

REVENUE SHARING PROGRAM DE-ALLOCATION, PROJECT TRANSFER, AND INACTIVE PROJECT REVIEW PROCESS

De-allocation

Identification of Projects Subject to De-allocation:

- §33.1-23.05 was modified in 2008 to include a provision establishing timeframes for the expenditure of funds. The language indicates that any project having funds under the revenue sharing program shall be initiated in such a fashion where at least a portion of the funds have been expended within two subsequent years of allocation. Funds on projects that do not have expenditures within the stated timeframes are subject to de-allocation. Criteria for identifying projects for potential de-allocation:
 - Project completed with allocations remaining
 - Project not initiated after two (2) subsequent fiscal years of allocations
 - Project on-going, where no portion of allocated revenue sharing funds have been expended within two (2) subsequent fiscal years of allocations

Process for de-allocation:

- Obtain from Fiscal Division a list of revenue sharing projects that have had no activity in past 24 months.
- Revenue Sharing Program Manager will provide to the designated local VDOT Manager a list of potential projects for de-allocation
- The Designated local VDOT Manager will coordinate with each affected locality to determine the project status and provide an action plan and recommendation whether funds should be de-allocated or whether there is justification to retain the funds. This action plan and recommendation will be provided back to the Revenue Sharing Program Manager within 45 days.
- Projects identified by the designated local VDOT Manager as complete, or at the request of the locality need to be cancelled, will be closed and the designated local VDOT Manager will be asked to provide proper documentation to move funds to another qualifying project within 45 days.
- Once projects are identified for de-allocation a list will be presented at the next upcoming CTB meeting for consideration in the removal of Revenue Sharing project funds. Localities will be notified of proposed de-allocations at least 30 days prior to presentation to the CTB.
- If the decision is made to de-allocate the funds, those funds will be transferred from the project to the Revenue Sharing Balance Entry account and made available for redistribution at a later date. Any match funds that had been paid by the locality for the funds being de-allocated will be refunded to that locality through the respective District office.

Project Transfer

Designated local VDOT Manager may request that unexpended allocated funding be transferred to another existing revenue sharing project within the same locality or to a new project within the same locality. These transfers need to occur prior to the project being identified for de-allocation. Once a project has been identified for de-allocation, transfers can only occur when it will cover a deficit on a project. Such transfer requests must be made in writing, be accompanied by a PD-24, and have the appropriate documentation from the locality. These transfers can be requested and made throughout the course of the year.

Process for transfer:

- ***Existing Revenue Sharing Project to Existing Revenue Sharing Project:***
 - Designated local VDOT Manager submits PD24 along with email or letter from County Administrator, Board of Supervisors, or Town/City Manager requesting transfer (referencing from and to).
 - Revenue Sharing Program Manager reviews project allocations, expenditures, and pending VDOT charges to determine amount available for transfer (in coordination with Programming Division)
- Once funding is verified it is available:
 - Revenue Sharing Program Manager forwards PD24 to Programming Division for processing in PAM & records transfer in Revenue Sharing database.
 - Email is sent to the designated local VDOT Manager indicating the transfer of funding has been approved. If applicable, project agreements are modified (or request made of project manager to do so) and is transmitted with the transfer approval letter.
- ***Existing Revenue Sharing Project to New (project that has never had Revenue Sharing funds on it before):***
 - New project must be in VDOT's existing Six Year Improvement Plan, Secondary Six Year Plan, or the Capital Improvement **and;**
 - Movement of the funds must be needed to meet the approved federal obligation schedule or to ensure a scheduled advertisement date can be met or advanced.
 - Designated local VDOT manager must submit resolution from the Locality requesting the transfer, identifying the status of the "from" project and request establishment of the new project as a revenue sharing project.
 - Revenue Sharing Program Manager reviews project allocations, expenditures, and pending VDOT charges to determine amount available for transfer (in coordination with Programming Division)
- Once funding is verified it is available:
 - Revenue Sharing Program Manager drafts CTB resolution and Decision Brief for review by AG.
 - Once approved by AG, CTB Resolution & Decision Brief put on agenda for next CTB meeting.
 - Once CTB has approved, Revenue Sharing Program Manager forwards PD24 to Programming Division for processing in PAM and records transfer in Revenue Sharing database.
 - Email is sent to the designated local VDOT Manager indicating the transfer of funding has been approved. If applicable, project agreements are modified (or request made of the designated local VDOT Manager to do so) and is transmitted with the transfer approval letter.

Inactive Project Review

The inactive project review for the majority of projects is on projects that have had no activity within twelve (12) months. Legislation for Revenue Sharing funding allows 36-months of no activity before any action can be taken. The review for inactivity is covered under the de-allocation process. Any transferring of funds on a project deemed inactive will also be handled as part of the de-allocation process.