



# COMMONWEALTH of VIRGINIA

## *Commonwealth Transportation Board*

Sean T. Connaughton  
Chairman

1401 East Broad Street  
Richmond, Virginia 23219

(804) 786-2701  
Fax: (804) 225-2940

*Agenda item # 7*

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

**April 20, 2011**

#### **MOTION**

**Made By: Mr. Keen Seconded By: Mr. Koelemay  
Action: Motion Carried, Unanimously**

**Title: Policy and Guidelines for the Revenue Sharing Program**

**WHEREAS**, the General Assembly, during the 2011 general session, amended § 33.1-23.05 of the *Code of Virginia* (1950) relating to revenue-sharing funds for systems in certain counties, cities and towns of the Commonwealth; and

**WHEREAS**, § 33.1-23.05, 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 Revenue-Sharing Program Policy on April 17, 2008, published by the State Registrar of Regulations as an Administrative Process Act regulation (24VAC30-281), 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 its existing Revenue-Sharing Program Policy and the accompanying guidance should be amended to reflect the changes made by the 2011 General Assembly to 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 Section 33.1-23.05, as amended, of the *Code of Virginia* (1950):

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, onstruction or reconstruction of highway systems within such locality.

2. Revenue-Sharing funds shall be prioritized and allocated in accordance with the provisions of § 33.1-23.05 B. 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 other 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. Revenue-sharing funds are normally expected to be used within the fiscal year following their 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 attached hereto.

**BE IT FURTHER RESOLVED** that the above policy shall become effective July 1, 2011, and all revenue-sharing program policies previously adopted heretofore by the CTB and the regulation published as the Revenue-Sharing Program Policy, 24VAC30-281, shall be repealed simultaneously.

**BE IT FURTHER RESOLVED**, that the Virginia Department of Transportation is directed to process the regulatory repeal action approved herein as provided for by the submission requirements established by the *Code of Virginia*, Executive Order 14 (10), and the State Registrar of Regulations.

#####