

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 prepares the Detailed Designated Fund form (application) and provides it electronically to the appropriate VDOT manager. 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. 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. Appropriate VDOT Manager enters data from the application into VDOT's Project Pool and obtains permanent UPC. Once permanent UPC is obtained, VDOT manager enters that data on application. Appropriate VDOT personnel uploads application onto Local Assistance Team Site and forwards paper copy along with recommendations and all supporting documents to the Local Assistance Division, with a copy to the appropriate District Administrator.

The application and all supporting documents 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.