



# COMMONWEALTH of VIRGINIA

## Commonwealth Transportation Board

W. Sheppard Miller, III  
Chairperson

1221 East Broad Street  
Richmond, Virginia 23219

(804) 482-5818

*Agenda item # 3*

### RESOLUTION OF THE COMMONWEALTH TRANSPORTATION BOARD

December 9, 2025

#### MOTION

**Made By:** Mr. Stant, **Seconded By:** Mr. Coleman

**Action:** Motion Carried, Unanimously

#### **Title: SMART SCALE Project Cancellation – Bus Purchase and Additional Bus Shelters (UPC 110806) – Hampton Roads District**

**WHEREAS**, the Commonwealth Transportation Board’s (the “Board’s”) SMART SCALE Project Prioritization Process last approved December 4, 2023, and as revised January 16, 2024, (the “Policy”) states that a project that has been selected for funding through either the High Priority Projects Program or Highway Construction District Grant Program may be cancelled only by action of the Board; and

**WHEREAS**, the Board’s Policy states that surplus Construction District Grant Funds no longer needed for delivery of a project will remain in the applicable Construction District Grant Program and may not be used in other districts and, further, provides that such surplus funds may either be reserved to address budget adjustments for current SMART SCALE projects or for allocation in the next solicitation cycle for SMART SCALE; and

**WHEREAS**, the Board’s Policy states that surplus High Priority Projects Program Funds no longer needed for delivery of a project will remain in the statewide High Priority Projects Program and, further, provides that such surplus funds may either be reserved to address budget adjustments for current SMART SCALE projects or for allocation in the next solicitation cycle for SMART SCALE; and

**WHEREAS**, the Board’s Policy states that in cases where programmed funds are no longer needed for delivery of a project due to estimate decreases, contract award savings, schedule changes, etc., the unexpended surplus funds are SMART SCALE unless superseded by the terms of a signed project agreement; and

**WHEREAS**, the Williamsburg Area Transit Authority (WATA) submitted the Bus Purchase and Additional Bus Shelters Project (UPC 110806) for consideration and it was selected for \$334,085 in funding through the High Priority Projects Program in the second round of the prioritization process pursuant to Va. Code § 33.2-214.1; and

**WHEREAS**, after selection, a comparable service was executed within portions of the corridor and the service as described in the application will not be implemented; and

**WHEREAS**, WATA requested cancellation of the project in November 2025; and

**WHEREAS**, at its meeting on November 10, 2025, the Board was briefed on the proposed cancellation of the Project and transfer of all High Priority Projects Program funds to the Statewide High Priority Projects Program deallocation balance entry (UPC -21770); and

**WHEREAS**, VDOT recommends that the Board take action to cancel the Project and transfer all High Priority Projects Program funds to the Statewide High Priority Projects Program deallocation balance entry (UPC -21770).

**NOW THEREFORE BE IT RESOLVED**, by the Commonwealth Transportation Board, that the Bus Purchase and Additional Bus Shelters (UPC 110806) is hereby cancelled.

**BE IT FURTHER RESOLVED**, by the Commonwealth Transportation Board that all High Priority Projects Program funds be transferred to the Statewide High Priority Projects Program deallocation balance entry (UPC -21770).

####

**CTB Decision Brief**  
SMART SCALE Project Cancellation  
Bus Purchase and Additional Bus Shelters (UPC 110806)

**Issue:** The Bus Purchase and Additional Bus Shelters project (UPC 110806) (the “Project”) was screened in for meeting a VTrans need and selected for funding. For reasons stated herein, in November 2025, the Williamsburg Area Transit Authority (WATA) requested cancellation of the Project. Board approval is needed for cancellation of this Project pursuant to the Policy for Implementation of the SMART SCALE Project Prioritization Process last approved by the Board December 4, 2023, and as revised January 16, 2024 (the “Policy”).

**Facts:** WATA submitted the Bus Purchase and Additional Bus Shelters project (UPC 110806) for consideration, and it was selected for \$384,085 in funding through the High Priority Projects Program in the second round of the SMART SCALE prioritization process. The Project consisted of the purchase of one medium duty bus and construction of two new bus shelters.

After selection, a comparable service was executed within portions of the corridor and the service as described in the application will not be implemented. In November 2025, WATA requested cancellation of the project. The Board was briefed on the proposed cancellation at its meeting on November 10, 2025.

The Board’s Policy states that a project that has been selected for funding through either the High Priority Projects Program or Highway Construction District Grant Program may be cancelled only by action of the Board. In the event that a project is not advanced to the next phase of construction when requested by the Board, the locality or metropolitan planning organization may be required, pursuant to Va. Code § 33.2-214, to reimburse the Department for all state and federal funds expended on the project.

The Board’s Policy states that Surplus Construction District Grant Funds no longer needed for delivery of a project will remain in the applicable Construction District Grant Program and may not be used in other districts. In addition, the Prioritization Process provides that such surplus funds may either be reserved to address budget adjustments for current SMART SCALE projects or for allocation in the next solicitation cycle for SMART SCALE.

The Board’s Policy states that in cases where programmed funds are no longer needed for delivery of a project due to estimate decreases, contract award savings, schedule changes, etc., the unexpended surplus funds are SMART SCALE unless superseded by the terms of a signed project agreement.

**Recommendation:** VDOT recommends that the Board cancel the Project and transfer all High Priority Projects Program funds to the Statewide High Priority Projects Program deallocation balance entry (UPC -21770).

**Action Required by CTB:** The CTB will be presented with a resolution for a formal vote to cancel the Project and transfer all High Priority Projects Program funds to the Statewide High Priority Projects Program deallocation balance entry (UPC -21770).

Decision Brief

SMART SCALE Project Cancellation Bus Purchase and Additional Bus Shelters (UPC 110806)

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**Result, if Approved:** If approved, the Project will be removed from the Six-Year Improvement Program and all High Priority Projects Program funds allocated to the Project will be transferred to the Statewide High Priority Projects Program deallocation balance entry (UPC -21770).

**Options:** Approve, Deny, or Defer.

**Public Comments/Reactions:** None