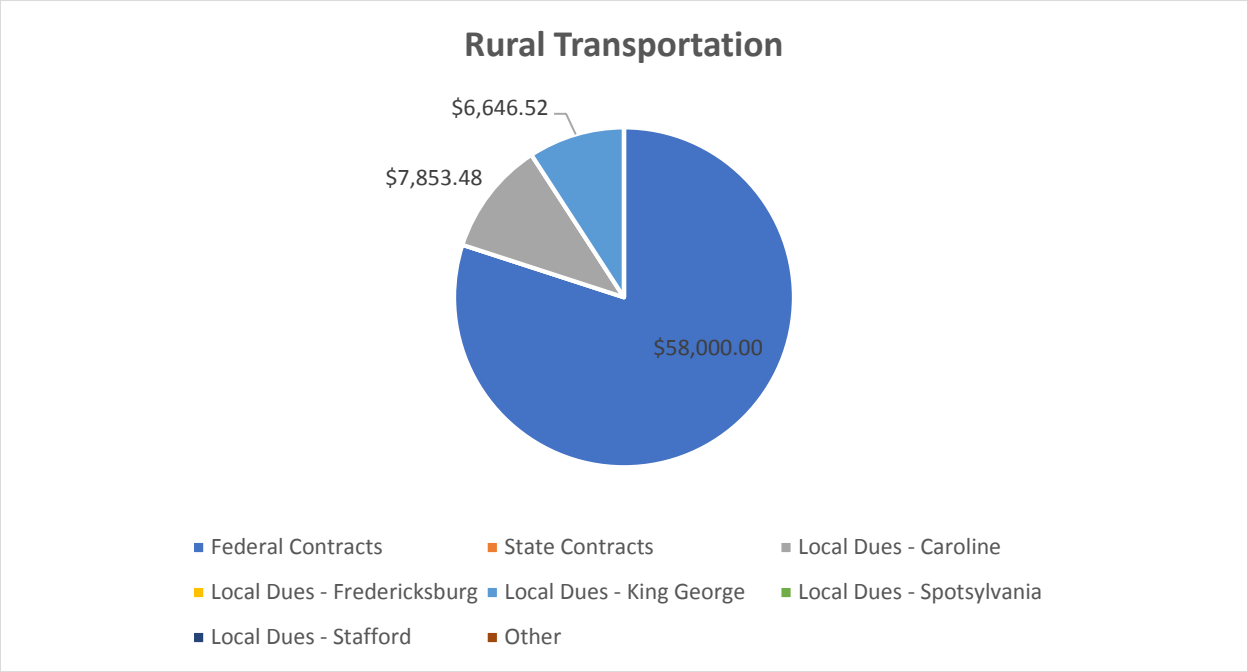
Planning districts with rural areas are awarded $58,000 each year to conduct transportation planning in the region. This funding is matched with $14,500 in local government contributions to create the rural transportation planning program.

While relatively small, the work completed this year played a key role in generating $8.8 million of SMART SCALE project investment in King George County.

Other key accomplishments over the last three years include:

- Worked with a coalition to successfully push for the Governor Nice Bridge project
- Helped Caroline County with the High Speed Rail Study
- Completed the 2045 Rural Long Range Transportation Plan
- Completed Transit Studies for Caroline and King George Counties
- Helped King George County with some RTA Research
- Developed new Land Use data for King George and Caroline Counties
- Completed the sections of the FAMPO Congestion Management Process study for King George and Caroline
- Started the 2050 Rural Long Range Transportation Plan
- Helped King George and Caroline Counties with Smart Scale Round 2 and 3 applications including the Dahlgren Base turn lane project, three US 301 projects, and the Rte 206/Rte 218 Right Turn Lane project.

In FY20 the rural program will address Caroline County and King George County transportation study needs and link to economic development opportunities, including Opportunity Zone tax incentives, where possible. GWRC plans to begin to work with Caroline and King George on a Route 2 Corridor Study (Caroline County), Small Area Plan Study for Bowling Green and Port Royal (Caroline County), and a study to develop and prioritize King George County Transportation.



GWRC FY20 Budget (Final) Rural Transportation Services	Rural Transportation Services
Prior Year Balance	
Total	**$ -**
Revenues	
Federal Contracts	$ 58,000.00
State Contracts	$ -
Local Dues - Caroline	$ 7,853.48
Local Dues - Fredericksburg	$ -
Local Dues - King George	$ 6,646.52
Local Dues - Spotsylvania	$ -
Local Dues - Stafford	$ -
Other	$ -
Total	**$ 72,500.00**
Expenses	
Personnel (Salary + Fringe + Indirect)	$ 71,500.00
Consultants	$ -
Capacity Building Efforts	$ -
HMIS	$ -
Meetings	$ -
New Computer/Software/Equipment	$ -
In State Travel/Conferences	$ 1,000.00
Out of State Travel/Conferences	$ -
Software Maintenance	$ -
Office Supplies	$ -
Memberships	$ -
Website/Public Involvement	$ -
Marketing/Outreach	$ -
Leased Spaces	$ -
Vanpool Subsidies	$ -
Pass-Through	$ -
Total	**$ 72,500.00**
Balance	
Unused/Expired Awards	$ -
Project Contingency/Carryover Funds	$ -
GWRC Contingency/Fund Balance	$ -
Total	**$ -**

FAMPO

The Fredericksburg Area Metropolitan Planning Organization's (FAMPO) mission is to provide a cooperative, continuous and comprehensive ("3C") transportation planning process to build regional agreement on transportation investments, that balance roadway, public transit, bicycle, pedestrian, and other transportation needs and support regional land use, economic, and environmental goals for the safe and efficient movement of people and goods. Special emphasis is placed on providing equal access to a variety of transportation choices and effective public involvement in the transportation planning process.

FAMPO is a federally-mandated agency that is responsible for making policy on local transportation issues and deciding how to spend federal money on transportation projects within the metropolitan planning area.

FAMPO works diligently to address one of our region's most pressing concerns – transportation congestion. Having been noted as home to one of the most heavily congested corridors in the United States, and likely to continue to face challenges with expected heavy population growth, FAMPO looks long and mid-range to find and fund multimodal solutions. FAMPO addresses some of the region's most significant challenges like roadway and transit congestion, safety, public health and equity while aiming to encourage integrated decision-making across disciplines, especially land use and the environment.

In FY19 alone $43.1 million in SMART SCALE Round 3 (Virginia's Transportation funding prioritization program) funding was brought into our region through collaboration between FAMPO, VDOT, and the localities. In addition, $16.4 million in funding was awarded to seven new projects as of FY19 in the region through the following FAMPO funding sources: Congestion Mitigation Air Quality (CMAQ) Improvement Program and Regional Surface Transportation Program (RSTP) Funding. In terms of return on investment, the urban local match of $58,000 in local funds leveraged $522,000 in Federal Funding plus FAMPO SMART SCALE projects.

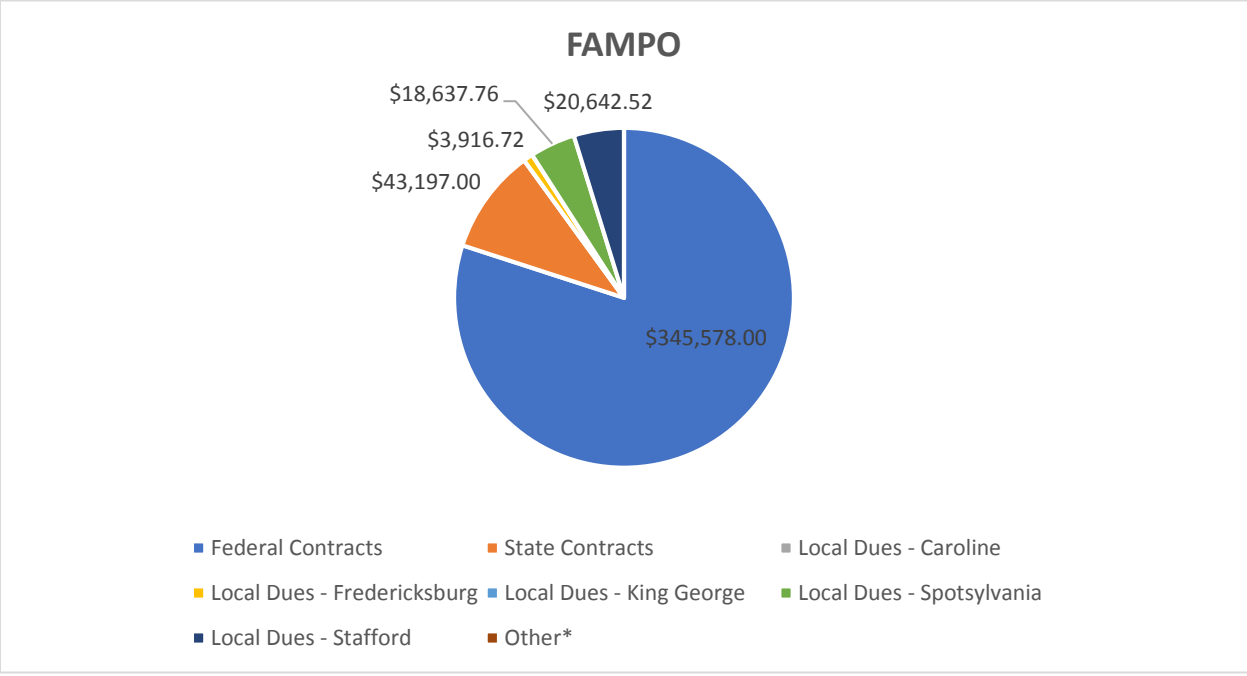
FAMPO's plan of work is determined by the FAMPO Policy Committee and is reflected primarily in the Unified Planning Work Program (UPWP). This year FAMPO revisited their UPWP process and engaged an outside consultant to provide a peer review and recommendations in terms of staffing and scope of work. That UPWP and related documents suggest the following plan of work for FAMPO in FY20:

- Complete 2050 Long-Range Transportation Plan (LRTP)
- Complete FY21-24 Transportation Improvement Plan (TIP)
- Update Public Participation Plan
- Update Title VI Plan
- Update FAMPO website
- Update prioritization methodologies for LRPT, TIP, and CMAQ/RSTP funding to be compliant with new federal requirements
- Continue to implement new federal requirements for performance-based planning and programming and integrate into the FAMPO planning processes
- Complete Lafayette Blvd. Multimodal Study
- Support VDOT studies in the FAMPO region
- Potentially complete additional FAMPO I-95 Interchange Study

Because they are addressing a tremendous need, FAMPO has been able to garner significant financial resources. Previously operating with a small staff and relying heavily on contractors, the increased

financial resources will allow FAMPO to expand their staff to do more work in-house. In FY19, FAMPO was able to move a part-time Regional Planner to full-time and hire a Deputy Administrator to fill the vacant Principal Planner position, and in FY20 FAMPO staff will be expanding to include ~~a Deputy Administrator,~~ a Modeler~~,~~ and a full-time Administrative Assistant.

Revenues	
Federal Contracts	$2,237,381.00
State Contracts	$106,360.50
Local Dues - Caroline	$0.00
Local Dues - Fredericksburg	$5,755.85
Local Dues - King George	$0.00
Local Dues - Spotsylvania	$27,389.27
Local Dues - Stafford	$30,335.38
Other	$42,880.00
Total	**$2,450,102.00**



GWRC FY20 Budget (Final) FAMPO	MPO PL	MPO 5303	5303 Carryover	2050 LRTP	Public Involvement	Regionally Significant Projects UPC	Regional Bike/Ped	Lafayette - VDOT	Lafayette - DRPT	Gateway Blvd. Extended TIA	Smart Scale Tool	Total
Prior Year Balance												
Total	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Revenues												
Federal Contracts	$ 345,578.00	$ 143,446.00	$ 18,954.00	$ 405,000.00	$ 265,000.00	$ 697,000.00	$ 10,000.00	$ 250,000.00		$ 27,403.00	$ 75,000.00	$ 2,237,381.00
State Contracts	$ 43,197.00	$ 17,931.00	$ 2,352.50	$ -	$ -	$ -	$ -	$ -	$ 42,880.00	$ -	$ -	$ 106,360.50
Local Dues - Caroline	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Local Dues - Fredericksburg	$ 3,916.72	$ 1,625.82	$ 213.30	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,755.85
Local Dues - King George	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Local Dues - Spotsylvania	$ 18,637.76	$ 7,736.50	$ 1,015.01	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 27,389.27
Local Dues - Stafford	$ 20,642.52	$ 8,568.67	$ 1,124.19	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 30,335.38
Other*	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 42,880.00	$ -	$ -	$ 42,880.00
Total	**$ 431,972.00**	**$ 179,308.00**	**$ 23,659.00**	**$ 405,000.00**	**$ 265,000.00**	**$ 697,000.00**	**$ 10,000.00**	**$ 250,000.00**	**$ 85,760.00**	**$ 27,403.00**	**$ 75,000.00**	**$ 2,450,102.00**
Expenses												
Personnel (Salary + Fringe + Indirect)	$ 251,972.00	$ 128,108.00	$ 23,659.00	$ 290,000.00	$ 178,100.00	$ -	$ 2,000.00	$ 125,000.00	$ 35,760.00	$ -	$ -	$ 1,034,599.00
Consultants	$ 60,000.00	$ 25,000.00	$ -	$ 105,000.00	$ 45,000.00	$ 697,000.00	$ -	$ 125,000.00	$ 50,000.00	$ 27,403.00	$ 75,000.00	$ 1,209,403.00
Capacity Building Efforts	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
HMIS	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Meetings	$ 500.00	$ 700.00	$ -	$ -	$ 1,100.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,300.00
New Computer/Software/Equipment	$ 12,500.00	$ 3,500.00	$ -	$ -	$ 3,000.00	$ -	$ 5,000.00	$ -	$ -	$ -	$ -	$ 24,000.00
In State Travel/Conferences	$ 3,500.00	$ 3,500.00	$ -	$ -	$ -	$ -	$ 2,000.00	$ -	$ -	$ -	$ -	$ 9,000.00
Out of State Travel/Conferences	$ 7,500.00	$ 7,500.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 15,000.00
Software Maintenance	$ 14,000.00	$ 3,000.00	$ -	$ -	$ 1,500.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 18,500.00
Office Supplies	$ 3,000.00	$ 3,000.00	$ -	$ -	$ 1,300.00	$ -	$ 1,000.00	$ -	$ -	$ -	$ -	$ 8,300.00
Memberships	$ 4,000.00	$ 5,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 9,000.00
Website/Public Involvement	$ -	$ -	$ -	$ -	$ 25,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 25,000.00
Marketing/Outreach	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Leased Spaces	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Vanpool Subsidies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Pass-Through	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total	**$ 356,972.00**	**$ 179,308.00**	**$ 23,659.00**	**$ 395,000.00**	**$ 255,000.00**	**$ 697,000.00**	**$ 10,000.00**	**$ 250,000.00**	**$ 85,760.00**	**$ 27,403.00**	**$ 75,000.00**	**$ 2,355,102.00**
Balance												
Unused/Expired Awards	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Project Contingency/Carryover Funds**	$ 75,000.00	$ -	$ -	$ 10,000.00	$ 10,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 95,000.00
GWRC Contingency/Fund Balance	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total	**$ 75,000.00**	**$ -**	**$ -**	**$ 10,000.00**	**$ 10,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 95,000.00**

*The $42,880 in "Other" revenues is match for the Lafayette Blvd Study contributed by the City of Fredericksburg (above and beyond local dues).
**The $75,000 in Project Contingency/Carryover Funds is intended to offset the impact of the FAMPO portion of the local dues reduction.

GWRC FY20 Budget (Final) Legislative Services	Total
Prior Year Balance	
Total	**$ -**
Revenues	
Federal Contracts	$ -
State Contracts	$ -
Local Dues - Caroline	$ 5,000.00
Local Dues - Fredericksburg	$ 5,000.00
Local Dues - King George	$ 5,000.00
Local Dues - Spotsylvania	$ 5,000.00
Local Dues - Stafford	$ 5,000.00
Other	$ -
Total	**$ 25,000.00**
Expenses	
Personnel (Salary + Fringe + Indirect)	$ -
Consultants	$ 25,000.00
Capacity Building Efforts	$ -
HMIS	$ -
Meetings	$ -
New Computer/Software/Equipment	$ -
In State Travel/Conferences	$ -
Out of State Travel/Conferences	$ -
Software Maintenance	$ -
Office Supplies	$ -
Memberships	$ -
Website/Public Involvement	$ -
Marketing/Outreach	$ -
Leased Spaces	$ -
Vanpool Subsidies	$ -
Pass-Through	$ -
Total	**$ 25,000.00**
Balance	
Unused/Expired Awards	$ -
Project Contingency/Carryover Funds	$ -
GWRC Contingency/Fund Balance	$ -
Total	**$ -**

GWRC FY20 Budget (Final) Other Services	737001 LEPC	734000 DHCD TA	Currently Unallocated	Total
Prior Year Balance				
Total	**$ -**	**$ -**	**$ -**	**$ -**
Revenues				
Federal Contracts	$ -	$ -	$ -	$ -
State Contracts	$ -	$ 75,000.00	$ -	$ 75,000.00
Local Dues - Caroline	$ 1,664.89	$ -	$ 306.56	$ 1,971.45
Local Dues - Fredericksburg	$ 1,534.71	$ -	$ 323.29	$ 1,858.00
Local Dues - King George	$ 1,409.02	$ -	$ 259.44	$ 1,668.46
Local Dues - Spotsylvania	$ 7,302.92	$ -	$ 1,538.37	$ 8,841.29
Local Dues - Stafford	$ 8,088.46	$ -	$ 1,703.83	$ 9,792.29
Other	$ -	$ -	$ -	$ -
Total	**$ 20,000.00**	**$ 75,000.00**	**$ 4,131.50**	**$ 99,131.50**
Expenses				
Personnel (Salary + Fringe + Indirect)	$ -	$ -	$ -	$ -
Consultants	$ -	$ -	$ -	$ -
Capacity Building Efforts	$ -	$ -	$ -	$ -
HMIS	$ -	$ -	$ -	$ -
Meetings	$ -	$ -	$ -	$ -
New Computer/Software/Equipment	$ -	$ -	$ -	$ -
In State Travel/Conferences	$ -	$ -	$ -	$ -
Out of State Travel/Conferences	$ -	$ -	$ -	$ -
Software Maintenance	$ -	$ -	$ -	$ -
Office Supplies	$ -	$ -	$ -	$ -
Memberships	$ -	$ -	$ -	$ -
Website/Public Involvement	$ -	$ -	$ -	$ -
Marketing/Outreach	$ -	$ -	$ -	$ -
Leased Spaces	$ -	$ -	$ -	$ -
Vanpool Subsidies	$ -	$ -	$ -	$ -
Pass-Through	$ 20,000.00	$ -	$ -	$ 20,000.00
Total	**$ 20,000.00**	**$ -**	**$ -**	**$ 20,000.00**
Balance				
Unused/Expired Awards	$ -	$ -	$ -	$ -
Project Contingency/Carryover Funds	$ -	$ -	$ -	$ -
GWRC Contingency/Fund Balance	$ -	$ 75,000.00	$ 4,131.50	$ 79,131.50
Total	**$ -**	**$ 75,000.00**	**$ 4,131.50**	**$ 79,131.50**

Appendix A
Impact of $20,000 Reduction in Local Dues

The following charts show the potential impact of a $20,000 reduction in local dues. These charts illustrate how this reduction would impact GWRC, FAMPO, Legislative Services, and Emergency Planning if distributed proportionally. Because local dues are used to match state and federal grants, a $20,000 reduction in local dues translates to a $90,608 reduction in funding that can no longer be matched, for a total loss of $110,608.

	GWRC (excluding Rural Transportation)	Rural Transportation	FAMPO	Legislative Services	Regional Emergency Planning Committee	TOTAL
Local Dues - Caroline	$11,173	$7,853	$0	$5,000	$1,665	$25,691
Local Dues - Fredericksburg	$11,782	$0	$5,756	$5,000	$1,535	$24,073
Local Dues - King George	$9,455	$6,647	$0	$5,000	$1,409	$22,511
Local Dues - Spotsylvania	$56,066	$0	$27,389	$5,000	$7,303	$95,758
Local Dues - Stafford	$62,097	$0	$30,335	$5,000	$8,088	$105,520
TOTAL	$150,573	$14,500	$63,480	$25,000	$20,000	$273,553
Percent of Total Local Dollars	55.04%	5.30%	23.21%	9.14%	7.31%	100.00%
TOTAL Less Rural Transportation	$150,573	$0	$63,480	$25,000	$20,000	$259,053
Percent of Total Local Less Rural Transportation	58.12%	0.00%	24.50%	9.65%	7.72%	100.00%
Match Requirement	25.00%	25.00%	10.00%	0.00%	0.00%	
Proportional $20,000 Match Loss	**$11,625**	**$0**	**$4,901**	**$1,930**	**$1,544**	**$20,000**
Additional State/Federal Loss	**$46,500**	**$0**	**$44,108**	**$0**	**$0**	**$90,608**
Total Loss ($20,000 local and associated state/federal funds)	**$58,124**	**$0**	**$49,009**	**$1,930**	**$1,544**	**$110,608**

	Match Loss	Additional Loss	TOTAL LOSS
GWRC	$11,625	$46,500	$58,124
FAMPO	$4,901	$44,108	$49,009
LEGISLATIVE	$1,930	$0	$1,930
EMERGENCY PLANNING	$1,544	$0	$1,544
TOTAL	$20,000	$90,608	$110,608

Appendix B
Rates with Leave and Holidays under Fringe Benefits

For the past several years, GWRC has been budgeting annual leave, sick leave, and holidays under the salary line item rather than the fringe benefits line item. The below chart illustrates what the fringe and indirect rates would be if leave and holidays were moved under the fringe benefits line item.

Fringe Benefits	Full Time	Part Time	Total
Total Fringe Benefits	$542,058	$13,462	$555,520
Total Salaries	$795,404	$61,929	$857,332
Fringe Rate (Total Fringe Benefits/Total Salaries)	68.15%	21.74%	64.80%

Indirect Costs	Total
Indirect Salaries	$167,903
Fringe on Indirect Salaries	$100,261
Indirect Costs	$244,527
Total Indirect Costs	$512,691
Total Salaries Less Indirect Salaries	$689,429
Total Fringe Benefits Less Fringe on Indirect Salaries	$455,259
Total Base	$1,144,688
Indirect Rate (Total Indirect Costs/Total Base)	44.79%

GEORGE WASHINGTON
REGIONAL COMMISSION

9a. Resolution 19-09: Approving the Slate of Officers to Serve in FY20

George Washington Regional Commission
406 Princess Anne Street
Fredericksburg, Virginia 22401
(540) 373-2890
Fax (540) 899-4808
www.gwregion.org

RESOLUTION NO. 19-09

APPROVING THE SLATE OF OFFICERS TO SERVE IN FISCAL YEAR 2020

WHEREAS, the George Washington Regional Commission ("the Commission") is the Planning District Commission serving the City of Fredericksburg and Caroline, King George, Spotsylvania and Stafford counties, known together as Planning District 16, and

WHEREAS, the Commission is governed by a ten-member Board that includes a Chairman, First Vice Chairman, Second Vice Chairman, Treasurer and Secretary, which collectively constitute the Commission's Executive Committee, and;

WHEREAS, the Commission's By-Laws include a provision for the annual rotation among the member localities that determines which locality shall fill each of the officer positions, such that the locality represented by the outgoing Secretary shall then fill the Treasurer's seat, the locality of the outgoing Treasurer shall then fill the Second Vice Chairman's seat and so forth, with the locality of the outgoing Chairman then filling the Secretary's seat.

NOW, THEREFORE, BE IT RESOLVED by the George Washington Regional Commission that it hereby approves the following slate to serve as the Executive Committee in Fiscal Year 2020:

Timothy McLaughlin, Spotsylvania County – Chairman
Ruby Brabo, King George County – First Vice Chairman
Jeff Black, Caroline County – Second Vice Chairman
Matthew Kelly, City of Fredericksburg – Treasurer
Meg Bohmke, Stafford County – Secretary

Adopted by the George Washington Regional Commission at its duly called meeting of June 17, 2019 in the City of Fredericksburg, Virginia, a quorum being present.

_____ June 17, 2019
Meg Bohmke, Chairman

10. GWRC/FAMPO MOU

MEMORANDUM OF UNDERSTANDING
BETWEEN
GEORGE WASHINGTON REGIONAL COMMISSION
AND
FREDERICKSBURG AREA METROPOLITAN PLANNING ORGANIZATION

This Memorandum of Understanding (MOU) is entered into this _____ day of _____, in the year _____, by and between the George Washington Regional Commission (GWRC) and the Fredericksburg Area Metropolitan Transportation Planning Organization (FAMPO), in order to describe their mutually beneficial relationship and to set forth their mutual and respective roles and responsibilities.

WHEREAS, GWRC is a legally constituted public agency of the Commonwealth of Virginia, created by Act of the Virginia General Assembly ("Regional Cooperation Act," § 15.2-4200, *et seq.* of the *Code of Virginia*), the purpose of which is to promote the orderly and efficient development of the physical, social and economic elements of Planning District 16 by planning, and by encouraging and assisting governmental subdivisions to plan for the future; and,

WHEREAS, GWRC serves Planning District 16, and is composed of elected officials from the member jurisdictions of the City of Fredericksburg and Caroline, King George, Spotsylvania, and Stafford Counties; and,

WHEREAS, FAMPO is a Public Policy Committee created by the Governor of the Commonwealth of Virginia in response to administrative requirements of Section 9 of the Urban Mass Transportation Act of 1964, Chapter VI of Title 49, United States Code; and 23 CFR Parts 450 and 613, defined under 23 U.S.C. § 134 and § of the Federal Transit Act, and formally recognized by Title 33.2, Chapter 32 of the *Code of Virginia* (§ 33.2-3200, *et seq.* of the *Code of Virginia*); and,

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WHEREAS, FAMPO is responsible for the development of regional long-range transportation planning, has sole decision-making authority over urban transportation policy for the Fredericksburg Metropolitan Planning Area, which is composed of the City of Fredericksburg and the counties of Spotsylvania and Stafford, and has sole authority to direct the use of State and Federal funds for this purpose; and,

WHEREAS, the FAMPO Policy Committee is composed of elected officials from the member jurisdictions (with the City of Fredericksburg, and the counties of Spotsylvania and Stafford as voting members) and of representatives from the Secretary of Transportation for the Commonwealth of Virginia and the Potomac and Rappahannock Transportation Commission (PRTC); and,

WHEREAS, the FAMPO Policy Committee conducts its regional long-range transportation planning through the development of the Unified Planning Work Program (UPWP), the regional Transportation Improvement Program (TIP), a Long-Range Transportation Plan (LRTP), and other planning projects and instruments; and,

WHEREAS, the FAMPO Policy Committee is self-funded, by virtue of its dedicated formula funds, and is fully responsible for the conduct of its affairs and the establishment and oversight of its policies; however, FAMPO has limited legal authority, is not an independent legal entity, and does not have the independent authority to expend funds, sue and be sued, hire employees, or enter into leases or contracts; and,

WHEREAS, given FAMPO's limited legal authority, it requires a fiscal agent and staffing to carry out its responsibilities; and,

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WHEREAS, the FAMPO Policy Committee is responsible for directing the day to day work of the FAMPO Administrator and all other staff assigned to FAMPO in carrying out the urban transportation planning program; and,

WHEREAS, FAMPO and GWRC, desiring to enter into this revised MOU for purposes of clarifying their respective and mutual roles and responsibilities, in exchange for the consideration expressed herein, agree as follows:

1. **Fiscal Agent Support**: GWRC shall serve as the fiscal agent for FAMPO and perform the following functions on its behalf and at the direction of the FAMPO Policy Committee:

a. At the direction of the FAMPO Policy Committee, GWRC shall contract for and administer Federal and State transportation planning grant funds for FAMPO in accordance with the annual Agreements between the Virginia Department of Transportation and GWRC.

b. The GWRC Executive Director, as the chief administrative officer of GWRC in its fiscal agency to FAMPO, shall have authority to approve and execute grants, agreements, and contracts with vendors, State and Federal Agencies, and other parties, as required to carry out the FAMPO UPWP, at the direction of the FAMPO Policy Committee and the FAMPO Administrator, and consistent with the laws, polices, regulations, and requirements of applicable State and Federal law, and policies established by FAMPO and the GWRC.

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c. As the fiscal agent to FAMPO, GWRC shall be responsible for compliance with all Federal, State, and local laws and regulations, and for compliance with all organizational policies and procedures, and, as such, is responsible for issues of non-compliance or violations of law.

d. The FAMPO Policy Committee shall be responsible for the establishment and execution if its own budget. Any amendments to the FAMPO budget shall be at the direction of the FAMPO Policy Committee. GWRC is responsible for the GWRC budget and appropriations of funds, which includes FAMPO's budget and appropriations, and amendments thereto as approved by the FAMPO Policy Committee.

e. The GWRC and FAMPO shall create and maintain a joint finance committee that meets on a regular basis and works cooperatively toward appropriate funding of each organization.

2. **Administrative and Technical Staff Support**: GWRC shall provide administrative and technical staff support to the MPO for the purpose of carrying out the approved annual work program of the MPO, as contained in the adopted UPWP and applicable State and Federal agreements, and amendments thereto. In providing this administrative and technical staff support:

a. At the direction of the FAMPO Policy Committee, the FAMPO Administrator and staff assigned to FAMPO shall lead the staff hiring process for staff assigned to FAMPO and make all personnel assignments to carry out FAMPO approved work tasks. The GWRC Executive Director will assure compliance with State and Federal agreements and regulations in the hiring process for staff assigned to FAMPO.

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The GWRC Executive Director or his/her designee may participate in the hiring process for staff assigned to FAMPO with the exception of the FAMPO Administrator. The FAMPO Policy Committee and the FAMPO Administrator shall be notified by the GWRC Executive Director prior to the employment of any person assigned to FAMPO. The FAMPO Administrator shall direct the work of the assigned employees.

b. GWRC shall insure compliance of all of its employees, including those assigned to FAMPO, within the scope of the GWRC personnel policies and procedures.

c. Policy direction to GWRC staff assigned to approved FAMPO work tasks shall be provided by the FAMPO Policy Committee and FAMPO Administrator and its duly authorized committees in a manner consistent with applicable provisions of this MOU.

d. The FAMPO Policy Committee shall appoint a FAMPO Administrator, who shall serve at the pleasure of the FAMPO Policy Committee. The FAMPO Policy Committee may not enter into an employment agreement with the appointed FAMPO Administrator but shall exercise supervision and performance management of the Administrator. The FAMPO Administrator's compensation package will be set by the FAMPO Policy Committee and executed by the GWRC Administrator.

e. The FAMPO Administrator shall coordinate the resources and staff required to accomplish the proposed work elements of the FAMPO UPWP and comply with applicable State and Federal agreements, subject to fiscal constraints and appropriations.

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f. The FAMPO Administrator shall have supervisory responsibility for all GWRC personnel assigned to FAMPO approved work tasks, and all such personnel shall be subject to the GWRC's Personnel Policies.

g. The GWRC Executive Director and FAMPO Administrator shall work cooperatively and consider sharing resources when mutually beneficial to both organizations, subject to proper accounting of time and assessment of expense to appropriate funding streams and upon approval of the governing bodies of both the GWRC and FAMPO.

3. This Agreement shall be terminated immediately upon the occurrence of any one or more of the following:

a. Withdrawal of the Section 134 designation to the MPO by the Governor Of Virginia, or by operation of law;

b. Withdrawal of GWRC from the 3-C Planning Process.

c. Withdrawal by a 2/3 majority vote of elected representatives of either the GWRC or the elected policy committee members of the FAMPO Policy Committee

4. This MOU supersedes and replaces all previous MOUs between GWRC and FAMPO, including but not limited to the MOU approved and entered into by the parties dated July 15, 2013 (Commission Resolution No. 14-02 and FAMPO Resolution 13-24).

5. Amendments to this Memorandum of understanding shall only be made by written agreement between GWRC and FAMPO.

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6. This Memorandum of Understanding has been signed by the Chair of the GWRC and the Chair of the FAMPO in ratification of the clauses contained herein, pursuant to the approval and authorization of their respective bodies, and shall be effective as of the date(s) set forth above or below, whichever is later.

FREDERICKSBURG AREA METROPOLITAN PLANNING ORGANIZATION

_____

Name: Chair Date

GEORGE WASHINGTON REGIONAL COMMISSION

_____

Name: Chair Date

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GEORGE WASHINGTON
REGIONAL COMMISSION

11a. FHWA Federal Certification Review Presentation from May FAMPO Policy Committee Meeting

DC-MD-VA TMA
Planning Certification Review

Plus Additional FHWA Virginia Division Comments and Recommendations to the Fredericksburg Area Metropolitan Planning Organization and Virginia Department of Transportation

May 20, 2019

U.S. Department of Transportation
Federal Highway Administration
Virginia Division

Certification

The Secretary shall ensure that the metropolitan planning process of a metropolitan planning organization serving a transportation management area is being carried out in accordance with applicable provisions of Federal law.
[23 USC 134(k)(5)(A)(i) and 49 USC 5303(k)(5)(A)(i)]

Definition, Purpose and Frequency of Review

- **What is it?** In depth, documented review of planning process
- **What for?** To ensure the planning and program process is consistent with federal law and regulations
- **How often?** At least every 4 years

Planning Certification Review

The Certification is not just a review of the MPO or its staff; rather, it is a review of the planning process conducted by all agencies (State, MPO, and transit operators) charged with carrying out the process on a daily basis. This shared responsibility is specifically addressed in the regulations:

The MPO, State(s), and the providers of public transportation shall cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning process.
[23 CFR 450.314(a)]

DC-MD-VA TMA Planning Certification Review

- **Date: April 10-11, 2019**

- **Participating Agencies and Groups:**
  - **Federal**
  - **State**
  - **Regional**
  - **Local**
  - **TPB CTAC**
  - **FAMPO CTAG (March 13, 2019)**

Areas of TMA Review (Risk-Based)

- Risk-based review focuses on high-risk areas, both threats and opportunities, and does not attempt to cover every planning topic.

- Review Topics
  - Agreements/Contracts (3-C, PBPP, Coordination Agreement)
  - UPWP/Budget
  - Long Range Plan and TIP
  - Financial Planning and Fiscal Constraint
  - Transportation Performance Mgmt. (Target Setting and Performance Measures)
  - Performance Based Planning and Programming
  - Public Involvement, Environmental Justice, ADA, Title VI Civil Rights

CTAG and Public Meeting

Date: March 13, 2019

Citizen Transportation Advisory Group (CTAG)

Dave Swan, Chair, Stafford County
Dave McLaughlin, City of Fredericksburg
Neil Holloran, Spotsylvania County
Stan Huie, Spotsylvania County
Josh Templeton, Spotsylvania County
Morgan Burch, Stafford County
Glenn Goldsmith, II, Stafford County
Rupert Farley, At-Large
Larry Gross, At-Large
Melvin Allen, Stafford County

Others Present

Paul Agnello, GWRC
Briana Hairfield, GWRC
John Bentley, GWRC
Colin Cate, GWRC
Kari Barber, GWRC
Victor Austin, FTA (Phone)
Roger Hunter, Federal Aviation
Roger Hunter
Linda Seay
David Cooper, Thurman Brisben Homeless Shelter
Linda LuSut, VDOT
Lyn Erickson, WASHCOG (Phone)
Ivan Rucker, FHWA

CTAG and Public Meeting Comments

Public Input (1):

- Expand transit and improve routes and schedules to serve the region's disadvantaged and low-income.
- Lack of access to affordable housing within the MPO region. Enhanced transit routes and schedules to serve King George and Caroline County could help improve accessibility and quality of life experiences/opportunities – particularly for those transitioning out of homeless shelters.

CTAG comments:

- Praise for I-95 Express lanes/extension and the project's contributions to reducing congestion.
- Some would like additional focus on congestion pricing and travel demand management strategies.
- Great working relationship with the MPO Policy Board. Many feel as though they are being heard.
- Some members would like to expand CTAG's reach (i.e., opportunities to reach the public/take the meeting to the public).
- Some believe that the FAMPO region, considering the area's complexity and congestion issues, is being "shortchanged" thru the SmartScale funding process.
- Some shared concerns with Transurban Agreement.

CTAG and Public Meeting cont'd

CTAG comments:

- Kudos given to MPO staff's outreach efforts thru social media (26k members on Facebook).
- CTAG members very active at VDOT meetings regarding transportation projects in the region.
- Concerned with congestion/congestion levels exceeding capacity.
- Top 5 strategies for reaching the public and keeping them informed about transportation decisions impacting the region (Freelance Star, Social Media, WTOP advertising, attending meetings, Internet).

DC-MD-VA TMA Comments and Recommendations

The following are the Federal Review Team comments and recommendations that are pertinent to FAMPO:

- TPB, FAMPO, State, and providers of public transportation, develop agreed upon specific written provisions for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO, and the collection of data for the State asset management plan for the NHS. [23 CFR 450.314(h)(1)(iii)]

- TPB and FAMPO update the 2004 TPB/FAMPO MOU to reaffirm and validate the mutually agreed upon roles of each MPO and in consideration of the passage of multi-year Federal surface transportation legislation to ensure that ongoing roles and responsibilities are consistent with regional, State and Federal expectations. [23 CFR 450.314(g), 23 CFR450.314(b)]

- The planning process for the FAMPO region outside of the TPB TMA area will be reviewed as part of a finding (23 CFR 450.220(b)) that is part of the review and approval of the STIP by FHWA and FTA. As necessary, FHWA and FTA may conduct a review to verify compliance of the transportation planning process and the UPWP in the FAMPO region.

Additional Comments and Recommendations

The FHWA Virginia Division staff comments and recommendations are based on the following and will be considered during our review of FAMPO's Transportation Improvement Program submittal:

1) FAMPO Desk Review as part of TPB Certification Review
2) Staff comments shared as part of TPB Certification Review
3) Review of FAMPO's 2018 , 2019, 2020 Work Program
4) Review of FAMPO meeting minutes and FHWA Policy Board attendance
5) Communications with GWRC staff, VDOT, and Policy Board members
6) Public meeting with FAMPO CTAG
7) Review of FAMPO and GWRC agreements (including PL and SPR agreements)

Comments and Recommendations (Agreements)

- FHWA requests that FAMPO and the officials of public agencies that operate major modes of transportation in the metropolitan area, update and resubmit a 3-C Agreement to the Secretary of Transportation**.** [23 CFR450.314(a)]

- FHWA recommends that the GWRC review the *Agreement for the Utilization of Federal and State Funds to Support Metropolitan Planning in the Fredericksburg Area* and ensure proper internal controls and reporting structure exist to deliver on requirements contained in the agreement. VDOT should conduct a comprehensive review as necessary (FHWA available to assist).

Comments and Recommendations (Work Program)

- FHWA requests that VDOT provide copies of *quarterly* FAMPO performance reports for Federal PL, SPR, and RSTP funds that contain:
  a) Comparison of actual performance with established goals;
  b) Progress in meeting schedules;
  c) Status of expenditures in a format compatible with the work program, including a comparison of budgeted (approved) amounts and actual costs incurred;
  d) Cost overruns or underruns;
  e) Approved work program revisions; and
  f) Other pertinent supporting data (as determined by Policy Board or VDOT).
- FHWA requests that FAMPO remove the GWRC's rural Federal SPR and State matching funds from the Work Program/Budget.

[***23 CFR 420.117(b)(1)*; *Agreement for the Utilization of Federal and State Funds to Support Metropolitan Planning in the Fredericksburg Area, GWRC/VDOT Rural Agreement***]

Comments and Recommendations (Work Program) Cont'd

- FHWA requests that VDOT, as part of the next Title VI Review of the GWRC and in consideration of the statewide and metropolitan planning regulations, GWRC agreements with the VDOT, and the GWRC Title VI Assurance, review all MOUs between the GWRC and FAMPO for appropriateness.
- FHWA recommends that the GWRC's Fiscal Agent, in cooperation with the VDOT District office, provide enhanced oversight and review of the accounting of federal and state matching funds contained in the FAMPO UPWP.
- The FAMPO has an adopted project selection and scoring methodology process for the use of RSTP and CMAQ funds. As part of the VDOT and FHWA FY2020 UPWP approval process, FHWA requests a meeting with VDOT and FAMPO staff and Fiscal Agent, to better understand the MPO's project selection and scoring methodology process and subsequent RSTP-funded planning tasks and activities contained in the FY2020 UPWP.

Thank You!

GEORGE WASHINGTON
REGIONAL COMMISSION

11b. FHWA Comments on Draft FAMPO 2020 UPWP

From:	Linda Millsaps
To:	Kate Gibson
Subject:	FW: FHWA Virginia Division Comments, Suggestions, and recommendations to FAMPO (and GWRC)
Date:	Thursday, June 13, 2019 3:46:42 PM
Attachments:	image001.png Attachment 1 Resolution-18-39.pdf Attachment 2 UPWP Analysis.xlsx

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From: Rucker, Ivan (FHWA) <Ivan.Rucker@dot.gov>
Sent: Wednesday, June 05, 2019 4:02 PM
To: Paul Agnello <agnello@gwregion.org>; Linda Millsaps <millsaps@gwregion.org>; Haynes, Stephen <stephen.haynes@vdot.virginia.gov>
Cc: LaSut, Linda <linda.lasut@vdot.virginia.gov>; Simkins, John (FHWA) <John.Simkins@dot.gov>; Shropshire, Michelle, PE (VDOT) (Michelle.Shropshire@VDOT.Virginia.gov) <Michelle.Shropshire@VDOT.Virginia.gov>
Subject: FHWA Virginia Division Comments, Suggestions, and recommendations to FAMPO (and GWRC)

Hello,

Please see comments, suggestions, and recommendations based on our review of FAMPO's Draft 2020 UPWP below and participation in the FAMPO planning process.

General Comment

Per the *Agreement for the Utilization of Federal and State Funds to Support Metropolitan Planning in the Fredericksburg Area*, "Any approved UPWP work to be undertaken with federal or state funds by any party other than the COMMISSION shall be the subject of a third-party agreement. Such agreements shall incorporate all provisions of this AGREEMENT. The scope of service and agreements for such work must be submitted for written approval by the DEPARTMENT and FHWA prior to the execution of the third-party agreement. It is recommended that any such third-party agreement be developed as soon as possible after the execution of this AGREEMENT. There will be no reimbursement to third-parties for work performed prior to the execution date of such agreement."

We encourage the George Washington Regional Commission (COMMISSION) to please review and adhere to all commitments and responsibilities contained in the agreement between the VDOT and the GWRC to ensure that an

appropriate reporting structure continues to exist to provide for the proper oversight, accountability, and management of Federal funds.

Specific Comments

1. **We reviewed the FY2020 UPWP and the Organizational Chart contained in the document. The Organizational Chart appears to reflect that the Commission has no personnel (except for the Executive Director) that charge staff time against MPO activities and that the Fredericksburg MPO (FAMPO) employs or maintains its own personnel.**

We are aware that the GWRC and FAMPO have a long history of integrating the planning process to include the entire GWRC region and that much of the GWRC staff that serves the FAMPO Board (including serving as staff to the FAMPO Technical Advisory and Citizen Advisory Committees which have been expanded to include rural voting representation) also serves the GWRC Board. Consideration should be given to that arrangement with respect to agreements or organizational charts.

Per the executed PL and SPR agreements between the Commission and the VDOT, the Commission is required to list all Commission personnel anticipated to charge time against the planning activities in the Rural and Urban Work Programs. We recommend that the GWRC coordinate with the FAMPO to ensure that the PL and SPR agreements and Letters of Authorization (LOA) include the positions (consistent with the requirements contained in the agreements and LOAs) of who the Commission anticipates charging time against to accomplish activities contained in the FAMPO and GWRC Work Programs. If staff is maintained by the FAMPO, please provide us with copies of the third-party agreement between the Commission and FAMPO.

2. **During our review of recent FAMPO meeting minutes (March 18, 2019), language attributed to an MPO elected official states, "… FAMPO has outgrown the GWRC and FAMPO will continue to receive**

funding and continue to grow whereas the GWRC will experience no growth & has a history of having bounced checks or floating payments to accounts." Additionally, we have recently been made aware that the GWRC is having difficulty in matching some federal funds for UPWP planning activities. However, despite the recent inability to match some federal planning funds with local funds, we noticed that the FY2020 UPWP has prioritized increasing GWRC staff.

The FHWA Virginia Division's perspective is that the GWRC has a long history of being financially sound and a responsible partner. We recommend that the VDOT meet with the GWRC Chair and GWRC Executive Director to better understand the financial and staffing priorities of the GWRC to meet federal planning requirements on behalf of the FAMPO. Additionally, VDOT should work to assess the GWRC efforts to address concerns regarding local match availability towards future planning activities and if State financial assistance will be needed in the future should local match issues persist.

The FHWA Virginia Division is concerned with the inability to locally match Federal funds and recommend that the VDOT and GWRC work to address the cause as this may impact the FAMPO's ability to meet federal requirements.

3. **According to the FY 2020 UPWP, FAMPO has reserved $1,148,391 in federal RSTP funds to "Potentially conduct additional study analysis of interchanges, arterials and congestions mitigation in the I-95/ US Rte. 1 corridor in FAMPO at the direction of the Policy Committee."**

FHWA will authorize Federal funding for this task item after a TIP and STIP revision once the FAMPO has identified a specific study/studies. We are assuming that FAMPO's Technical Advisory Committee will utilize the FAMPO adopted RSTP and CMAQ project selection process for study recommendations to the Policy Board. Additionally, any PL funds identified as contingency (i.e. $160,000 Federal) will be approved for authorization once the MPO has identified a use for the funds.

4. **FHWA and VDOT approved a task in the current *FY19 UPWP* to update the 2045 LRTP to 2050 and make it FAST-Act compliant. The budget for the task was $200,000 and was authorized at 80/20 ($160,000 Federal/$40,000 State). A consultant task order was developed in June 2018 for $94,164 *(Attachment 1*). It was approved by the MPO. Contained on page 6 of the task order it states, "The 2050 LRTP will be a *minor* update extending the 2045 LRTP to the 2050 horizon year that will ensure complete compliance with Federal requirement (as noted above), outcomes of SMART SCALE Round 3, other project updates (such as the recent announcement on the Fred Ex project), and any other new/relevant State or regional policy or programmatic initiatives."**

The FY 2020 UPWP contains the same FY2019 task but the budget has increased by 75% ($350,000). Please explain the increase in budget and whether the consultant completed the objectives contained in the task order as we've noticed a recent expenditure of $68,425.28.

5. **Per 23 CFR 450.308, Federal Planning funds (PL) are made available to the MPOs to accomplish routine planning activities required by the federal planning regulations. For example, these activities include Long Range Plan Development, Public Participation, TIP Development, etc. An MPO may, at its discretion, also use RSTP funds for planning activities. However, RSTP funds can also be used towards additional activities that PL funds can't be used towards including project construction (i.e. safety projects, bike and pedestrian facilities, trail construction, Safe Route to School projects, transit, etc.)**

In lieu of Federal PL funds, we notice a heavy reliance on RSTP in the FY 2020 UPWP to conduct routine planning activities. For example, the 2050 LRTP update is budgeted for $350,000 in RSTP funds, Public Involvement is budgeted for $244,000 in RSTP funds, and at the most recent MPO meeting there was a request to increase the combined budget amount by $125,000 in RSTP while leaving a contingency of $200,000 in PL funds.

For information purposes, we've attached an Excel chart (***2nd Attachment***) that was prepared by the VDOT to give a brief comparison of FAMPO's use of

RSTP in the UPWP budget over the past decade (incl. the proposed FY '20). That data may be found under the first tab in the workbook.

The second tab compares the use of RSTP in the UPWP activities by other MPOs, including the five MPOs from FAMPO's recent peer analysis, completed by their Consultant, Cambridge Systematics, for the 2020 UPWP. (Those rows are shaded a tan/peach shade.) Two large Virginia TPOs and two MPOs of similar size to FAMPO are included, as well.

We suggest that the MPO Technical Advisory Committee evaluate if there are options to utilize PL funds for routine planning activities in lieu of sub-allocated RSTP funds which can be used for projects in jurisdictions/region.

Thank you.

Ivan

Ivan Rucker | ***Planning/Environment/Freight***
U.S. Department of Transportation
Federal Highway Administration | Virginia Division Office
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Mark Dudenhefer
Chair

Paul Agnello
FAMPO Administrator

FAMPO RESOLUTION 18-39

AUTHORIZING STAFF TO EXECUTE A CONTRACT WITH CAMBRIDGE SYSTEMATICS FOR THE MOVING AHEAD FOR PROGRESS IN THE 21ST CENTURY ACT (MAP-21)/FIXING AMERICA'S SURFACE TRANSPORTATION (FAST) ACT PERFORMANCE MEASURES TARGET SETTING

WHEREAS, 23 CFR 490 in the MAP-21/FAST Act requires Metropolitan Planning Organizations to establish a set of performance measures as part of the long-range transportation planning process; and

WHEREAS, the FAMPO FY2019 Unified Planning Work Program (UPWP) includes an account for this work; and

WHEREAS, working with Cambridge Systematics, a FAMPO on-call consultant, staff has completed a defined Task Order for this work at a cost of $94,164, to be completed by April 2019; and

WHEREAS, the attached Task Order provides detailed information on the work elements, job assignments, costs and schedule for this work;

NOW, THEREFORE, BE IT RESOLVED that the Fredericksburg Area Metropolitan Planning Organization hereby authorizes staff to execute the attached task order with Cambridge Systematics and complete the work described therein.

Adopted by the Policy Committee at its meeting on June 18, 2018.

_____

Mark Dudenhefer, Chair
Fredericksburg Area Metropolitan Planning Organization
Policy Committee

CAMBRIDGE SYSTEMATICS

Think Forward

Memorandum

TO: Paul Agnello, FAMPO

FROM: David Jackson, Jay Evans, Tom Harrington, Rich Denbow, Feng Liu, CS

DATE: June 13, 2018

RE: Task Order – MAP-21/FAST Act Compliance – Target Setting, 2050 LRTP Update, and 2021-2024 TIP

Scope of Work

The objectives of this task order include the following:

- Support FAMPO through the process of adopting applicable Bridge and Pavement Condition (PM2) and System Performance (PM3) targets by November 19, 2018;
- Support FAMPO through the development of a system performance report and narratives and analysis addressing applicable MAP-21/FAST Act planning factors and other metropolitan planning requirements within the 2050 Long-Range Transportation Plan (LRTP) update scheduled for adoption by May 2019; and
- Conduct a comparative review and analysis of the new Version 5.1.5 model, evaluating performance and predictive capabilities relative to the existing Version 3.1 model and update socioeconomic data to support the 2050 LRTP.

This scope of work will provide support to FAMPO through multiple components of the 2050 LRTP as it relates to existing conditions, system performance, performance targets, and planning factors. This work will build on a prior CS team task order providing target setting and MAP-21/FAST Act metropolitan planning requirement support for the 2045 LRTP.

Task 1. 2018 PM2/PM3 Target Setting Support

Background

MAP-21 made significant changes to the scope of the statewide and metropolitan planning process, notably the introduction of “a performance-driven, outcome-based approach to planning.” This entails modifying statewide and metropolitan transportation planning processes to “provide for the establishment and use of a performance-based approach to transportation decision-making to support the national goals described in 23 U.S.C. Section 150(b) and the general purposes [for public transportation] described in 49 U.S.C. 5301.” Specifically, state [Departments of Transportation] DOTs, [Metropolitan Planning Organizations] MPOs, and transit operators must coordinate to:

3 Bethesda Metro Center, Suite 1200
Bethesda, MD 20814
tel 301-347-9100 www.camsys.com **fax** 301-347-9101

- Set performance targets for the Federal-aid highway program in the areas of safety, asset management, and system performance [often led by state DOTs in coordination with MPOs];
- Select and establish targets for transit safety and transit asset management [often led by public transportation providers in coordination with state DOTs and MPOs; states and MPOs must include these targets and measures in their LRTPs]; and
- Integrate performance measures and targets into a performance-based planning process, including LRTPs and TIPs [state DOTs and MPOs].

As noted in the rulemaking, both the state and MPO long-range transportation plans shall include a description of the **performance measures** and **performance targets** used in assessing the performance of the transportation system addressing the following areas:

- Safety on all public roads (fatalities and serious injuries) and transit safety,
- Condition of bridges and pavement on the National Highway System,
- State of good repair of transit equipment, rolling stock, infrastructure (rail fixed-guideway, track, signals, and systems) and facilities; and
- Vehicular congestion and reliability of vehicle travel times on the National Highway System, truck travel speeds and reliability of truck travel times on the Interstate Highway System, and emissions of criteria pollutants in nonattainment and maintenance areas.

Table 1 provides a summary of the applicable rulemakings and performance measures for FAMPO, noting FAMPO response status and next steps below the table.

Table 1. MAP-21/FAST Act Performance Rulemakings & Measures

	National Highway System Performance
Rulemaking	Assessing Performance of the National Highway System, Freight Movement on the Interstate System, and Congestion Mitigation and Air Quality Improvement Program **(5/20/2017)**
Performance Measures	Percent person-miles traveled on the Interstate System that are reliable (level of travel time reliability - LOTTR)
	Percent person-miles traveled on the Non-Interstate NHS that are reliable (LOTTR)
	Travel time reliability of trucks on the interstate system (truck travel time reliability {TTTR} Index)
	CMAQ Traffic Congestion Measures: Annual hours of peak-hour excessive delay per capita on NHS, Percent non-SOV travel through ACS or other local data (Metropolitan Washington urbanized area only*) *Note: As described in 23 CFR490.105(f)(5)(i), if an MPO is not required to establish targets for the traffic congestion measures for an urbanized area, but NHS highways cross any part of an urbanized area with a population greater than 1 million within a metropolitan planning area (MPA) and that urbanized area contains a nonattainment or maintenance area (for any one of the criteria pollutant) outside of its MPA, then that MPO is encouraged to coordinate with relevant State DOT(s) and MPO(s) in the target establishment process for the traffic congestion measures for that urbanized area.
	Total emissions reduction for all projects funded through CMAQ – N/A for FAMPO, Washington DC NAA only

	Highway Safety - All Public Roads
Rulemaking	Highway Safety Improvement Program (HSIP): **(4/14/2016),** HSIP Performance Measures: **(4/14/2016)**
Performance Measures	Number of fatalities
	Number of serious injuries
	Rate of fatalities per 100 million VMT
	Rate of serious injuries per 100 million VMT
	Number of non-motorized fatalities and non-motorized serious injuries
	National Highway System - Asset Management
Rulemaking	Assessing Pavement and Bridge Condition for National Highway Performance Program: **(5/20/2017)** Transportation Asset Management Plans **(10/2/2017)** and Emergency Relief Program: **(12/23/2016)**
Performance Measures	Percent of pavements on the Interstate system in good condition
	Percent pavements on the NHS (excluding Interstate system) in good condition
	Percent pavements on the Interstate system in poor condition
	Percent pavements on the NHS (excluding interstate system) in poor condition
	Percent NHS bridges classified as in good condition
	Percent NHS bridges classified as in poor condition
	Transit Asset Management
Rulemaking	Transit Asset Management and National Transit Database: **(10/1/2016)**
Performance Measures	Equipment: Percentage of non-revenue, support-service and maintenance vehicles that have met or exceeded their useful life benchmark
	Rolling Stock: Percentage of revenue vehicles within a particular asset class that have either met or exceeded their useful life benchmark
	Infrastructure: Percentage of track segments with performance restrictions
	Facilities: Percentage of facilities within an asset class rated below condition 3 on the TERM scale
	Transit Safety
Rulemaking	Public Transportation Agency Safety Plans and Safety Management System: **(NPRM, 2/6/2016)** Federal Public Transp. Safety Program: **(9/12/2016)**, State Safety Oversight: **(4/15/2016)**

The status of FAMPOs response to these requirements are noted below:

- FAMPO established MPO targets consistent with the Statewide targets for highway safety measures and transit asset management measures in December 2017.

- FAMPO is required to annually review and adopt (within 180 days) the State safety targets established annually within the HSIP (by August 31 on an annual basis). Note, as FAMPO has already successfully conducted this process for the FY 2018 safety targets, this should require a minimal level of effort to review and adopt targets for FY 2019 and beyond.

- For PM2 (highway assets) and PM3 (highway performance), the establishment of targets by MPOs are required within 180 days of the state established targets due by May 20, 2018 (for FAMPO, targets must be adopted and forwarded to VDOT by November 19, 2018).

Work Activities

CS support of FAMPO within this task will ensure consistency with the applicable details noted in the current FAMPO "3C" Planning Agreement with the Commonwealth, including:

FAMPO shall develop, establish and update the federally required transportation performance targets that apply for the FAMPO metropolitan planning area in coordination with the State and the Public Transportation Provider(s) to the maximum extent practicable. The Policy Board shall adopt federal targets of the FAMPO not later than 180 days after the date on which the State and Public Transportation Provider(s) establish or update the Statewide and Public Transportation Provider(s) performance targets, respectively. No later than 21 days of the FAMPO deadline(s) for the selection of new or updated targets, for each federally required performance measure, the FAMPO shall formally notify the State and Public Transit Provider(s) of whether the FAMPO: 1) has selected "to contribute toward the accomplishment" of the statewide target selected by the State or Public Transit Provider(s), or 2) has identified and committed to meet a FAMPO specific quantitative target for use by the FAMPO in the FAMPO's planning area.

In the event that the FAMPO chooses to establish its own federal highway or transit performance measure quantitative target, then the FAMPO shall be responsible for its own performance baseline and outcome analyses, and for the development and submittal of special report(s) to the State for the FAMPO-specific highway and/or transit performance measure(s). Special reports from the FAMPO, should it choose its own highway or transit target(s) will be due to the State no later than 21 days from the date that the FAMPO is federally required to establish its performance target for an upcoming performance period. The special report(s) for each new or updated FAMPO-specific highway target or FAMPO-specific transit target shall be sent from the FAMPO to the State. The special report(s) shall include summary documentation on the performance analyses data and calculation methods, baseline conditions, FAMPO–specific quantitative target(s), and applicable outcome(s) regarding the latest performance period for the FAMPO-specific performance measure(s). For the MPOs which agree to plan and program projects "to contribute toward the accomplishment" of each of the statewide performance measure targets, the State will conduct the performance analyses for the MPO's metropolitan planning area inside the State and provide online summaries for each measure such that no special report to the State will be due from these MPOs.

If the FAMPO chooses to contribute to achieving the statewide performance target, the FAMPO shall, at minimum, refer to the latest performance measure analyses and summary information provided by the State, including information that was compiled and provided by the State on the metropolitan planning area's performance to inform the development of appropriate performance targets.

Following adoption of the State targets by May 20, 2018, CS will assist FAMPO in coordination with State (OIPI/VDOT) to obtain data, review the State targets, and discuss options for FAMPO, including deciding to support the State targets (e.g., contribute to achieving the statewide performance target) or deciding to establish a regional-specific target. This coordination will also include, as requested by FAMPO, support in coordination and review of the process State and TPB are following to establish CMAQ traffic congestion measure targets (peak hours of excessive delay, non-SOV mode share).

For PM2 and PM3, the CS team will summarize trend data for each required measure, highlight internal and external factors that may impact 2- and 4-year performance, and develop a succinct presentation and present for FAMPO Technical Committee and Policy Committee consideration

and adoption before October 8, 2018. The trend data will be provided by VDOT (as the State agency responsible for establishing statewide targets for the PM2 and PM3 measures).

In addition, CS will conduct more detailed analysis of PM3 data trends at the regional and corridor-level based on the raw NPMRDS data for the FAMPO region. This will support analysis of level of the underlying factors impacting travel time reliability and truck travel time reliability trends, including time-of-day performance, TMCs approach the 1.50 reliability threshold, and the performance of key corridors and segments within the region, including I-95, consistent with the Federal measure definition. This analysis will be conducted as a supplement to the regional-level analysis and mapping functions enabled through the RITIS MAP-21 application.

CS will assist FAMPO in submitting all requested information to State within 21 days of FAMPO Policy Committee action.

Task 1 Deliverables:

- Dependent on data availability, CS will compile and summarize relevant performance measure data applicable to the FAMPO/GWRC region through collaboration with VDOT and the Office of Intermodal Planning and Investment (OIPI).
- CS will develop a presentation and talking points, and present at a FAMPO Technical Committee and Policy Committee meeting (prior to October 8, 2018) to support FAMPO adoption of applicable PM2 and PM3 targets.

Task 2. 2050 LRTP Update MAP-21/FAST Act Support

Background

Per the Final Planning Rule, LRTPs, TIPs, conformity determinations, and other required products and elements of the Statewide and Metropolitan Planning process adopted after two years from the issuance date (May 27, 2016) must incorporate the new planning requirements contained in the Rule. Specifically: "*Prior to May 27, 2018, an MPO may adopt a metropolitan transportation plan that has been developed using the SAFETEA-LU requirements or the provisions and requirements of this part. On or after May 27, 2018, an MPO may not adopt a metropolitan transportation plan that has not been developed according to the provisions and requirements of this part.*"

LRTPs must address two new planning factors and overall integrate planning processes, performance measures, and targets into a performance-based program. In the 2050 LRTP FAMPO must demonstrate how planning processes, performance measures, and targets are integrated into a performance-based program.

As an attachment or component of 2050 LRTP, FAMPO must publish a new System Performance Report. In the System Performance Report, FAMPO must "*evaluate the condition and performance of the transportation system*" with respect to new required performance measures under the MAP-21/FAST Act related rulemakings.

CS support of FAMPO within this task will ensure consistency with the applicable details noted in the current FAMPO "3C" Planning Agreement with the Commonwealth, including:

The FAMPO may use State performance measures information and targets to update the required performance status reports and discussions associated with the Metropolitan Transportation Plan

and/or TIP update or non-administrative modification. The FAMPO's transportation performance targets, recent performance history and status will be identified and considered by the FAMPO Policy Board in the development of the FAMPO Metropolitan Transportation Plan with its accompanying systems performance report required per 23 CFR 450.324, as well as in the development of the TIP with its accompanying description of the anticipated effect of the TIP toward achieving the performance targets, linking their TIP investment priorities to the performance targets as required per 23 CFR 450.326. The FAMPO Metropolitan Transportation Plan and its accompanying systems performance report, and/or the FAMPO TIP and its accompanying description of the anticipated effect of the TIP, shall directly discuss or reference the latest State performance measure status information available and posted online by the State regarding the metropolitan planning area at the time of the FAMPO Policy Board's review of the draft Metropolitan Transportation Plan or draft TIP.

Work Activities

The 2050 LRTP will be a minor update extending the 2045 LRTP to the 2050 horizon year that will ensure complete compliance with Federal requirements (as noted above), outcomes of SMART SCALE Round 3, other project updates (such as the recent announcement on the FredEx project), and any other new/relevant State or regional policy or programmatic initiatives. The scheduled adoption date of the 2050 LRTP is April or May 2019, with most of the effort for developing the system performance report, conducting analysis, and developing narratives occurring from August 2018 through February 2019.

Subtask 2.1 System Performance Report

CS will support development of the new **system performance report** which serves as a portion or an attachment to the LRTP per the requirements. The system performance report evaluates the condition and performance of the transportation system with respect to the performance targets established in Task 1, including:

- Progress achieved by FAMPO in meeting the performance targets in comparison with system performance recorded in previous reports, including baseline data; and
- An analysis of how the preferred scenario has improved the conditions and performance of the transportation system and how changes in local policies and investments have impacted the costs necessary to achieve the performance targets.

CS will develop text, charts and supporting figures to document baseline performance of the transportation system consistent with the required performance measures. This will include analysis of how the preferred LRTP fiscally constrained project list can improve the conditions and performance of the transportation system and how the investments will impact the cost necessary to achieve performance targets established in Task 1.

CS will work with FAMPO and VDOT to develop an approach to quantify the system performance benefits for the applicable PM3 measures through use of the FAMPO regional travel demand model and other off-model techniques such as the SHRP2 C11 Post-Processor that CS has recently developed as a sketch planning tool. Customizing the tool and conducting analysis for the FAMPO region to support the 2050 LRTP will be subject to direction from FAMPO within a future task order proposal.

Subtask 2.2 Planning Factors and Other LRTP Support

CS will work with FAMPO staff and, as requested, facilitate conversations with VDOT, DRPT, and FHWA to identify best practices for inclusion of required topics within the LRTP. This effort will build from the narratives developed in the 2045 LRTP to address new planning factors and other requirements, customizing the narratives to the fiscally constrained project list in the 2050 LRTP and other current State and regional transportation policy and other relevant transportation planning or economic development activities. CS will develop draft content, including narratives, tables, and/or figures as indicated in Table 2. CS will also develop a description of the performance measures and performance targets used in assessing the performance of the transportation system (consistent with the outcomes of target setting approach in Task 1), and document the target setting process done in coordination with FAMPO, VDOT, and DRPT and reference changes to metropolitan planning agreements or other mechanisms for formalizing the target-setting process.

Table 2. Metropolitan Planning Factors and Requirements (MAP-21/FAST Act)

Metropolitan Planning Rule Requirements	Draft FAMPO Approach for LRTP
New planning factors: improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation, and enhance travel and tourism	**CS** to develop an updated narrative (from 2045 LRTP) on resiliency, reliability, and stormwater impacts. **FAMPO** will lead travel and tourism.
Shall include: both **long-range and short-range strategies/actions that provide for the development of an integrated multimodal transportation system** including accessible pedestrian walkways and bicycle transportation facilities to facilitate the safe and efficient movement of people and goods in addressing transportation demand	Led by **FAMPO** staff
Should integrate: **Priorities, goals, countermeasures, strategies, or projects contained in the Highway Safety Improvement Program (HSIP)**, including the Strategic Highway Safety Plan (SHSP) and the Public Transportation Agency Safety Plan	**CS** to develop an updated narrative (from 2045 LRTP), including references to the FAMPO prioritization process and recently adopted VDOT SHSP
Shall, at a minimum, include: **Intercity bus facilities and nonmotorized transportation facilities**, in the definition and description of "an integrated metropolitan transportation system"	**CS** to develop an updated narrative (from 2045 LRTP)
Shall, at a minimum, include: **A discussion of investments and other strategies to "reduce the vulnerability of the existing transportation infrastructure to natural disasters,"** in the capital investment portion of the plan	**CS** to develop an updated narrative (from 2045 LRTP) based on Virginia specific efforts and national perspective
Shall, at a minimum, include: **Transportation and transit enhancement activities, including consideration of the role that intercity buses may play in reducing congestion, pollution, and energy consumption** in a cost-effective manner and strategies and investments that preserve and enhance intercity bus systems, including systems that are privately owned and operated, and including transportation alternatives and associated transit improvements, as appropriate	**CS** to develop an updated narrative (from 2045 LRTP)

Metropolitan Planning Rule Requirements	Draft FAMPO Approach for LRTP
May include: An **assessment of the appropriateness of innovative finance techniques** (for example, tolling, pricing, bonding, public private partnerships, or other strategies) as revenue sources for projects in the plan, in the financial plan section	Led by **FAMPO** staff
Shall, at a minimum, include: Consideration of **pedestrian walkway and bicycle transportation facilities** in accordance with 23 U.S.C. 217(g).	Led by **FAMPO** staff

Task 2 Deliverables:

- Content, including text, tables, graphics, and/or maps to support development of new or enhanced content for the LRTP to meet MAP-21/FAST Act metropolitan planning requirements.
- Presentations or other associated 2050 LRTP materials to support stakeholder and public outreach and briefings to the FAMPO Technical and Policy Committees.

Task 3. Regional Model Analysis and Socioeconomic Data

The FAMPO model is used as the core tool in conjunction with post-processing tools to support 2050 LRTP scenario evaluation and conformity analysis. The purpose of this task would be to prepare FAMPO for analysis of the 2050 no-build, 2050 Build – Needs, and 2050 Build – CLRP scenarios with the regional model later in 2018 and into early 2019. Activities within this task include the following:

- Review the model performance of the latest FAMPO model (Version 5.1.1) developed by VDOT and anticipated to be available in July 2018, including validation metrics at the regional, subarea and corridor levels; dynamic validation and sensitivity testing of highway project results; and comparison to the current Version 3.1 model;
- Summarize review findings and conduct a meeting with FAMPO and VDOT staff to review and discuss recommendations for improvements as needed; and
- Develop 2050 socioeconomic forecasts for the TPB model TAZs within the FAMPO model domain (e.g., Prince William County) and review data with FAMPO and VDOT.

Task 3 Deliverables:

- FAMPO Version 5.1.1 model review and performance summary/recommendations memorandum and meeting with FAMPO and VDOT staff; and
- 2050 socioeconomic data for Prince William County TAZs.

Task 4. Project Management and Coordination

CS staff will regularly coordinate with FAMPO staff, and as requested by FAMPO, the LRTP Advisory Committee and FAMPO Technical and Policy Committees. The coordination is expected to include:

- Regular bi-weekly conference calls (as necessary) with FAMPO staff to discuss progress, next steps, and deliverables status;
- Preparation of materials and conference calls with the LRTP Advisory Committee as directed by FAMPO;
- Attendance and presentation at two meetings to adopt PM2 and PM3 targets as directed by FAMPO staff; and
- Attendance and presentation at two meetings to discuss progress or action on the 2050 LRTP (these presentations could occur at either a meeting for preliminary review of results, or a meeting where the LRTP adoption is under consideration as an action item) as directed by FAMPO staff.

Task 4 Deliverables:

- Project team conference calls and notes; and
- Meeting materials and presentations.

Staffing

David Jackson, AICP will serve as the task order manager. Jay Evans will serve as the Principal responsible for the work. Tom Harrington, Feng Liu, and Rich Denbow will serve as the primary technical staff in addition to other CS staff in the Bethesda, Maryland office.

Schedule

Following Notice to Proceed, CS will develop a detailed schedule and associated work plan to help ensure that the content development process in Task 1 and Task 2 maintain progress to adopt PM2 and PM3 targets by October 15, 2018 and the 2050 LRTP by April 2019.

We anticipate that both Task 1 and Task 2 will occur simultaneously, focusing on the completion of draft materials for consideration by FAMPO and other key partners (including VDOT, FHWA, and the LRTP Advisory Committee). Following review and revisions, and action on targets by the Policy Committee, the materials would be finalized and incorporated into the DRAFT LRTP in advance of public outreach.

Task 3 will begin as soon as the new FAMPO model is available for review in June 2018 and should conclude by the end of August 2018. Project management and coordination efforts in Task 4 will continue for the duration of the task order.

Price Proposal

FIRM	Labor Hours	Labor Cost	Travel Cost	BUDGET
Cambridge Systematics, Inc.				
Task 1	110	$18,236	-	$18,236
Task 2	154	$27,660	-	$27,660
Task 3	202	$34,912	-	$34,912
Task 4	64	$12,346	$1,010	$13,356
TOTAL:	**530**	**$94,164**	**$1,010**	**$94,164**

Price Support

Name	Rate	Task 1. 2018 PM2/PM3 Target Setting		Task 2. 2050 LRTP Update MAP-21/FAST Act Support		Task 3. Regional Model Analysis and Socioeconomic Data		Task 4. Project Management and Coordination		Total	
		Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
Labor:											
Technical Expert	$ 322.16	2	$ 644	2	$ 644	8	$ 2,577	8	$ 2,577	20	$ 6,442
Senior Consultant	$ 279.89	-	$ -	6	$ 1,679	-	$ -	-	$ -	6	$ 1,679
Consultant	$ 241.76	-	$ -	4	$ 967	26	$ 6,286	-	$ -	30	$ 7,253
Associate III	$ 230.60	-	$ -	16	$ 3,690	-	$ -	-	$ -	16	$ 3,690
Associate II	$ 208.31	36	$ 7,499	38	$ 7,916	12	$ 2,500	24	$ 4,999	110	$ 22,914
Analyst III	$ 180.73	16	$ 2,892	26	$ 4,699	38	$ 6,868	-	$ -	80	$ 14,459
Analyst II	$ 149.05	8	$ 1,192	16	$ 2,385	80	$ 11,924	32	$ 4,770	136	$ 20,271
Analyst I	$ 125.18	48	$ 6,009	38	$ 4,757	38	$ 4,757	-	$ -	124	$ 15,523
Production/Clerical	$ 115.39	-	$ -	8	$ 923	-	$ -	-	$ -	8	$ 923
Labor Total		110	$ 18,236	154	$ 27,660	202	$ 34,912	64	$ 12,346	530	$ 93,154
Direct Expenses											
Travel			$ -		$ -		$ -		$ 1,010		$ 1,010
Total Direct Expenses			$ -		$ -		$ -		$ 1,010		$ 1,010
TOTAL PRICE		**110**	**$ 18,236**	**154**	**$ 27,660**	**202**	**$ 34,912**	**64**	**$ 13,356**	**530**	**$ 94,164**

Expense Support

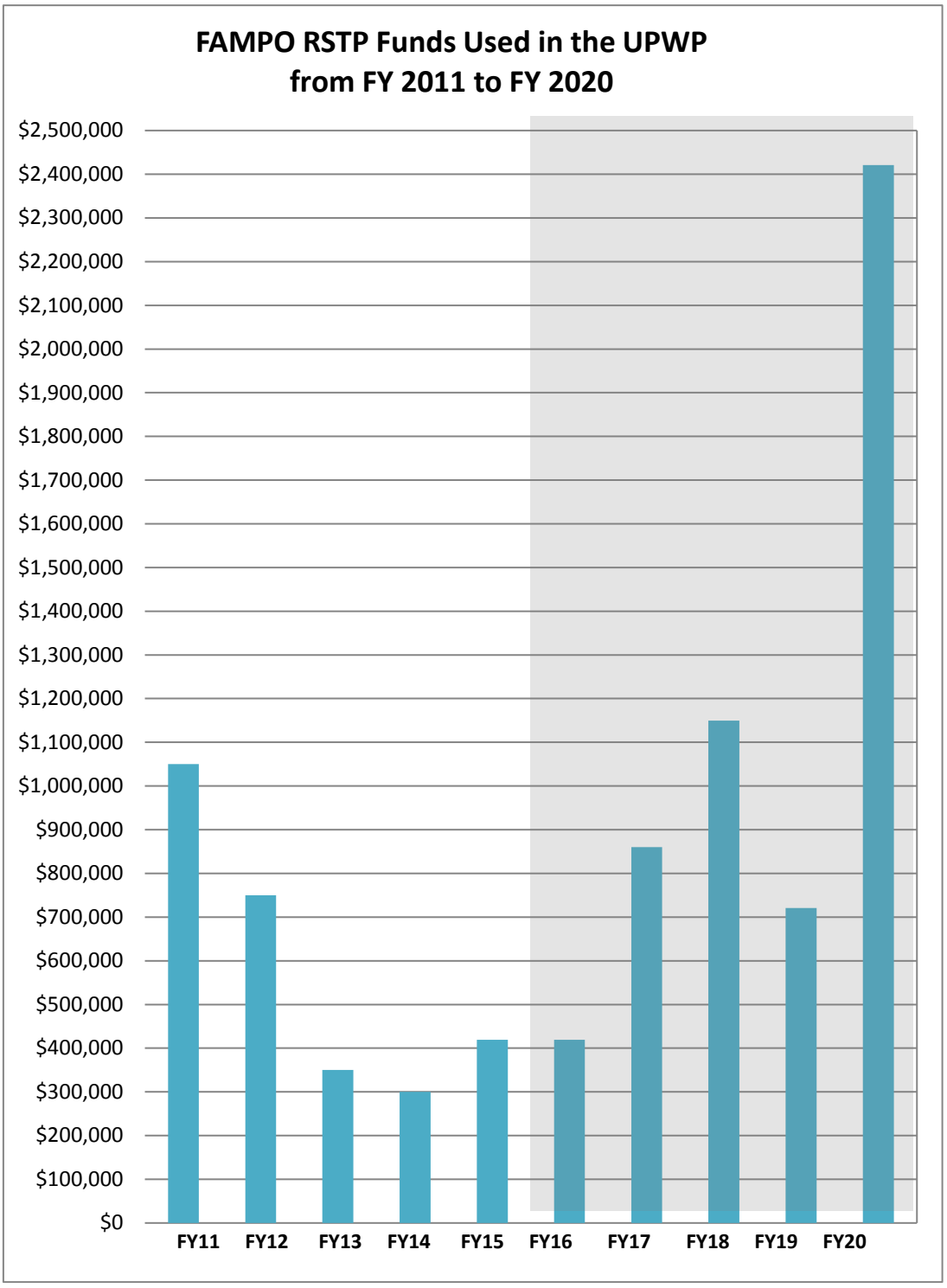
Travel expense allowance is for vehicle mileage reimbursement for:

3 round trips Raleigh, NC area to Fredericksburg, VA at $268 each (492 miles @ $0.545 per mile)

3 round trips Bethesda, MD area to Fredericksburg, VA at $69 each (126 miles @ $0.545 per mile)

CAMBRIDGE SYSTEMATICS

		*Funds for **Planning** Activities*		*Funds for **Projects***	
FY	**Total Budget**	**PL funds ***	**5303 funds**	**RSTP**	**RSTP difference from previous year**
2011	**$1,890,973**	$465,630	$87,843	$1,050,000	
2012	**$1,253,846**	$343,503	$87,843	$750,000	-$300,000
2013	**$957,397**	$447,054	$87,843	$350,000	-$400,000
2014	**$910,015**	$377,226	$160,289	$300,000	-$50,000
2015	**$1,027,482**	$365,932	$169,520	$419,530	$119,530
2016	**$1,027,482**	$365,932	$169,520	$419,530	$0
2017	**$1,530,773**	$426,671	$171,602	$860,000	$440,470
2018	**$1,819,127**	$427,673	$169,380	$1,149,574	$289,574
2019	**$1,384,415**	$402,421	$188,594	$720,900	-$428,674
2020	**$3,260,830**	$431,972	$202,967	$2,420,891	$1,699,991


FAMPO RSTP Funds Used in the UPWP
from FY 2011 to FY 2020
$2,500,000
$2,400,000
$2,300,000
$2,200,000
$2,100,000
$2,000,000
$1,900,000
$1,800,000
$1,700,000
$1,600,000
$1,500,000
$1,400,000
$1,300,000
$1,200,000
$1,100,000
$1,000,000
$900,000
$800,000
$700,000
$600,000
$500,000
$400,000
$300,000
$200,000
$100,000
$0
FY11
FY12
FY13
FY14
FY15
FY16
FY17
FY18
FY19
FY20

State	Peer	MPO Name	Population	TMA Status	UPWP PL Amount	UPWP RSTP Amount *including State match*	Total UPWP Budget	FY of UPWP	Notes	Contingency Funds & Amount
VA	0	**FAMPO**	275,644	Non-TMA	$431,972	**$2,420,891**	$3,260,830	FY20	RSTP funds used for **Task 4.1** (Multimodal Study, Traffic Impact Analysis, 2050 LRTP, 2 STARS Studies, Operational Study), **Task 4.2** (Short-Range Planning), **Task 4.4** (Public Participation), & **Task 4.6** (Special Project Planning)	**$280,000** Total - includes $80,000 (Task 4.6 Special Project Planning) & $200,000 (Task 4.8 Contingency)
IA	Yes	**Des Moines MPO**	479,861	TMA	$744,380	$0	$975,554	FY20		$0
NC	Yes	**French Broad River MPO (Asheville, NC)**	397,589	TMA	$806,386	$0	$846,676	FY20		$0
TN	Yes	**Knoxville Regional TPO**	657,358	TMA	$1,148,000	$0	$2,491,555	FY19		**$200,000**
VA	Yes	**Roanoke Valley TPO**	231,337	TMA	$425,751	$0	$591,744	FY19		$0
VA	Yes	**Washington Wash COG, National Capital Regional TPB**	5,068,737	TMA	$13,041,406	$0	$17,816,888	FY20		$0
VA	No	**Hampton Roads TPO**	1,619,202	TMA	$2,697,030	**$2,400,000**	$16,756,048	FY19	RSTP funds used for Feasibility / Corridor Studies	**$382,164**
VA	No	**Richmond Regional TPO**	928,765	TMA	$1,281,217	**$100,000**	$2,222,426	FY19	RSTP funds used for Data/ Modeling On-Call Consultant	**$124,999**
PA	No	**Erie MPO**	280,566	Non-TMA	$280,000	$0	$446,563	FY19		$0
MI	No	**Kalamazoo Area Transportation Study**	277,100	Non-TMA	$466,962	$0	$766,879	FY20		$0

GEORGE WASHINGTON
REGIONAL COMMISSION

11c. Letters of Agreement for Rural Transportation and FAMPO PL Funds

COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
1401 EAST BROAD STREET
RICHMOND, VIRGINIA 23219 2000

Stephen Brich
Commissioner

May 9, 2019

Ms. Linda Struyk Millsaps, Executive Director
George Washington Regional Commission
406 Princess Anne St.
Fredericksburg, VA 22404

RE: FY-20 Letter of Authorization
Federal and/or State Funding for Fiscal Year 2020
George Washington Regional Commission
CFDA 20.205, Highway Planning and Construction
FY-20 Pass-Through Entity Identifying Number: UPC 0000114972

Dear Ms. Millsaps:

As per Article II of the George Washington Regional Commission's Agreement effective July 1, 2017, this is your Letter of Authorization for expenditure of funds for Fiscal Year 2020 (July 1, 2019 to June 30, 2020).

These funds are to be used to finance the activities contained in the George Washington Regional Commission FY 2020 Scope of Work in accordance with the Agreement.

The total amount of Federal and State funds allocated to the George Washington Regional Commission for FY 2020 to support approved planning activities that are reimbursable under this Letter of Authorization are as follows:

Fund Type	Federal	State	Total Reimbursable Amount for FY-20	Local Match	Grand Total of Support for FY-20 Assistance Program
SPR	$58,000	$0	$58,000	$14,500	$72,500

As required by the agreement, a listing of personnel anticipated charging time against the planning activities of the Assistance Program must be attached to this Letter of Authorization. This list should identify personnel by payroll classification only and their present actual payroll rate per hour or annual salary.

Please complete the attached indirect cost certification statement and comply with instructions contained therein as appropriate.

Please have this Letter of Authorization signed and returned to the Department for execution. The Letter of Authorization must be executed prior to July 1, 2019, if work activities are to continue uninterrupted. In the event that it is not executed by this date, any expenditures made or work performed by your Commission after that date and prior to execution will not be eligible for reimbursement. Execution of this Letter of Authorization is being initiated with the understanding that comments on the FY 2020 Scope of Work will be satisfactorily addressed. Additionally, please sign the attached certification statement.

The provisions of the Agreement effective July 1, 2017, and any amendments thereto shall govern the expenditure of the funds made available through this Letter of Authorization.

Therefore, the Department and the Commission have executed this Letter of Authorization on the dates indicated below.

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF TRANSPORTATION

By: _____
Marsha Fiol
Transportation Mobility Planning
Division Administrator

Date: _____

GEORGE WASHINGTON
REGIONAL COMMISSION

By: _____
Signature

_____
Printed Name

Date: _____

Attachment 1 - Certifications
Attachment 2 - Personnel and Salaries
Attachment 3 - Indirect Cost Certification Statement
Attachment 4 – DUNS Number and Place of Performance (POP) Information
Attachment 5 - USDOT 1050.2A Non-Discrimination Assurances (and Appendices A to E)

ATTACHMENT 1

CERTIFICATION OF THE GEORGE WASHINGTON REGIONAL COMMISSION

I hereby certify that I am the Executive Director of the George Washington Regional Commission, whose address is 3304 Bourbon Street, Fredericksburg, Virginia 22404, and that neither I nor the above agency I here represent has been required, directly or indirectly as an expressed or implied condition in connection with obtaining or carrying out this contract to:

a) employ or retain, or agree to employ or retain, any firm or person, or

b) pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind; except as here expressly stated (if any):

I acknowledge that this certificate is to be furnished to the Virginia Department of Transportation, and the Federal Highway Administration, U. S. Department of Transportation, in connection with this contract involving participation of Federal-aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

_____ _____

DATE SIGNATURE

CERTIFICATION OF STATE HIGHWAY AGENCY

I hereby certify that I am the Transportation Mobility Planning Division Administrator of the Virginia Department of Transportation of the Commonwealth of Virginia, and that the above agency or his representative has not been required, directly or indirectly as an expressed or implied condition in connection with obtaining or carrying out this contract to:

a) employ or retain, or agree to employ or retain, any firm or person, or

b) pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind; except as here expressly stated (if any):

I acknowledge that this certificate is to be furnished to the Federal Highway Administration, Department of Transportation, in connection with this contract involving participation of Federal-aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

_____ _____

DATE Transportation Mobility Planning
Division Administrator

ATTACHMENT 2

PERSONNEL AND SALARIES

(This listing is to be prepared by GEORGE WASHINGTON RC)

ATTACHMENT 3
Indirect Cost Certification Statement

PDCs have the benefit of claiming indirect costs for reimbursement on federally funded projects. In order to be eligible to claim indirect costs, PDCs must have an approved Indirect Cost Allocation Plan (ICAP) and rate. PDCs that wish to use an established indirect cost allocation rate from another cognizant state agency must provide a copy of the rate approval to VDOT in order to use that rate on transportation projects where VDOT serves as the pass-through agency for reimbursement of federal funds. 2 CFR 200, Appendix VII outlines the requirements for the development, documentation, submission, negotiation, and approval of cost allocation plans for State, Local Governments, and Indian Tribes.

Section I: Use of Indirect Costs (Check the appropriate box.)

☐ - Do not charge indirect costs. (You have completed the form.)

☐ - Charge indirect costs. (Fill out sections II and III.)

Section II: Indirect Cost Plan

☐ - No change in indirect cost allocation plan previously submitted.

☐ - Indirect cost allocation plan has been revised. (As soon as possible and under separate cover, the PDC submits to their VDOT project manager the new indirect cost allocation plan, along with a brief explanation of the changes, for review and approval, if VDOT is not the cognizant agency, please provide copy of documents submitted to cognizant agency)

Section III: Indirect Cost Rate

☐ - There will be no significant change in the indirect cost rate _____% previously used. **(Approved % rate must be provided here)**

Provide copy of rate approval (from VDOT or other cognizant agency)

☐ - There will be a significant change in the indirect cost rate from that previously used. The proposed rate is _____%. **(Proposed % rate must be provided here)** (As soon as possible and under separate cover, the PDC submits to their VDOT project manager the new rate along with a brief explanation for the rate change, for review and approval, if VDOT is not the cognizant agency, please provide copy of documents submitted to cognizant agency)

PDC

By: _____Date: _____

ATTACHMENT 4

DUNS Number & POP

As part of the federal award reporting process, VDOT is required to provide FHWA the DUNS Number and POP information for entities receiving federal planning funds. Please provide the information for the funds you are receiving through this LOA.

DUNS#_____

POP (area in which the project will be completed/performed)

City_____

State_____

Zip Code +4_____

GEORGE WASHINGTON
REGIONAL COMMISSION

By: _____

Date: _____

ATTACHMENT 5

The United States Department of Transportation (USDOT)

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

The *George Washington Regional Commission* (herein referred to as the "Recipient"), HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through *the Federal Highway Administration and/or Federal Transit Administration,* is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et *seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.P.R. Part 21 (entitled *Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation-Effectuation Of Title VI Of The Civil Rights Act Of 1964);*
- 28 C.P.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

> *"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity," for which the Recipient receives Federal financial assistance from DOT, including the Federal Highway Administration and/or Federal Transit Administration.*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted *Federal-aid Highways and/or Public Transportation Programs:*

1. The Recipient agrees that each "activity," "facility," or "program," as defined in§§ 21.23 (b) and 21.23 (e) of 49 C.P.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a

"facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all *Federal-aid Highways and/or Public Transportation Programs* and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

> *"The George Washington Regional Commission, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 US.C.§§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."*

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.

4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.

5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.

7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:

> a . for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
> b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.

8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

> a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
> b. the period during which the Recipient retains ownership or possession of the property.

9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance

under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, *the George Washington Regional Commission* also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the *Federal Highway Administration and/or Federal Transit Administration* access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the *Federal Highway Administration and/or Federal Transit Administration.* You must keep records, reports, and submit the material for review upon request to the *Federal Highway Administration and/or Federal Transit Administration,* or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The George Washington Regional Commission gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the *Federal-aid Highways and/or Public Transportation Programs.* This ASSURANCE is binding on *the Commonwealth of Virginia,* other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the *Federal-aid Highways and/or Public Transportation Programs.* The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

George Washington Regional Commission

_____

(Name of Recipient)

by_____

(Signature of Authorized Official)

_____

(Printed Name of the Signing, Authorized Official)

DATED

ATTACHMENT 5

1050.2A
APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. Compliance with Regulations: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, and *the Federal Highway Administration and/or Federal Transit Administration,* as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. Non-discrimination: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.

4. Information and Reports: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or *the Federal Highway Administration and/or Federal Transit Administration* to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will
so certify to the Recipient or the *Federal Highway Administration and/or Federal Transit Administration,* as appropriate, and will set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Non- discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the *Federal Highway Administration and/or Federal Transit Administration* may determine to be appropriate, including, but not limited to:

a. withholding payments to the contractor under the contract until the contractor complies; and/or
b. cancelling, terminating, or suspending a contract, in whole or in part.

6. Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the *Federal Highway Administration and/or Federal Transit Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

ATTACHMENT 5

1050.2A
APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the *George Washington Regional Commission* will accept title to the lands and maintain the project constructed thereon in accordance with the *Virginia General Assembly,* the Regulations for the Administration of *Federal-aid Highways and/or Public Transportation Programs,* and the policies and procedures prescribed by the *Federal Highway Administration and/or Federal Transit Administration* of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. §2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the *George Washington Regional Commission* all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the *George Washington Regional Commission* and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the *George Washington Regional Commission,* its successors and assigns.

The *George Washington Regional Commission,* in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the *George Washington Regional Commission* will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non- discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

ATTACHMENT 5

1050.2A
APPENDIX C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the *George Washington Regional Commission* pursuant to the provisions of Assurance 7(a):

A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:

1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, the *George Washington Regional Commission* will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*

C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the *George Washington Regional Commission* will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the *George Washington Regional Commission* and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

ATTACHMENT 5

1050.2A

APPENDIX D

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by the *George Washington Regional Commission* pursuant to the provisions of Assurance 7(b):

A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.

B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non- discrimination covenants, the *George Washington Regional Commission* will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*

C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, the *George Washington Regional Commission* will there upon revert to and vest in and become the absolute property of the *George Washington Regional Commission* and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

1050.2A
APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.),* (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.),* as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.),* (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.P.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to -ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
1401 EAST BROAD STREET
RICHMOND, VIRGINIA 23219 2000

Stephen Brich
Commissioner

May 9, 2019

Ms. Linda Struyk Millsaps, Executive Director
George Washington Regional Commission
406 Princess Anne Street
Fredericksburg, VA 22404

RE: FY-20 Letter of Authorization
MPO PL, Federal and/or State Funding for Fiscal Year 2020
Fredericksburg Area
CFDA 20.205, Highway Planning and Construction
FY-20 Pass-Through Entity Identifying Number: UPC 0000114984

Dear Mr. Ware:

As per Article I of the George Washington Regional Commission's PL Agreement effective July 1, 2017, this is your annual Letter of Authorization (LOA) for the expenditure of federal PL funds for transportation planning activities in Fiscal Year 2020 (July 1, 2019, to June 30, 2020).

These funds are to be used to finance the activities contained in the approved FY 2020 Fredericksburg Area Unified Transportation Planning Work Program (UPWP) in accordance with the above Agreement.

The total amount of Federal and State funds allocated to the Fredericksburg Area for FY 2020 to support approved planning activities that are reimbursable under this Letter of Authorization are as follows:

Fund Type	Federal	State	Total Reimbursable Amount for FY-20	Local	Grand Total of Support for FY-20 UPWP Activities
PL	$345,578	$43,197	$388,775	$43,197	$431,972

Also, as required by the agreement, a listing of Commission personnel anticipated charging time against the UPWP activities must be attached to this Letter of Authorization. This list should identify personnel by payroll classification only and their present actual payroll rate per hour or annual salary.

Please complete the attached indirect cost certification statement and comply with instructions contained therein as appropriate.

Please have this Letter of Authorization signed and returned to the Department for execution. The Letter of Authorization must be executed prior to July 1, 2019, if work activities are to continue uninterrupted. In the event that it is not executed by this date, any expenditures made or work performed by your MPO after that date and prior to execution will not be eligible for reimbursement. Execution of this Letter of Authorization is being initiated with the understanding that comments on the FY 2020 UPWP will be satisfactorily addressed.

The provisions of the PL Agreement effective July 1, 2017, and any amendments thereto shall govern the expenditure of the funds made available through this Letter of Authorization.

Now, therefore, the Department and the Commission have executed this Letter of Authorization on the dates indicated below.

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF TRANSPORTATION

By: _____
Marsha Fiol
Transportation Mobility Planning
Division Administrator

Date: _____

GEORGE WASHINTON REGIONAL COMMISSION

By: _____
Signature

_____
Printed Name

Date: _____

Attachment 1 - Certifications
Attachment 2 - Personnel and Salaries
Attachment 3 - Indirect Cost Certification Statement
Attachment 4 – DUNS Number and Place of Performance (POP) Information
Attachment 5 - USDOT 1050.2A Non-Discrimination Assurances (and Appendices A to E)

ATTACHMENT 1

CERTIFICATION OF THE GEORGE WASHINGTON REGIONAL COMMISSION

I hereby certify that I am the Executive Director of the George Washington Regional Commission, whose address is P.O. Box 863, Fredericksburg, VA 22404 and that neither I nor the above agency I here represent has been required, directly or indirectly as an expressed or implied condition in connection with obtaining or carrying out this contract to:

a) employ or retain, or agree to employ or retain, any firm or person, or

b) pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind; except as here expressly stated (if any):

I acknowledge that this certificate is to be furnished to the Virginia Department of Transportation, and the Federal Highway Administration, U. S. Department of Transportation, in connection with this contract involving participation of Federal-aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

_____ _____

DATE SIGNATURE

CERTIFICATION OF STATE HIGHWAY AGENCY

I hereby certify that I am the Transportation and Mobility Planning Division Administrator of the Virginia Department of Transportation of the Commonwealth of Virginia, and that the above agency or his representative has not been required, directly or indirectly as an expressed or implied condition in connection with obtaining or carrying out this contract to:

a) employ or retain, or agree to employ or retain, any firm or person, or

b) pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind; except as here expressly stated (if any):

I acknowledge that this certificate is to be furnished to the Federal Highway Administration, Department of Transportation, in connection with this contract involving participation of Federal-aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

_____ _____

DATE Transportation Mobility Planning
Division Administrator

ATTACHMENT 2

PERSONNEL AND SALARIES

(This listing is to be prepared by GEORGE WASHINGTON REGIONAL COMMISSION)

ATTACHMENT 3
Indirect Cost Certification Statement

MPOs have the benefit of claiming indirect costs for reimbursement on federally funded projects. In order to be eligible to claim indirect costs, MPOs must have an approved Indirect Cost Allocation Plan (ICAP) and rate. MPOs that wish to use an established indirect cost allocation rate from another cognizant state agency must provide a copy of the rate approval to VDOT in order to use that rate on transportation projects where VDOT serves as the pass-through agency for reimbursement of federal funds. 2 CFR 200, Appendix VII outlines the requirements for the development, documentation, submission, negotiation, and approval of cost allocation plans for State, Local Governments, and Indian Tribes.

Section I: Use of Indirect Costs (Check the appropriate box.)

☐ - Do not charge indirect costs. (You have completed the form.)

☐ - Charge indirect costs. (Fill out sections II and III.)

Section II: Indirect Cost Plan

☐ - No change in indirect cost allocation plan previously submitted.

☐ - Indirect cost allocation plan has been revised. (As soon as possible and under separate cover, the MPO submits to their VDOT project manager the new indirect cost allocation plan, along with a brief explanation of the changes, for review and approval, if VDOT is not the cognizant agency, please provide copy of documents submitted to cognizant agency)

Section III: Indirect Cost Rate

☐ - There will be no significant change in the indirect cost rate _____% previously used. **(Approved % rate must be provided here)**

Provide copy of rate approval (from VDOT or other cognizant agency)

☐ - There will be a significant change in the indirect cost rate from that previously used. The proposed rate is _____%. **(Proposed % rate must be provided here)** (As soon as possible and under separate cover, the MPO submits to their VDOT project manager the new rate along with a brief explanation for the rate change, for review and approval, if VDOT is not the cognizant agency, please provide copy of documents submitted to cognizant agency)

GEORGE WASHINGTON REGIONAL COMMISSION

By: _____ Date: _____

ATTACHMENT 4

DUNS Number & POP

As part of the federal award reporting process, VDOT is required to provide FHWA the DUNS Number and POP information for entities receiving federal planning funds. Please provide the information for the funds you are receiving through this LOA.

DUNS#_____

POP (area in which the project will be completed/performed)

City_____

State_____

Zip Code +4_____

GEORGE WASHINGTON REGIONAL COMMISSION

By: _____

Date: _____

ATTACHMENT 5

The United States Department of Transportation (USDOT)

Standard Title VI/Non-Discrimination Assurances

DOT Order No. 1050.2A

The *George Washington Regional Commission* (herein referred to as the "Recipient"), HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through *the Federal Highway Administration and/or Federal Transit Administration,* is subject to and will comply with the following:

Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et *seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
  - 49 C.P.R. Part 21 (entitled *Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation-Effectuation Of Title VI Of The Civil Rights Act Of 1964);*
- 28 C.P.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

> *"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity," for which the Recipient receives Federal financial assistance from DOT, including the Federal Highway Administration and/or Federal Transit Administration.*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

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More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted *Federal-aid Highways and/or Public Transportation Programs:*

1. The Recipient agrees that each "activity," "facility," or "program," as defined in§§ 21.23 (b) and 21.23 (e) of 49 C.P.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a

"facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all *Federal-aid Highways and/or Public Transportation Programs* and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

   "The George Washington Regional Commission, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 US.C.§§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.

4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.

5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.

7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:

   a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
   b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.

8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

   a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
   b. the period during which the Recipient retains ownership or possession of the property.

9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance

under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, *the George Washington Regional Commission* also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the *Federal Highway Administration and/or Federal Transit Administration* access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the *Federal Highway Administration and/or Federal Transit Administration.* You must keep records, reports, and submit the material for review upon request to the *Federal Highway Administration and/or Federal Transit Administration,* or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The George Washington Regional Commission gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the *Federal-aid Highways and/or Public Transportation Programs.* This ASSURANCE is binding on *the Commonwealth of Virginia,* other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the *Federal-aid Highways and/or Public Transportation Programs.* The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

George Washington Regional Commission

_____

(Name of Recipient)

by_____

(Signature of Authorized Official)

_____

(Printed Name of the Signing, Authorized Official)

DATED

ATTACHMENT 5

1050.2A
APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. Compliance with Regulations: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, and *the Federal Highway Administration and/or Federal Transit Administration,* as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. Non-discrimination: The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.

4. Information and Reports: The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or *the Federal Highway Administration and/or Federal Transit Administration* to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the *Federal Highway Administration and/or Federal Transit Administration,* as appropriate, and will set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the *Federal Highway Administration and/or Federal Transit Administration* may determine to be appropriate, including, but not limited to:

    a. withholding payments to the contractor under the contract until the contractor complies; and/or
    b. cancelling, terminating, or suspending a contract, in whole or in part.

6. Incorporation of Provisions: The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the *Federal Highway Administration and/or Federal Transit Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

ATTACHMENT 5

1050.2A
APPENDIX B

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the *George Washington Regional Commission* will accept title to the lands and maintain the project constructed thereon in accordance with the *Virginia General Assembly,* the Regulations for the Administration of *Federal-aid Highways and/or Public Transportation Programs,* and the policies and procedures prescribed by the *Federal Highway Administration and/or Federal Transit Administration* of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. §2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the *George Washington Regional Commission* all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the *George Washington Regional Commission* and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the *George Washington Regional Commission,* its successors and assigns.

The *George Washington Regional Commission,* in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]* (2) that the *George Washington Regional Commission* will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non- discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

ATTACHMENT 5

1050.2A
APPENDIX C

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the *George Washington Regional Commission* pursuant to the provisions of Assurance 7(a):

A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:

    1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.

B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, the *George Washington Regional Commission* will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.*

C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the *George Washington Regional Commission* will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the *George Washington Regional Commission* and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

ATTACHMENT 5

1050.2A

APPENDIX D

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by the *George Washington Regional Commission* pursuant to the provisions of Assurance 7(b):

A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.

B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, the *George Washington Regional Commission* will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.*

C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, the *George Washington Regional Commission* will there upon revert to and vest in and become the absolute property of the *George Washington Regional Commission* and its assigns.*

(*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

ATTACHMENT 5

1050.2A
APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.),* (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.),* as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.),* (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.P.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).