

# Revenue Sharing Program Guide



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VIRGINIA DEPARTMENT OF TRANSPORTATION  
LOCAL ASSISTANCE DIVISION

REVENUE SHARING PROGRAM GUIDE

This revised document provides a comprehensive summary of the Revenue Sharing Program as established by the *Code of Virginia* and as governed by the policies of the Commonwealth Transportation Board. It is intended to serve as a reference for local jurisdictions and VDOT staff in preparation and disposition of applications for program funding.

This document defines eligible projects, summarizes funding limitations, and describes the roles of the parties involved in the application and approval process. The appendices in this publication include the enabling legislation, the Commonwealth Transportation Board's policy (24 VAC 30-280), associated forms, and procedural information for the convenience of the user.

All previous instructions regarding administrative procedures for revenue sharing projects are hereby superseded.

# REVENUE SHARING PROGRAM GUIDE

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# REVENUE SHARING PROGRAM GUIDE

## I. Definitions

The following words and terms, when used in this document, shall have the following meanings, unless the context clearly indicates otherwise:

**Eligible Project** means work including construction, reconstruction, improvement, and eligible street additions for which Revenue Sharing Program funds are available. Any work deemed to be maintenance work is not eligible for Revenue Sharing funding.

**Construction Projects** include those projects that change or add to the characteristics of a road, facility or structure to provide a new or significantly modified transportation facility.

**Reconstruction Projects** are those projects that completely replace an existing facility (examples: replacement through the sub-base of a pavement structure or complete replacement of a bridge) or significantly improving the functionality of an existing facility.

**Improvement Projects** include those projects that facilitate or control traffic or pedestrian flow, such as intersection improvements, turn lanes, channelization of traffic, traffic signalization and installation of new sidewalks, trails, curb and gutter or any new installation that will enhance traffic flow or safety.

**Matching Funds** means funds provided by the Commonwealth which are allocated to eligible items of work in participating localities to supplement, on a dollar-for-dollar basis, the locality's contribution for eligible projects.

**Revenue Sharing Program Fund** means the designation given to the fund used to finance the specially funded program developed by the local government and the Department of Transportation subject to approval by the Commonwealth Transportation Board.

**Rural Addition** means any street eligible for addition into the secondary system of state highways under Section 33.1-72.1 of the *Code of Virginia*.

**Six-Year Plan** means either the Six Year Improvement Program for Interstate, Primary, and Urban Systems, developed by VDOT and the Commonwealth Transportation Board; or the Secondary Six-Year Plan, the official listing of improvements to be constructed on the secondary system, which is developed jointly by the Virginia Department of Transportation (VDOT) and the county governments (Section 33.1-70.01, of the *Code of Virginia*).

**System of State highways** means the primary or secondary roads under the ownership, control or jurisdiction of VDOT.

**VDOT Manager** is the department employee responsible for the administration of the Revenue Sharing Program for that locality. For counties, the VDOT manager is usually the local Residency Administrator unless otherwise indicated. For cities and towns maintaining their own streets the VDOT manager is the Urban Program Manager for that locality.

## **II. Purpose**

The “Revenue Sharing Program” provides additional funding for use by a county, city, or town to construct, reconstruct, or improve the highway systems within such county, city, or town and for eligible rural additions in certain counties of the Commonwealth. Locality funds are matched with state funds, with statutory limitations on the amount of state funds authorized per locality.

The program is administered by the Department of Transportation, in cooperation with the participating localities, under the authority of Section 33.1-23.05 of the *Code of Virginia*. An annual allocation of funds for this program is designated by the Commonwealth Transportation Board.

Application for program funding must be made by resolution of the governing body of the jurisdiction requesting the funds. A locality may request funds for a road located within its jurisdiction or for a project in an adjacent jurisdiction, with concurrence from the governing body of the other locality. Towns not maintaining their own streets are not eligible to receive Revenue Sharing Program funds directly; their requests must be included in the application of the county in which they are located. Project funding is allocated by resolution of the Commonwealth Transportation Board. Construction may be accomplished by the Department of Transportation or by the locality under an agreement with the Department.

## **III. Eligible Work**

The Revenue Sharing Program may be used to finance eligible work on highway systems within a locality. The Revenue Sharing Program is intended to provide funding for relatively small, immediately needed improvements or to supplement funding for existing projects. Larger new projects may also be considered, provided the locality identifies any additional funding needed to implement the project. Revenue Sharing Program Funds are generally expected to be used to finance project costs in the same fiscal year and projects should be in active development that is leading to their completion within the near term. If Revenue Sharing Program Funds are allocated for a project and that project is not initiated within the two fiscal years subsequent to allocation, the funds may be reallocated at the discretion of the Commonwealth Transportation Board.

Below is a list of types of work that could be considered eligible for Revenue Sharing Program financing.

### **A. Deficits on Completed Construction, Reconstruction or Improvement Projects**

When a project in the Six-Year Plan is completed with a deficit, the locality may request that the deficit be financed by the Revenue Sharing Program.

## **B. Supplemental Funding for Projects Listed in the Adopted Six-Year Plan**

When the appropriate VDOT manager or locality anticipates the cost to complete a project will exceed the financing currently committed to this work, the locality may request that the anticipated deficit be financed by the Revenue Sharing Program.

When the appropriate VDOT manager anticipates allocations (in addition to those proposed in the adopted Six-Year Plan) will be required to completely finance a project, the locality may request permission to provide one half of such additional financing with the remaining one half provided by state matching funds. This includes, but is not limited to, such things as signalization, additional preliminary engineering, or acquisition of additional right-of-way. This procedure may be utilized to accelerate the funding of a project and thereby permit its completion earlier than otherwise would have been possible.

## **C. Construction, Reconstruction or Improvement Projects not included in the Adopted Six-Year Plan**

When the appropriate VDOT manager concurs that the proposed work may be eligible for program funding, the locality may request one half the funds to construct a project not currently in the Six-Year Plan. However, in such cases, the locality funds, together with the state matching funds, should finance the entire estimated cost of the project within the fiscal year involved. A preliminary engineering only project can be established, provided it is fully funded.

## **D. Improvements necessary for the Acceptance of Specific Subdivision Streets Otherwise Eligible for Acceptance into the System for Maintenance (Rural Additions)**

Revenue Sharing funds may be used to fund the improvements (widening, surface treating, etc.) necessary for the acceptance of certain subdivision streets otherwise eligible under Section 33.1-72.1, *Code of Virginia*. Roads in cities and towns are not eligible as additions to the urban system under 33.1-72.1.

## **E. New Hardsurfacing (Paving)**

The first-time paving of a previously unpaved roadway; usually composed of a multiple course asphalt surface treatment, may be funded by the Revenue Sharing Program. Only roads in the state secondary system are eligible to use Revenue Sharing Program funds for new hardsurfacing. Urban system roads in cities and towns are not eligible.

Additionally, in practice, VDOT has determined that the first asphalt overlay of a previously non-plant mix road is an improvement and could use secondary construction funds. Subsequent asphalt overlays of the same roadway would then be considered "maintenance." Therefore, the first asphalt overlay is considered an eligible project for Revenue Sharing funds.

## F. New Roadway

Revenue Sharing Program funds may be used to establish a new facility to be part of the system of state highways or part of the road system in the locality that VDOT provides maintenance payments for. In order for a new roadway to be eligible for Revenue Sharing Program funding, it must be a part of a locally adopted plan such as the locality's Comprehensive Plan and must be expected to divert sufficient traffic from existing public roads so that those roads will not need to be improved in the foreseeable future. Projects may also need to be included in the regional Constrained Long Range Plan in air quality non-attainment areas.

## IV. Application

Application for program funding must be made by resolution of the governing body of the jurisdiction requesting the funds. A locality may request funds for a project located within its own jurisdiction or in an adjacent jurisdiction, with concurrence from the governing body of the other locality. The application package must include the resolution, the detailed designation of funds form and the summary designation of funds form. Towns not maintaining their own streets may not directly apply for Revenue Sharing Program funds but may include their requests as part of the package submitted by the county in which they are located. The application process is described in [Appendix C](#). Forms for submission of Revenue Sharing Program requests may be found in [Appendices D](#) and [E](#). A sample resolution may be found in [Appendix F](#). The maximum allocation a locality may request is \$1 million in accordance with Section 33.1-23.05 of the *Code of Virginia*.

## V. Approval

Upon receipt of the requests, the assigned VDOT Manager will review the application from each locality for eligibility. Once the localities' requests are found to be eligible, the Local Assistance Division will prioritize the requests as delineated in Section 33.1-23.05.B of the *Code of Virginia*. Priorities for funding are divided into four tiers. Tier one will be fully funded before any funds are available for tier two; tier two will be fully funded before funding is available for tier three, etc. If funds are depleted in the first tiers, no further funds will be available. The total funds available each fiscal year will be at least \$15 million and not more than \$50 million.

For all tiers, projects will be prioritized individually. If requests within a tier exceed available Revenue Sharing Program funds, all projects within that tier will be prorated based on the total requests for that tier and funds remaining.

- **Tier 1**

Effective July 1, 2009, tier 1 projects are those that will be administered by the city, county or town. Local administration must include all remaining phases of the project. If the project is changed to VDOT administration, the project will be re-evaluated for tier assignment and fund availability may be affected.

**Implementation of the new tier one will be postponed until July 1, 2009, to**

**give all localities additional time to become more familiar with local administration requirements and processes.**

- **Tier 2**

**Tier 2 will be treated as the first priority tier for FY 2009 applications.** This will include all projects for which the locality is committing more funds than the requested match of Revenue Sharing Program Funds. When a locality commits additional funds, those funds must be spent prior to any new Revenue Sharing matching funds for that fiscal year.

- **Tier 3**

Tier 3 projects may receive funds when the allocation will accelerate an existing project in the Six-Year Improvement Program or the locality's capital plans. To qualify for tier 3, unscheduled projects must move into the 24-month advertisement schedule. For projects in the locality's capital plan, the locality must provide documentation of an established advertisement date and show that Revenue Sharing Program funding will be able to advance the advertisement date. A project will also qualify for tier 3 if the addition of Revenue Sharing Program funds will keep the project advertisement date on schedule.

- **Tier 4**

From any funds remaining, any other requests that have a matching allocation from the governing body will be considered tier 4 projects.

Based on the project priorities, the Local Assistance Division develops the Statewide Program for submission to the Commonwealth Transportation Board for approval. The Local Assistance Division will review with other divisions as necessary and appropriate.

The Commonwealth Transportation Board approves the statewide Revenue Sharing Program, including allocations to specific projects in each locality's request. The Commonwealth Transportation Commissioner may approve transactions, such as locality/state agreements, for revenue sharing projects prior to Commonwealth Transportation Board approval; however, no state funds may be expended on such projects until approval by the Board and no project work should be conducted, prior to approval by the Board, for which reimbursement from the Revenue Sharing Program is expected.

## **VI. Implementation**

Upon Commonwealth Transportation Board approval of the statewide program, development of the individual projects begins. The state matching funds for the approved projects are reserved and placed in a special account. Projects may be developed and constructed by VDOT or the locality.



## **A. VDOT Administered Work**

VDOT will request payment from the locality for its share of the estimated cost of work to be performed; the money is collected prior to the beginning of work. After the project is completed, VDOT will make final billing to the locality for its share of the actual costs incurred, in excess of those provided at the beginning of the project. If the locality's share of the actual cost is less than the estimated cost, the difference will be refunded to the locality or the locality may transfer the remaining funds to another existing project as noted in the section describing Transfer of Funds. [Appendix G](#) provides the steps for initiating project funding and invoicing.

If a local government wishes to cancel a project begun under the Revenue Sharing Program during the Preliminary Engineering (PE) or Right of Way (RW) phases but prior to the Construction (CN) phase, it may do so by resolution of the local governing body. The Department retains the sole option to require reimbursement by the locality of all State matching funds spent from the time the project was begun until it is canceled.

## **B. Locally Administered Work**

VDOT has published a Guide for Local Administration of VDOT projects that provides general guidance for locally administered projects. This guide is available on the Local Assistance Division webpage: [http://www.virginiadot.org/business/resources/LAP\\_Guide.pdf](http://www.virginiadot.org/business/resources/LAP_Guide.pdf). The Local Assistance Division, working with the appropriate project coordinator will prepare locality/state agreements that govern the performance of work administered by the locality. The agreement must be executed by both the locality and VDOT prior to incurring any cost to be financed from the Revenue Sharing Program

Once the project begins, the locality may submit monthly invoices to VDOT for eligible costs incurred. After all work is completed, the locality makes a final billing to VDOT for its share of the actual eligible costs incurred. If the actual cost is less than that provided by the agreement, the remaining VDOT difference may be transferred to another existing project as noted in the section describing Transfer of Funds or, if the locality desires, refunded to the VDOT Revenue Sharing Program Fund. [Appendix G](#) provides the steps for initiating project funding and invoicing.

If a local government wishes to cancel a locally administered project begun under the Revenue Sharing Program before it is completed, it may do so by resolution of the local governing body. The Department retains the sole option to require reimbursement by the locality of all state matching funds spent from the time the project was begun until it is canceled.

## **C. Timely Implementation of Projects**

All requests for Revenue Sharing funding are expected to be viable projects with work anticipated in the near future. If it is determined that a project will not move forward after receiving an allocation, VDOT should be notified by April 1st so that any unused funds can be made available for the supplemental allocation process. If Revenue Sharing Program Funds are allocated for a project and that project is not initiated within the two fiscal years subsequent to

allocation, the funds may be reallocated at the discretion of the Commonwealth Transportation Board.

## **VII. Transfer of Funds**

### **Transfer of funds to an existing project**

To implement a transfer of funds to an existing project, the County Administrator or City/Town Manager may request that funds be moved from one revenue sharing project to another existing revenue sharing project in order to provide additional funds. Revenue Sharing Program funds may also be transferred to an existing project in the Six Year Improvement Program or Secondary Six Year Plan if needed to meet the approved federal obligation schedule or to ensure a scheduled advertisement date can be met, and if approved by the Commonwealth Transportation Board. Included in the request must be the detailed reasons for the request and the status of both projects.

## **VIII. Supplemental Allocations**

No more than three months prior to the end of any fiscal year in which less than the total available funds have been allocated, those localities requesting more than the maximum allocation may be allowed an additional allocation. The funds available for redistribution shall be allocated at the discretion of the Commonwealth Transportation Board among the localities receiving the maximum allocation.

## SECTION 33.1-23.05 OF THE CODE OF VIRGINIA

The following reflects the March 12, 2008 approval of Chapter 608 of the 2008 Acts of the Assembly to amend and reenact §33.1-23.05 of the *Code of Virginia*, to be in effect July 1, 2008.

§ 33.1-23.05. Revenue-sharing funds for systems in certain counties, cities, and towns.

A. From ~~annual allocations of state funds for the maintenance,~~ *revenues made available by the General Assembly after January 1, 2008, and appropriated for the improvement, construction, or reconstruction of the systems of state highways, the Commonwealth Transportation Board shall make an equivalent matching allocation to any county, city, or town for designations by the governing body of up to \$1 million in county, city, or town general funds for use by the county, city, or town to improve, construct, maintain, or improve reconstruct the highway systems within such county, city, or town. After adopting a resolution supporting the action, the governing body may request revenue-sharing funds to improve, construct, maintain, or improve reconstruct a highway system located in another locality, between two or more localities, or to bring subdivision streets, used as such prior to July 1, 1992, up to standards sufficient to qualify them for inclusion in the state primary and secondary system of highways. All requests for funding shall be accompanied by a prioritized listing of specified projects.*

B. The allocation of funds to localities shall be only for the purposes set forth in subsection A ~~and shall be (i) first when such governing body commits more than \$1 million in general funds for such purpose; (ii) second when such project is administered by the city, county, or town; and (iii) third when the allocation will accelerate an existing project in the Six-Year Improvement Program or the locality's capital plans; and (iv) from any.~~ *In allocating funds under this section, the Board shall give priority (i) first when such project is administered by the county, city, or town, either directly or by contract with another entity, (ii) second, when such county, city, or town commits more local funding than the amount of revenue-sharing funding requested, and (iii) third when the allocation will accelerate an existing project in the Six-Year Improvement Program or the locality's capital plans; and (iv) from any.* Any funds remaining, ~~may be applied to any other request project that has a~~ *requires an equivalent matching allocation from the governing body.*

C. The Department will contract with the county, city, or town for the implementation of the project or projects. Such contract may cover either a single project or may provide for the locality's implementation of several projects during the fiscal year. The county, city, or town will undertake implementation of the particular project or projects by obtaining the necessary permits from the Department of Transportation in order to ensure that the improvement is consistent with the Department's standards for such improvements. *At the request of the locality, the Department may provide the locality with engineering, right-of-way acquisition, and/or construction services for a project with its own forces. The locality shall provide payment to the Department for any such services.* If administered by the Department, such contract shall also require that the governing body pay to the Department within 30 days the local revenue-sharing funds from its general fund upon written notice by the Department of its intent to proceed. *Any project having funds allocated under this program shall be initiated in such a fashion where at least a portion of such funds have been expended within two subsequent fiscal years of allocation. Any revenue-sharing funds for projects not initiated after two subsequent fiscal years of allocation may be reallocated at the discretion of the Commonwealth Transportation Board.*

D. ~~Up to one half of any local government's contributions under this section may take the form of proffers accepted by the locality and deposited into their general fund.~~

E. Total Commonwealth funds allocated by the Board under this section shall not exceed \$50 million in any one fiscal year *and no less than \$15 million each fiscal year, subject to appropriation for such purpose.*

F-E. No more than three months prior to the end of any fiscal year in which less than ~~\$50 million~~ *the full program allocation* has been allocated by the Board to specific governing bodies, those localities requesting ~~more than \$1 million~~ *the maximum allocation under subsection A* may be allowed an additional allocation. ~~The additional allocation shall be at the discretion of the Commonwealth Transportation Board among the localities receiving the maximum allocation under subsection A.~~

2. That clause (i) of subsection B of § 33.1-23.05 of the Code of Virginia shall become effective on July 1, 2009.

**REVENUE SHARING PROGRAM POLICY OF THE COMMONWEALTH  
TRANSPORTATION BOARD**



**COMMONWEALTH of VIRGINIA**

*Commonwealth Transportation Board*

Pierce R. Homer  
Chairman

1401 East Broad Street - Policy Division - CTB Section - #1106  
Richmond, Virginia 23219

(804) 786-1830  
Fax: (804) 225-4700

**RESOLUTION  
OF THE  
COMMONWEALTH TRANSPORTATION BOARD**

*Agenda # 4*

**April 17, 2008**

**MOTION**

**Made By: Mr. Davies      Seconded By: Mrs. Carter  
Action: Motion Carried, Unanimously**

**Title: Revenue-Sharing Program Policy**

**WHEREAS**, the General Assembly, by Senate Bill 99 during its 2008 general session, amended Section 33.1-23.05 of the *Code of Virginia* (1950) relating to revenue-sharing funds for systems in certain counties, cities and towns of the Commonwealth; and

**WHEREAS**, it is the sense of this Board that its existing guidance should be amended to reflect the conditions under which revenue sharing funds will be administered in accordance with the revised legislation.

**NOW, THEREFORE, BE IT RESOLVED** that the Commonwealth Transportation Board hereby adopts the following policy to govern the use of revenue-sharing funds pursuant to Section 33.1-23.05, as amended, of the *Code of Virginia* (1950):

1. The Revenue-Sharing Program shall provide a matching allocation up to \$1 million to any county, city or town for projects designated by the locality for improvement, construction or reconstruction of highway systems within such locality.
2. Revenue-Sharing funds shall be prioritized and allocated in accordance with the provisions of Section 33.1-23.05 B. of the *Code of Virginia*.
3. Application for program funding must be made by resolution of the governing body of the jurisdiction requesting the funds. A locality may request funds for a project located within its own jurisdiction or in an adjacent jurisdiction, with concurrence from the governing body of the other locality. Towns not maintaining their own streets are not eligible to receive Revenue-Sharing Program funds directly; their requests must be included in the application of the county in which they are located. All requests must include a priority listing of projects.
4. Funds may be administratively transferred from one revenue sharing project to another existing revenue-sharing project. If approved by this Board, revenue-sharing funds may also

be transferred to an existing project in the Six Year Improvement Program or Secondary Six Year Plan if needed to meet the approved federal obligation schedule or to ensure that a scheduled advertisement date can be met or accelerated. Requests for all such transfers must be made in writing by the County Administrator or City/Town Manager. Such requests must include the reasons for the request and the status of both projects.

5. The Revenue-Sharing Program is intended to provide funding for relatively small, immediately needed improvements or to supplement funding for existing projects. Larger new projects may be considered, provided the locality identifies the additional funding needed to implement the project. Revenue-sharing funds are normally expected to be used within the fiscal year following their allocation. If a project having funds allocated under this program has not been initiated so that a portion of such funds have been expended within two subsequent fiscal years of allocation, the funds may be reallocated at the discretion of this Board.

6 No more than three months prior to the end of any fiscal year in which less than the full program allocation has been allocated by this Board to specific governing bodies, those localities initially requesting the maximum allocation as defined in Section 33.1-23.05 of the *Code of Virginia* may be allowed an additional allocation.

7. The Commonwealth Transportation Commissioner is directed to establish administrative procedures to assure the provisions of this policy and legislative directives are adhered to and complied with.

**BE IT FURTHER RESOLVED** that the above policy shall become effective immediately, and all policies heretofore adopted by this Board governing the use of revenue-sharing funds shall be rescinded simultaneously.

####

## APPLICATION PROCESS

1. VDOT's Director of Local Assistance sends a letter inviting all qualifying local governments to participate in the Revenue Sharing Program for the coming fiscal year.
2. The local government determines its intent to participate in the program, and the amount of local funds to be provided. The local government and appropriate VDOT manager jointly prepare an application to recommend assignment of requested funds to eligible projects. This application should:
  - list what is to be included for each project (example: length of road, width of road, estimated cost, etc.);
  - list projects in the locality's priority order;
  - identify who will administer each phase of each project
  - include a resolution from the governing body of the locality. A town not maintaining its own streets must submit its request with the county in which it is located.

While there is no limit on the amount of funds the locality may contribute, the amount of funds eligible for state matching funds may not exceed the statutory limitation. Designation of funds forms found in [Appendices D](#) and [E](#) should be used for the prioritized list and project details. The application and all supporting documents must be sent to the designated VDOT manager for review prior to submittal to the Local Assistance Division.

3. The appropriate VDOT manager reviews the detailed application developed in Step 2 of the process for eligibility and forwards it with recommendations to the Local Assistance Division, with a copy to the appropriate District Administrator.

The application must be received by the Local Assistance Division by the date specified in the invitation letter.

4. VDOT's Local Assistance Division reviews the submitted applications and notifies the appropriate VDOT managers of the amount of state matching funds available for use on specified projects in their localities, subject to the approval of the Commonwealth Transportation Board.







## SAMPLE RESOLUTION

At a regularly scheduled meeting of the [name of locality (City/Town Council or County Board of Supervisors)] held on [month & day], 20\_\_\_\_\_, on a motion by [name of Council or Board member], seconded by [name of Council or Board member], the following resolution was adopted by a vote of [#] to [#]:

WHEREAS, the [name of locality (City/Town Council or County Board of Supervisors)] desires to submit an application for an allocation of funds of up to [total locality amount] through the Virginia Department of Transportation Fiscal Year 20xx-xx, Revenue Sharing Program; and,

WHEREAS, [total locality amount] of these funds are requested to fund [description of work], [termini]; and,

NOW, THEREFORE, BE IT RESOLVED THAT: The [name of locality (City/Town Council or County Board of Supervisors)] hereby supports this application for an allocation of [total locality amount] through the Virginia Department of Transportation Revenue Sharing Program.

ADOPTED this [day] day of [month year].

**A COPY ATTEST**

\_\_\_\_\_  
[name] [title]

## IMPLEMENTATION PROCESSES

### VDOT Administered Projects

1. VDOT's Local Assistance Division coordinates with the Fiscal Division to reserve the state matching funds for the approved specific revenue sharing projects.
2. The Locality and VDOT coordinate the project schedule. With concurrence of the locality, the VDOT Manager will issue intent to proceed for the design of the project. The Fiscal Division bills the locality or the appropriate VDOT manager requests payment from the locality for its share of the estimated cost of work to be performed; the money is collected within 30 days of the notice of intent.
3. After the project is completed, the Fiscal Division makes final billing to the locality for its share of the actual costs incurred, in excess of those provided in Step 2. If the locality's share of the actual cost is less than the estimated cost, the difference may, if desired by the locality, be refunded to the locality or transferred to another existing project as noted in the section describing Transfer of Funds in this Guide.

### Locally Administered Projects

1. The appropriate VDOT Manager prepares the request to administer form for locally administered projects. The form must be signed by the responsible local official and appropriate VDOT Manager and then approved by VDOT's Chief Engineer. VDOT has published a Guide for Local Administration of VDOT projects that provides general guidance for locally administered projects and includes the request to administer forms and other guidance for locally administered projects. This guide is available on the Local Assistance Division webpage on the VDOT website.
2. VDOT will then draft the locality/state agreement that governs the performance of work administered by the locality. The agreement must be executed by the locality and VDOT prior to incurring any cost to be financed from the Revenue Sharing Program.
3. Once the project begins, a project level invoice, accompanied by supporting documentation, should be submitted to the VDOT Project Coordinator no more frequent than monthly. The supporting documentation should include copies of invoices paid by the locality and a to-date project summary schedule, tracking payment requests and any adjustments. In lieu of copies of invoices paid by the locality, a one-page summary of what documentation the locality has on file may be used, provided that the locality's Director of Finance or (equivalent official) similar position signs it. After all work is completed the Locality makes a final billing to VDOT for its share of the actual eligible costs incurred. If the actual cost is less than that provided by the agreement, the difference may be reassigned to another revenue sharing project in the locality, or, if the locality desires, refunded to the VDOT Revenue Sharing Program Fund.

## VDOT RESIDENCIES BY COUNTY

### VIRGINIA DEPARTMENT OF TRANSPORTATION RESIDENCY OFFICES

<u>COUNTY</u>	<u>DISTRICT</u>	<u>RESIDENCY</u>	<u>PHONE NUMBER</u>
Accomack	Hampton Roads	ACCOMAC	(757) 787-1550
Albemarle	Culpeper	CHARLOTTESVILLE	(434) 293-0011
Alleghany	Staunton	LEXINGTON	(540) 463-3108
Amelia	Richmond	AMELIA	(804) 561-2411
Amherst	Lynchburg	AMHERST	(434) 946-7631
Appomattox	Lynchburg	APPOMATTOX	(434) 947-2167
Arlington	Northern Virginia	FAIRFAX	(703) 383-2433
Augusta	Staunton	VERONA	(540) 332-8989
Bath	Staunton	LEXINGTON	(540) 463-3108
Bedford	Salem	BEDFORD	(540) 586-7910
Bland	Bristol	TAZEWELL	(276) 988-2566
Botetourt	Salem	SALEM	(540) 387-5488
Brunswick	Richmond	SOUTH HILL	(434) 774-2300
Buchanan	Bristol	LEBANON	(276) 889-7600
Buckingham	Lynchburg	DILLWYN	(434) 983-2017
Campbell	Lynchburg	APPOMATTOX	(434) 947-2167
Caroline	Fredericksburg	BOWLING GREEN	(804) 633-5091
Carroll	Salem	HILLSVILLE	(276) 728-2813
Charles City	Richmond	SANDSTON	(804) 328-3044
Charlotte	Lynchburg	HALIFAX	(434) 476-6342
Chesterfield	Richmond	CHESTERFIELD	(804) 674-2800
Clarke	Staunton	LURAY	(804) 743-6585
Craig	Salem	SALEM	(540) 387-5488
Culpeper	Culpeper	CULPEPER	(540) 829-7616
Cumberland	Lynchburg	DILLWYN	(434) 983-2017
Dickenson	Bristol	WISE	(276) 328-9331
Dinwiddie	Richmond	PETERSBURG	(804) 863-4000
Essex	Fredericksburg	BOWLING GREEN	(804) 633-5091
Fairfax	Northern Virginia	FAIRFAX	(703) 383-2433
Fauquier	Culpeper	WARRENTON	(540) 347-6441
Floyd	Salem	HILLSVILLE	(276) 728-2813
Fluvanna	Culpeper	LOUISA	(540) 967-3710
Franklin	Salem	ROCKY MOUNT	(540) 483-7200
Frederick	Staunton	EDINBURG	(540) 984-5600
Giles	Salem	CHRISTIANSBURG	(540) 381-7200
Gloucester	Fredericksburg	SALUDA	(804) 758-2321
Goochland	Richmond	ASHLAND	(804) 752-5511
Grayson	Bristol	WYTHEVILLE	(276) 228-2153
Greene	Culpeper	CHARLOTTESVILLE	(434) 293-0011
Greensville	Hampton Roads	FRANKLIN	(757) 562-3194
Halifax	Lynchburg	HALIFAX	(434) 476-6342
Hanover	Richmond	ASHLAND	(804) 752-5511
Henrico	Richmond	SANDSTON	(804) 328-3044
Henry	Salem	MARTINSVILLE	(276) 629-2581
Highland	Staunton	VERONA	(540) 332-8989
Isle of Wight	Hampton Roads	WAVERLY	(757) 925-2261

<u>COUNTY</u>	<u>DISTRICT</u>	<u>RESIDENCY</u>	<u>PHONE NUMBER</u>
James City	Hampton Roads	WILLIAMSBURG	(757) 253-4832
King & Queen	Fredericksburg	SALUDA	(804) 758-2321
King George	Fredericksburg	FREDERICKSBURG	(540) 899-4447
King William	Fredericksburg	BOWLING GREEN	(804) 633-5091
Lancaster	Fredericksburg	NORTHERN NECK	(804) 333-3696
Lee	Bristol	JONESVILLE	(276) 346-1911
Loudoun	Northern Virginia	LEESBURG	(703) 737-2000
Louisa	Culpeper	LOUISA	(540) 967-3710
Lunenburg	Richmond	AMELIA	(804) 561-2411
Madison	Culpeper	CULPEPER	(540) 829-7616
Mathews	Fredericksburg	SALUDA	(804) 758-2321
Mecklenburg	Richmond	SOUTH HILL	(434) 774-2300
Middlesex	Fredericksburg	SALUDA	(804) 758-2321
Montgomery	Salem	CHRISTIANSBURG	(540) 381-7200
Nelson	Lynchburg	AMHERST	(434) 946-7631
New Kent	Richmond	SANDSTON	(804) 328-3044
Northampton	Hampton Roads	ACCOMAC	(757) 787-1550
Northumberland	Fredericksburg	NORTHERN NECK	(804) 333-3696
Nottoway	Richmond	AMELIA	(804) 561-2411
Orange	Culpeper	CULPEPER	(540) 829-7616
Page	Staunton	LURAY	(540) 743-6585
Patrick	Salem	MARTINSVILLE	(276) 629-2581
Pittsylvania	Lynchburg	CHATHAM	(434) 432-7214
Powhatan	Richmond	CHESTERFIELD	(804) 674-2800
Prince Edward	Lynchburg	DILLWYN	(434) 983-2017
Prince George	Richmond	PETERSBURG	(804) 863-4000
Prince William	Northern Virginia	MANASSAS	(703) 366-1935
Pulaski	Salem	CHRISTIANSBURG	(540) 381-7200
Rappahannock	Culpeper	WARRENTON	(540) 347-6441
Richmond	Fredericksburg	NORTHERN NECK	(804) 333-3696
Roanoke	Salem	SALEM	(540) 387-5488
Rockbridge	Staunton	LEXINGTON	(540) 463-3108
Rockingham	Staunton	HARRISONBURG	(540) 434-2586
Russell	Bristol	LEBANON	(276) 889-7600
Scott	Bristol	JONESVILLE	(276) 346-1911
Shenandoah	Staunton	EDINBURG	(540) 984-5600
Smyth	Bristol	ABINGDON	(276) 676-5503
Southampton	Hampton Roads	FRANKLIN	(757) 562-3194
Spotsylvania	Fredericksburg	FREDERICKSBURG	(540) 899-4447
Stafford	Fredericksburg	FREDERICKSBURG	(540) 899-4447
Surry	Hampton Roads	WAVERLY	(804) 524-8427
Sussex	Hampton Roads	WAVERLY	(804) 524-8427
Tazewell	Bristol	TAZEWELL	(276) 988-2566
Warren	Staunton	LURAY	(540) 743-6585
Washington	Bristol	ABINGDON	(276) 676-5503
Westmoreland	Fredericksburg	NORTHERN NECK	(804) 333-3696
Wise	Bristol	WISE	(276) 328-9331
Wythe	Bristol	WYTHEVILLE	(276) 228-2153
York	Hampton Roads	WILLIAMSBURG	(757) 253-4832

## URBAN PROGRAM MANAGER ASSIGNMENTS

### Urban City/Town Assignments

05/01/2008

Mun.Code

Mun.Code

**Dic Burke (703) 383-2431**

- 100 Alexandria
- 212 Dumfries
- 151 Fairfax
- 110 Falls Church
- 235 Herndon
- 253 Leesburg
- 155 Manassas
- 152 Manassas Park
- 286 Purcellville
- 153 Vienna

**Lamont Benjamin (804)524-6400**

- 166 Ashland
- 142 Blackstone
- 186 Chase City
- 106 Colonial Heights
- 111 Fredericksburg
- 116 Hopewell
- 123 Petersburg
- 127 Richmond
- 301 South Hill

**Todd Halacy (757) 925-2513**

- 131 Chesapeake (Steve Rowan)
- 190 Chincoteague (Steve Rowan)
- 109 Emporia (Steve Brich)
- 145 Franklin (Steve Rowan)
- 114 Hampton (Bruce Duvall)
- 121 Newport News (Bruce Duvall)
- 122 Norfolk (Steve Brich)
- 147 Poquoson (Bruce Duvall)
- 124 Portsmouth (Steve Brich)
- 300 Smithfield (Steve Brich)
- 133 Suffolk (Steve Brich)
- 134 Virginia Beach (Steven Rowan)
- 137 Williamsburg (Bruce Duvall)

**Don Necessary, Jr. (276-669-9956x256)**

- 140 Abingdon
- 101 Big Stone Gap
- 143 Bluefield
- 102 Bristol
- 252 Lebanon
- 119 Marion
- 146 Norton
- 148 Richlands
- 295 Saltville
- 158 Tazewell
- 329 Wise
- 139 Wytheville

**Leo Rutledge (804) 786-2586**

- 141 Bedford                      279 Pearisburg
- 150 Blacksburg                125 Pulaski
- 104 Charlottesville            126 Radford
- 154 Christiansburg            128 Roanoke
- 204 Culpeper                    157 Rocky Mount
- 113 Galax                        129 Salem
- 120 Martinsville               149 Vinton
- 266 Narrows                    156 Warrenton
- 275 Orange

**Jerry Van Lear (540) 332-9030**

- 103 Buena Vista                138 Winchester
- 176 Bridgewater               330 Woodstock
- 105 Clifton Forge
- 107 Covington
- 216 Elkton
- 112 Front Royal
- 228 Grottoes
- 115 Harrisonburg
- 117 Lexington
- 159 Luray
- 132 Staunton
- 306 Strasburg
- 136 Waynesboro

**Stan Murphy (434) 856-8285**

- 162 Altavista
- 108 Danville
- 144 Farmville
- 118 Lynchburg
- 130 South Boston

**Urban Program Policy/First Cities  
Local Finance/Urban Maintenance**

Mark White (804) 786-3438  
Sharon McGhee (804) 225-4466