



# COMMONWEALTH of VIRGINIA

## *Commonwealth Transportation Board*

Aubrey L. Layne, Jr.  
Chairman

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*Agenda item # 3*

### **RESOLUTION OF THE COMMONWEALTH TRANSPORTATION BOARD**

**July 16, 2014**

#### **MOTION**

**Made By:** Mr. Cole, **Seconded By:** Mr. Malbon

**Action:** Motion Carried, Unanimously

**Title:** **Policy and Guidelines for the Revenue Sharing Program (Revision)**

**WHEREAS**, § 33.1-23.05 (§ 33.2-357, effective October 1, 2014) of the *Code of Virginia* (1950), as amended, specifically stipulates that the Commonwealth Transportation Board (CTB) shall establish guidelines for the purpose of distributing and administering revenue sharing program funds allocated by the CTB; and

**WHEREAS**, the CTB approved a revised Revenue Sharing Program Policy and Guidelines on July 18, 2012 to comply with changes to the revenue sharing program made by the General Assembly that year; and

**WHEREAS**, it is the sense of the CTB that the existing Revenue Sharing Program Policy and the program guidelines should be amended to provide additional clarification in administration of the revenue sharing program.

**NOW, THEREFORE, BE IT RESOLVED** that the CTB hereby adopts the following policy to govern the use of revenue sharing funds pursuant to § 33.1-23.05 (§ 33.2-357, effective October 1, 2014) of the *Code of Virginia* (1950), as amended:

1. The Revenue Sharing Program shall provide a matching allocation up to \$10 million to any county, city or town for projects designated by the locality for improvement, construction or reconstruction of highway systems within such locality with up to \$5 million for use by the county, city or town for maintenance projects for highway systems within such county, city or town.

2. Revenue Sharing funds shall be prioritized and allocated in accordance with the provisions of § 33.1-23.05 B (§ 33.2-357 B, effective October 1, 2014) of the *Code of Virginia* and, then, as further outlined in the Revenue Sharing Program Guidelines.
3. Application for program funding must be made by resolution of the governing body of the jurisdiction requesting the funds. A locality may request funds for a project located within its own jurisdiction or in an adjacent jurisdiction, with a supporting resolution from the governing body of the adjacent locality. Towns not maintaining their own streets are not eligible to receive Revenue Sharing Program funds directly; their requests must be included in the application of the county in which they are located. All requests must include a priority listing of projects.
4. Funds may be administratively transferred by the Department of Transportation from one revenue sharing project to another existing revenue sharing project upon request of the locality. If approved by the CTB, revenue sharing funds may also be transferred to an existing project in the Six Year Improvement Program or Secondary Six Year Plan if needed to meet the approved federal obligation schedule or to ensure that a scheduled advertisement date can be met or accelerated. Requests for all transfers must be made in writing by the County Administrator or City/Town Manager. All requests must include the reasons for the request and the status of both projects.
5. The Revenue Sharing Program is intended to provide funding for immediately needed improvements or to supplement funding for existing projects. Larger new projects may also be considered; however, if the estimated project cost exceeds the Revenue Sharing Program funding request, the locality must identify other funding sources and amounts necessary to complete the project. Projects receiving revenue sharing funds shall be initiated and at least a portion shall be expended within one year of the allocation. If a project having funds allocated under this program has not been initiated so that a portion of such funds have been expended within two subsequent fiscal years of allocation, the funds may be reallocated at the discretion of the CTB.

**BE IT FURTHER RESOLVED** that the CTB approves the Revenue Sharing Program Guidelines as revised and attached hereto.

**BE IT FURTHER RESOLVED** that the above policy shall become effective immediately, and all revenue sharing program policies previously adopted heretofore by the CTB governing the use of revenue sharing funds shall be rescinded simultaneously.

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