COMMONWEALTH of VIRGINIA

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

Charles A. Kilpatrick, P.E.
Commissioner

July 29, 2014

To: County Administrators/City and Town Managers

Subject: FY 2016 Revenue Sharing Program

The Revenue Sharing Program continues to provide an excellent opportunity for localities to provide local funds to match state funds for priority projects in your locality. There were no additional program changes during the 2014 General Assembly session. If you are not familiar with the current legislation for the Revenue Sharing Program, I recommend that you familiarize yourself with the requirements and prioritization criteria set forth in Section 33.1-23.05 (Section 33.2-357 effective October 1, 2014) of the *Code of Virginia* and the Revenue Sharing Program Guidelines of the Commonwealth Transportation Board prior to submitting your application.

In order to identify the amount of state funds required to fully maximize local participation in advance of the finalization of the FY 2016 budget, we are again requesting applications be submitted this fall. To assist in the long term financial planning for the Program, we are also asking localities to identify their future year's anticipated Revenue Sharing Program participation by also submitting the Anticipated Future Request Worksheet. By providing us this information, we will be better prepared to estimate the funding needs for this program in the future.

If your locality wishes to participate in the program for the fiscal year starting July 1, 2015, the following items must be provided by the date below to the Local Assistance Division **through your local VDOT representative.** (Please note, your local VDOT representative may ask for this information earlier than the date below in order to provide them time to review your request prior to submittal to our office.)

Due by October 31, 2014:

- A *Detailed Application for Funds form* for each project you wish to be considered for funding – **submitted electronically** to your local VDOT representative
- A *Summary of Projects form* – **submitted electronically** to your local VDOT representative
- A resolution outlining your request to participate and support of the potential project(s) identified for possible funding from the program (sample on our website)
  (*Please note: We will accept applications without a resolution but we will require its submittal by December 1, 2014 in order for your application to be considered)*
- Anticipated Future Request Worksheet – **submitted electronically** to your local VDOT representative

At this time the tentative proposed allocation for the FY 2016 program is $185M, however I do encourage you to apply for the maximum amount you wish to have allocated to your locality. As a

reminder, each locality can request up to $10 million in state allocations with up to $5 million of that being designated for maintenance projects. All of the referenced documents, including the electronic application, summary of projects form, and anticipated future request worksheet can be found on our website, located at http://www.virginiadot.org/business/local-assistance.asp.

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) 786-0334 or by email at Jennifer.Debruhl@VDOT.virginia.gov.

Sincerely,

Jennifer B. DeBruhl
Director, Local Assistance Division

Cc: Commonwealth Transportation Board
Virginia Association of Counties
Virginia Municipal League
VDOT District Administrators