COMMONWEALTH of VIRGINIA

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

Charles A. Kilpatrick, P.E.
Commissioner

August 4, 2016

To: County Administrators/City and Town Managers

Subject: FY 2018 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 2016 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 33.2-357 of the *Code of Virginia* and the Revenue Sharing Program Guidelines of the Commonwealth Transportation Board prior to submitting your application.

Please note that the process for submitting your application this year has changed. Applications will be submitted via a web-based application procedure and will require your locality to be registered with an appropriate SMART Portal log-in account. If you applied for HB2 (now known as Smart Scale) funds last year, you were registered and will use the same log-in credential. If your locality did not submit an application last year for HB2 funds you will need to register prior to submitting your application. A table listing each District's Smart Portal representative is attached. Feel free to contact them if you need assistance.

The web-based application for the FY 2018 Revenue Sharing Program will not be available until September 1, 2016. However, if your locality wishes to participate in the program for the fiscal year starting July 1, 2017, we encourage you to coordinate, now, with your local VDOT representative to identify eligible projects for the FY 2018 Program and utilize the Revenue Sharing Pre-Application Coordination form on the Local Assistance Division website (http://www.virginiadot.org/business/local-assistance.asp) to assist you in gathering the data required for the web-based application prior to September 1.

Timeline for FY2018 Revenue Sharing Application Submittal:

- **August 1:** Application cycle for FY 2018 opens. Locality coordinates with local VDOT representative using the Pre-Application Coordination form to identify eligible projects and, if applicable, establishes a log-in account for the web-based application

- **September 1:** Locality may initiate its application via web-based procedure by accessing the portal site at: http://smartportal.virginiahb2.org/. (*Please note that this site and its functionality is being developed at this moment and we expect it to be operational very soon, if it is not already.*)
    - 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 funds, and providing signature authority. If you do not get this documentation submitted prior to the portal closing, you can send it to your local VDOT representative via email but it must be received no later than close of business on December 1, 2016 in order for your application to be considered.
- **November 1:** Portal closes; no additional applications can be submitted.

At this time the tentative proposed allocation for the FY 2018 program is $100M. As a reminder, based on current legislation the maximum each locality can request is $10 million in state allocations with no more than $5 million of that amount being designated for maintenance projects. The referenced Pre-Application Coordination form, a Summary of Projects form and a sample resolution (which has been revised to include the locality's commitment of funds) can be found 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) 786-7314 or by email at Julie.Brown@VDOT.virginia.gov.

Sincerely,

Julie R. Brown

Julie R. Brown
Director, Local Assistance Division

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

District	SMART Portal Point of Contact
Bristol	Donny Necessary Donald.Necessary@VDOT.Virginia.gov 276-669-9956 ext. 256
Culpeper	Dan Painter Daniel.Painter@VDOT.Virginia.gov 540-829-7687
Fredericksburg	Stephen Haynes Stephen.Haynes@VDOT.Virginia.gov 540-899-4709
Hampton Roads	Dawn Odom Dawn.Odom@VDOT.Virginia.gov 757-925-1581
Lynchburg	Rick Youngblood Rick.Youngblood@VDOT.Virginia.gov 434-856-8331
Northern Virginia	Andy Beacher Andrew.Beacher@vdot.virginia.gov 703-259-2239
Richmond	Mark Riblett Mark.Riblett@VDOT.Virginia.gov 804-524-6151
Salem	Michael Gray Michael.Gray@VDOT.Virginia.gov 540-375-3565
Staunton	Terry Short Terry.ShortJR@VDOT.Virginia.gov 540-332-9057
DRPT	Terry Brown Terry.Brown@DRPT.Virginia.gov 804-786-1722