Revenue Sharing Program
Guideline Changes

August 17, 2017
Today’s Revenue Sharing Program Topics

• Revenue Sharing Changes – What’s New
  • Application, Allocation and Transfer Changes

• SMART PORTAL APPLICATIONS
Revenue Sharing Program Study Committee

• Revenue Sharing Program Study Committee established by Secretary Layne at February CTB meeting

• Members:
  F. Dixon Whitworth, Jr. – Staunton District CTB Member (committee Chair),
  Court G. Rosen – At-Large Rural CTB member
  Mary Hughes Hynes – Northern Virginia District CTB member
  John Malbon – Hampton Roads District CTB member
Revenue Sharing Program Study Committee

COMMITTEE PRIORITIES FOR RECOMMENDATIONS:

• Emphasize fair and equitable distribution of funds

• Provide a high level of funding predictability and certainty for all stakeholders

• Allow Revenue Sharing allocations to be used as financial leverage for other transportation funding programs

• Ensure the effective use of Revenue Sharing allocations and expeditious completion of Revenue Sharing projects

• Emphasize that allocations are provided to localities for specified projects
Revenue Sharing Program Study Committee

- Revenue Sharing Program Study Committee

Public Meetings:
- March 14 – 15
- April 17
- May 15

- Committee provided with survey feedback Local Assistance Division received from localities and districts to assist in their reviews

- Committee reviewed historical data to assist in their analysis of the Program

- Final Solicitation for comment after June 2017 CTB Meeting
REVENUE SHARING PROGRAM GUIDELINES

REVISIONS

New Requirements based on CTB Policy Changes

• Table provided comparing new policy to old policy

Clarifications as a Result of CTB Policy Changes

• Definition of Eligible Project
  • Logical Termini; Independent Utility

New Application Process

• On-line Application Process (SMART Portal)
• Biennial Application Process including distribution of additional funding in 2\textsuperscript{nd} year

Clarification of Existing Policies / Procedures

• Project serving exclusively private developments are not eligible
• Localities may request to make payments on VDOT Administered projects when construction phase > $5M
Other Modifications

• Deallocation Process
  • Changes when completed projects are subject to deallocation – from 24 months to 6 months after completion.

• Statement allowing minor modifications to Revenue Sharing Guidelines without CTB action
  • “Occasionally modifications to these Guidelines may be necessary to adjust for changes in Departmental procedures. Where those modifications fully comport with Virginia Code and CTB Policy, they may be made administratively without further approval of the CTB.” Any changes will be reported to CTB.

• All Code references updated based on recodification last October
# REVENUE SHARING PROGRAM CHANGES

## REVENUE SHARING POLICY CHANGES - JULY 2017

<table>
<thead>
<tr>
<th>Policy</th>
<th>Previous Policy</th>
<th>NEW POLICY</th>
<th>Anticipated Impact / Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Initial Allocation from Application</td>
<td>$30M per locality annually</td>
<td>$55M per locality annually (including $10M per biennial application cycle).</td>
</tr>
<tr>
<td>1-a</td>
<td>Locality Allocation Request Limitation</td>
<td>Unlimited</td>
<td>$10M per project (statewide match) lifetime, including transfers.</td>
</tr>
<tr>
<td>2</td>
<td>Transfer of Revenue Sharing Funds</td>
<td>Funds transferred administratively, no restrictions</td>
<td>Project must be viable and in the current Six Year Improvement Plan with concurrence of District CBT Member.</td>
</tr>
<tr>
<td>2-a</td>
<td>Surplus funds from a completed project to existing Revenue Sharing Project</td>
<td>Funds transferred administratively, no restrictions</td>
<td>Project must be viable and in the current Six Year Improvement Plan with concurrence of District CBT Member.</td>
</tr>
<tr>
<td>2-b</td>
<td>Transfer from ongoing Revenue Sharing project to ongoing Revenue Sharing project</td>
<td>Funds transferred administratively, no restrictions</td>
<td>Must meet reallocation process requirements: project must be viable and in the current Six Year Improvement Plan; transfer can only go to a project which needs funding to go to advertisement or award within the next 12 months or to address a deficit on a completed project, approved by CBT action.</td>
</tr>
<tr>
<td>2-c</td>
<td>Surplus funds from a completed project to non-Revenue Sharing project</td>
<td>Project must be viable and in the current Six Year Improvement Plan; approved by CBT Action</td>
<td>Must meet reallocation process requirements: project must be viable and in the current Six Year Improvement Plan; transfer can only go to a project which needs funding to go to advertisement or award within the next 12 months or to address a deficit on a completed project, approved by CBT action.</td>
</tr>
<tr>
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</tr>
<tr>
<td>2-e</td>
<td>Surplus funds from a cancelled project</td>
<td>Funds currently may be transferred in accordance with policies applicable to existing Revenue Sharing project or non-Revenue Sharing projects</td>
<td>Surplus funds must be returned to Revenue Sharing Program Balance Entry; Funds may be reallocated only by CBT action.</td>
</tr>
<tr>
<td>2-f</td>
<td>Miscellaneous Provisions</td>
<td>In some cases, a Locality has requested additional funds during application cycle to replace funding transferred to another project.</td>
<td>Clarification that a Locality may not request additional funds during application cycle to replace funds transferred off a Revenue Sharing project.</td>
</tr>
<tr>
<td>3</td>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-e</td>
<td>Deallocation process - Surplus funds after project completion</td>
<td>Project subject to deallocation 24 months after projects is completed</td>
<td>Project subject to deallocation 6 months after projects is completed</td>
</tr>
<tr>
<td>3-b</td>
<td>Timely expenditure of funding requirement to expend funds within one year of CBT allocation</td>
<td>Projects must spend a portion of their Revenue Sharing funding within one year. Currently, there is no enforcement provision.</td>
<td>The CBT will have discretion to defer future project allocations when a project has not expended a portion of their Revenue Sharing Funds within one year of CBT allocation.</td>
</tr>
</tbody>
</table>

Revenue Sharing Program Allocation Changes
Effective August 1, 2017

ALLOCATION CHANGES

- Locality maximum per fiscal year: $5M
  - Total request per cycle is $10M

- Maximum state match per project: $10M
  - This limitation includes any allocations transferred from or to a project.
  - Any project that already has $10M in revenue sharing state match cannot request additional revenue sharing funds

- Locality may not request additional funds during an application cycle (or by a transfer) to replace funds transferred off a revenue sharing project
Revenue Sharing Program Transfer Changes Effective August 1, 2017

TRANSFER POLICY CHANGES:

• Surplus funds from a completed project Revenue Sharing project can continue to be transferred administratively to an existing revenue sharing project
  • District CTB member concurrence will be required as part of documentation
  • Funds must be transferred within 6 months from project completion

• All other transfers will be in accordance with the current deallocation transfer process which includes transfers can only be made to projects that need funds to meet an advertisement or award date within 1 year of request or that address an existing deficit on a completed project
Continued – Transfer Policy Changes

• Funds from an on-going Revenue Sharing project can continue to be transferred by CTB approval to an existing Six-Year Plan project that needs funds to meet advertisement or award date within 1 year of request

• Surplus funds from a cancelled project will be deallocated and go back to the statewide revenue sharing account; these funds can only be reallocated by the CTB

MISCELLANEOUS POLICY CHANGES:

• Project with surplus funds is subject to deallocation 6 months after project is completed.

• If a project is not initiated within the first year of receiving allocations the CTB has discretion to defer future project allocations.
Revenue Sharing Program Application Changes
Effective August 1, 2017

APPLICATION CYCLE:

• Smart Portal open August 1 thru November 1

• Requests are now for two fiscal years
  • Applications submitted in odd years for funding available the following July
  • Can request funds for just one fiscal year or both fiscal years
  • Priority established in year 1 will be the same in year 2
  • In order to meet desired priority tier, documentation to meet that priority must be uploaded with application prior to portal closure

• Next application cycle will be in August 2019
Filling in the Application

Applications are submitted via the Smart Portal at the following link: https://smartportal.virginiahb2.org/

You must already have an established account in order to log on. If you don’t please contact your district Smart Portal Coordinator.
Welcome to SMART Portal
Revenue Sharing – Smart Portal Application

New Application

Select a program below to begin a new application.

Program

Revenue Sharing

Use Previous Application

Create New Application
You need to let the portal know what Program you are submitting an application for … …and if you are using a previous application … …or creating a new application.
To use a previous application, choose the Program from the drop down and all previous applications that were submitted will appear.

Click on START to select the application you want to edit.

OR, if you want to create a new application, click on Create New Application.
If you selected Use Existing Application, information for this application will populate and you can edit this information, as needed.
Revenue Sharing Application – New Features
Revenue Sharing Application
New Two-Year Cycle Information

Project Financial Information
VDOT Revenue Sharing (state) matching funds requested for this project:

<table>
<thead>
<tr>
<th>FY2019 Amount</th>
<th>FY2020 Amount</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$250,000</td>
<td>$250,000</td>
<td>$500,000</td>
</tr>
</tbody>
</table>

Enter the amount you want to apply for in each fiscal year.

Note that the local match is auto calculated.
You now can enter the total funds shown in the SYIP and also any other funds that will be required to show the project fully funded.
These two should agree!
Before you can complete the submission process, you still have a document that is required, based on previous entries.
The pearls with numbered red dots will tell you what sections you still have information to provide or correct in order to submit your application.
At this point you can save your changes made and come back to it later. You receive notification your changes were saved. However, it does not mean it has been submitted.
<table>
<thead>
<tr>
<th>District</th>
<th>Representative</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bristol District</td>
<td>Donny Necessary</td>
<td>276-696-3282</td>
<td><a href="mailto:Donald.Necessary@VDOT.Virginia.gov">Donald.Necessary@VDOT.Virginia.gov</a></td>
</tr>
<tr>
<td>Culpeper District</td>
<td>Chuck Proctor</td>
<td>540-829-7558</td>
<td><a href="mailto:Charles.Proctor@VDOT.Virginia.gov">Charles.Proctor@VDOT.Virginia.gov</a></td>
</tr>
<tr>
<td>Fredericksburg District</td>
<td>Stephen Haynes</td>
<td>540-899-4709</td>
<td><a href="mailto:Stephen.Haynes@VDOT.Virginia.gov">Stephen.Haynes@VDOT.Virginia.gov</a></td>
</tr>
<tr>
<td>Hampton Roads District</td>
<td>Eric Stringfield</td>
<td>757-925-3669</td>
<td><a href="mailto:Eric.Stringfield@VDOT.Virginia.gov">Eric.Stringfield@VDOT.Virginia.gov</a></td>
</tr>
<tr>
<td>Lynchburg District</td>
<td>Rick Youngblood</td>
<td>434-856-8331</td>
<td><a href="mailto:Rick.Youngblood@VDOT.Virginia.gov">Rick.Youngblood@VDOT.Virginia.gov</a></td>
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<tr>
<td>Northern Virginia District</td>
<td>Andy Beacher</td>
<td>703-259-2239</td>
<td><a href="mailto:Andrew.Beacher@VDOT.Virginia.gov">Andrew.Beacher@VDOT.Virginia.gov</a></td>
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<tr>
<td>Richmond District</td>
<td>Mark Riblett</td>
<td>804-524-6151</td>
<td><a href="mailto:Mark.Riblett@VDOT.Virginia.gov">Mark.Riblett@VDOT.Virginia.gov</a></td>
</tr>
<tr>
<td>Salem District</td>
<td>Michael Gray</td>
<td>540-797-2162</td>
<td><a href="mailto:Michael.Gray@VDOT.Virginia.gov">Michael.Gray@VDOT.Virginia.gov</a></td>
</tr>
<tr>
<td>Staunton District</td>
<td>Terry Short</td>
<td>540-332-9057</td>
<td><a href="mailto:Terry.ShortJR@VDOT.Virginia.gov">Terry.ShortJR@VDOT.Virginia.gov</a></td>
</tr>
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</table>
KEY POINTS TO REMEMBER

• Most transfers are only to those projects that need the funding in order to meet an advertisement or award date within 12 months of request.

• Funds on projects that are cancelled can no longer be transferred to other projects. They are returned to the statewide balance entry account.

• Work with your local VDOT contact to make sure your project is viable and eligible for Revenue Sharing funding and is ready to begin once funding is approved.

• Next opportunity to request Revenue Sharing funding will be in two years – August 2019 – so be sure to plan accordingly.

• Remember to upload the required documents prior to November 1 in order for your application to meet the desired priority.

• We are always available to assist you with your questions!
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