



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION
1401 EAST BROAD STREET
RICHMOND, VIRGINIA 23219-2000

Charles A. Kilpatrick, P.E.
Commissioner

July 31, 2017

To: County Administrators/City and Town Managers

Subject: FY 2019 and FY 2020 Revenue Sharing Program

The Revenue Sharing Program continues to provide an excellent opportunity to maximize available local funds with matching state funds for priority projects in your locality. You were recently notified that the [Revenue Sharing Guidelines](#) (2017) have been revised based on recommendations made by the Commonwealth Transportation Board (CTB) Study Committee appointed by the Secretary of Transportation. A webinar is scheduled for Thursday, August 17th at 10:00am, to go over these changes and give you an opportunity to ask questions. If you haven't already registered for this and want to participate, please do so at this link: <https://www.surveymonkey.com/r/HJPJYYZ> so we can provide you with log-on instructions directly and any updates or changes to the schedule. Please take some time prior to submitting your application to review these new guidelines, since it may impact your planned requests for revenue sharing funds this year and in the future.

We also want to make sure you are aware that the application submittal for Revenue Sharing Program funding is now on a biennial basis. Applications for this year will be for two fiscal years – FY2019 and FY2020. This will be for funding made available July 1, 2018 and July 1, 2019 respectively. Once this application cycle closes, there will not be another application cycle for Revenue Sharing Program funding until August 2019.

Applications will be submitted via a web-based application procedure (same as last year) and will require your locality to be registered with an appropriate SMART Portal log-in account. If you applied for Revenue Sharing or Smart Scale funds last year, you will use the same log-in credential. If your locality did not submit an application last year for either funding program you will need to register prior to submitting your application. If you need assistance with this please work with your district contact.

If your locality wishes to participate in the program for the fiscal year starting July 1, 2018 and/or July 1, 2019, we encourage you to coordinate, now, with your local VDOT representative to identify eligible projects for the FY 2019 and FY 2020 Programs. A Revenue Sharing Pre-Application Coordination form was created last year to assist localities with gathering preliminary information on proposed projects that should assist in these discussions. This form and other key information for this year's application cycle are posted on our webpage (links provided further down).

Timeline for FY2019 and FY2020 Revenue Sharing Application Submittal:

- **August 1:** Application cycle for FY 2019 and FY2020 opens. Locality will coordinate with local VDOT representative using the Pre-Application Coordination form to identify eligible projects and, if applicable, establish a log-in account for the web-based application
- Locality may initiate its application by accessing the portal site at:
<http://smartportal.virginiahb2.org/>.
 - Required documentation will also need to be submitted with your application. This documentation includes (but is not limited to) your locality resolution supporting your application, committing to the required matching funds and other local funds if needed to complete funding, and providing signature authority; locality Capital Improvement Plan with project identified (if using this criteria to qualify for Tier 2 project); and, locations of multiple sites work will be accomplished (for city/county wide applications). If you cannot submit the resolution prior to the portal closing, you can send it to your local VDOT representative via email. However, it must be received no later than close of business on December 1, 2017 in order for your application to be considered. All other documentation is required prior to portal closing in order for your application to be evaluated and prioritized.
- **November 1 (11:59pm):** Smart Portal closes; no additional applications or documentation (except the resolution as noted above) can be submitted. Late submittals cannot be accepted.

The proposed allocation for the FY 2019 and FY2020 programs is \$100M each year. As a reminder, the new CTB policy and guidelines state the maximum each locality can request is \$5 million in state allocations per fiscal year. Any or all of that can be applied for maintenance projects. Additionally, the maximum lifetime limit of state matching allocations for any one project is \$10M so there are existing Revenue Sharing projects that can no longer request funding. The referenced [Pre-Application Coordination form](#), a [Summary of Projects form](#), and a [sample resolution](#) (which includes the locality's commitment of funds) can be found on the Local Assistance Division's [Revenue Sharing Program webpage](#), under "Revenue Sharing Application Process and Forms."

The Department looks forward to working with you during the upcoming months. I encourage you to contact your local VDOT representative for assistance in preparing your application. If you have any questions about the Program you may contact Debbi Webb-Howells at (804) 786-1519 or by email at Debbi.Webb-Howells@VDOT.virginia.gov. You may also reach me at (804) 786-7314 or by email at Julie.Brown@VDOT.virginia.gov.

Sincerely,

Julie R. Brown
Director, Local Assistance Division