



**REVENUE SHARING PROGRAM APPLICATIONS
FOR CALENDAR YEAR 2023
FUNDING IN FISCAL YEARS 2027 AND 2028
PROJECTS SELECTED WILL BE ADDED TO THE
FY25 SYIP**

| Michele Piccolomini, Revenue Sharing Program Manager, Local Assistance Division

Today's Agenda

- **Overview of the Revenue Sharing Program**
- **Changes to the Application – What's New?**
- **Application Cycle**
- **Validation Process**
- **Helpful Hints for the Application Process**
- **Demo of the Smart Portal Pre-Application and Full Application Process**

Program Overview

The Revenue Sharing Program provides funding for use by a county, city, or town to construct, reconstruct, improve or maintain the highway systems within such county, city, or town and for eligible rural additions. Locality funds are matched, dollar for dollar, with state funds, with statutory limitations on the amount of state funds authorized per locality.

The Revenue Sharing Program is intended to provide funding for new projects or to supplement funding for existing projects. Larger new projects may also be considered, provided the locality identifies any additional funding needed to fully fund the project.

Program Overview

- **Biennial application cycle**
- **\$5M = Maximum locality application per fiscal year of state RS funds**
- **\$10M = Maximum allocation of state RS funds (cumulative) per project**
- **Priority Tiers**
 - **Priority 1 are construction projects that have previously received Revenue Sharing funding through the application process**
 - **Priority 2 are construction projects that are in a locality's capital plan or that meet a transportation need identified in the Statewide Transportation Plan (VTRANS)**
 - **Priority 3 are projects that address deficient pavement resurfacing and bridge rehabilitation**
 - Maintenance type projects are limited to \$2.5M maximum per fiscal year
 - **Priority 4 are projects that don't fall into the other priorities but are otherwise eligible projects**

Calendar Year 2023 (FY25) Application – What's New

➤ Overview

- **General Pearl**

- Route # & Road Name moved to the Location Pearl
- DUNS# changed to UEI#
- Applicant can answer yes to only one Priority and Priorities will appear one at a time. Applicant must answer yes to at least one Priority in order to submit application.
- A Priority 4 was added for projects that don't meet the other priority criteria

- **Location Pearl**

- Route #, road name, length, and limits will be repeatable. Additional line items can be added to capture all locations on multiple location projects.

Calendar Year 2023 Application – What's New-cont'd

- **Delivery/Funding Pearl**

- Added text to show where Revenue Sharing funds should be listed

- **Supporting Documents Pearl**

- The Detailed Cost Estimate and Detailed Project Sketch will be required to be uploaded with the pre-application for all construction projects in order to be able to submit the pre-application
- No documents are required to be uploaded in the pre-application for maintenance projects

CALENDAR YEAR 2023 APPLICATION CYCLE:

- **Smart Portal open May 15th**
- **Requests are for two fiscal years**
- **Applications submitted in odd years for funding available in fiscal years 3 and 4 of the SYP**
- **Calendar Year 2023 applications are anticipated to be funded in fiscal years 2027 and 2028**
- **Funds will be allocated for just one or both fiscal years and will be based on your schedule dates**
- **The priority established will be the same in both years of application cycle**
- **In order to meet desired priority, documentation to meet that priority must be uploaded with the full application prior to portal closure**

Calendar Year 2023 Pre-Application

- **Purpose of the pre-application is to help define the project within the parameters of funding priority, selection criteria, and eligibility**
- **Locality should work with their local VDOT contact to:**
 - **Identify the needed improvements**
 - **Develop a well-defined scope and detailed project sketch**
 - **Develop a detailed project cost (VDOT to validate all estimates)**
 - **Develop the schedule based on when funding is available**
 - **Make sure your project is viable and eligible for Revenue Sharing funding and is ready to begin, once funding is allocated**
- **A good pre-application will help assure the application moves on**

Calendar Year 2023 Pre-Application

- **Pre-Applications should be developed and worked on during the “rolling submission” period, May 15 – June 30, to be considered for funding for FY 2027 and/or FY 2028**
- **Changes can be made on the pre-application until it is submitted by the deadline.**
- **It’s important to have accurate information before submitting your pre-application**

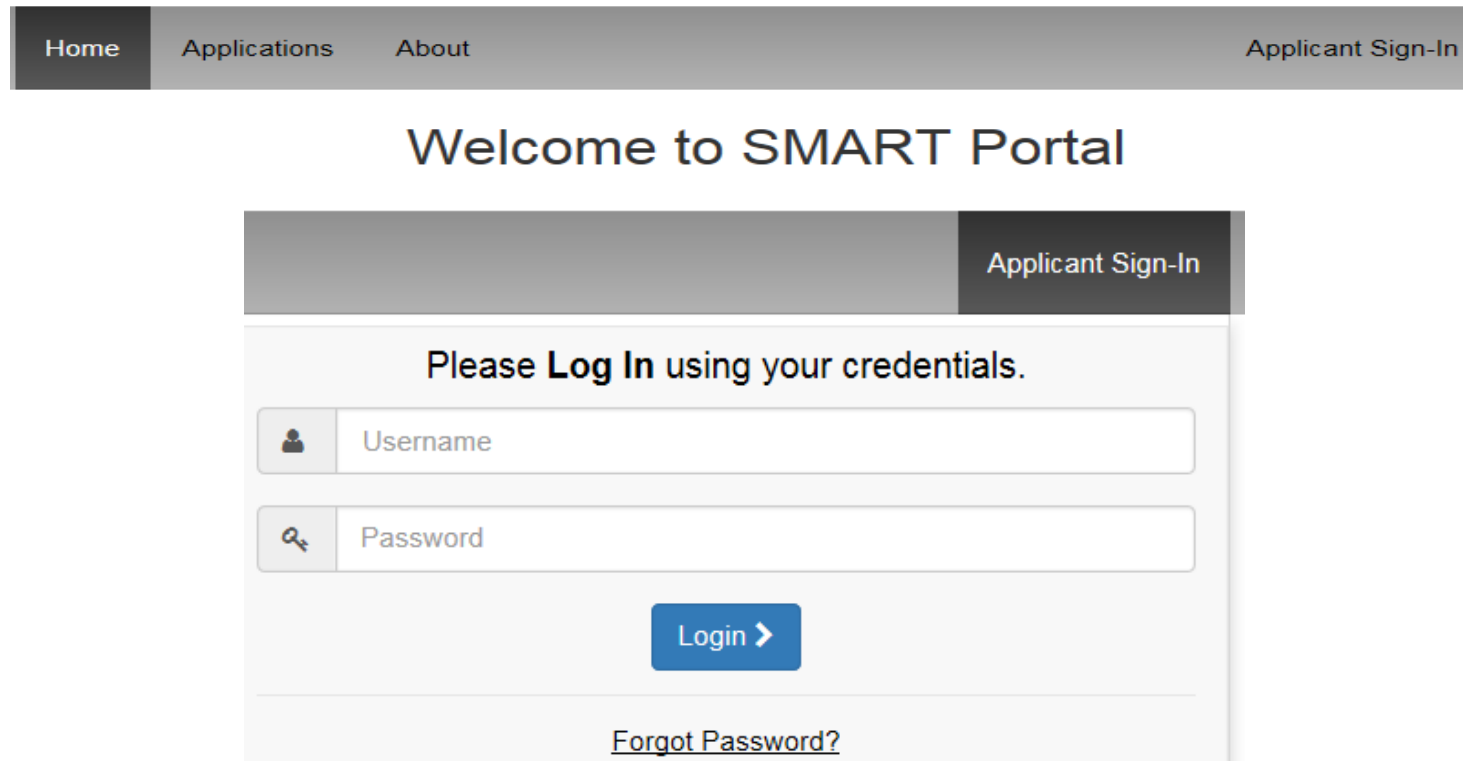
DEADLINE FOR PRE-APPLICATION SUBMISSION

JUNE 30, 2023 – 5PM

There will be no exceptions!!

Submitting a Pre-Application or Full Application

You must already have an established account in order to log on. If you don't please contact your district Smart Portal Coordinator



The screenshot shows the SMART Portal login interface. At the top, a navigation bar contains links for Home, Applications, About, and Applicant Sign-In. Below this, the heading "Welcome to SMART Portal" is displayed. A secondary navigation bar includes an "Applicant Sign-In" button. The main content area prompts the user to "Please Log In using your credentials." and features two input fields: "Username" (with a person icon) and "Password" (with a key icon). A blue "Login >" button is positioned below the fields, and a link for "Forgot Password?" is located at the bottom of the login form.

Smart Portal Revenue Sharing Application

The screenshot displays the SMART Portal interface. At the top, a navigation bar includes links for Home, New Application, Dashboard, and About. On the right side of the navigation bar, there are notification icons for 168 and 28, and the user name 'Debbi W'. The main content area features a 'Welcome to SMART Portal' heading. Below this, there are seven application cards, each with a title, a VDOT logo, and two buttons: 'Applications' and 'About'. The 'Revenue Sharing' card is highlighted with a red circle around its 'Applications' button. The other cards are: SMART SCALE (with a bar chart), Transportation Alternatives, Highway Safety Programs, Bike Pedestrian Safety, Rail Safety Improvements, and Systemic Safety Improvements.

REVENUE SHARING VALIDATION PROCESS

Local VDOT office and Central Office LAD will play a part. Validation is done on pre-applications and full applications

Local VDOT Office reviews the application to:

- **Ensure application meets the criteria for eligibility under the Revenue Sharing Policy and Guidelines**
- **Ensure responses are appropriate and accurate**
- **Determine the highest priority (tier) the project is expected to meet:**
 - **Priority 1 – existing revenue sharing project**
 - **Priority 2 – new construction; in locality CIP or meets VTRANS need**
 - **Priority 3 – addresses VDOT defined deficient pavement or bridge**
 - **Priority 4 – does not meet any of the above but is still eligible**

District Validation Helpful Hints

- **Monitor application progress**
- **Assure application meets Revenue Sharing criteria**
- **Existing projects: application data matches POOL/SYIP**
- **Project is fully funded and funded in the appropriate year**
- **Priority criteria determination**
- **All required documents have been uploaded in full application**
- **Add comments to the pre-applications for items that need to be addressed in the full applications**

REVENUE SHARING VALIDATION PROCESS

Central Office LAD reviews the application to:

- **Review district validation comments**
 - **Answer YES – if screened in; application moves forward**
 - **Answer NO – if application is not eligible, project application is screened out and will not progress.**
-
- **Pre-Applications that are screened in will transition from Pre-Application to Full Application; status changes to Pending for the Full Application**
 - **Locality can begin entering the more detailed, required information on the Full Application starting August 15th.**

Tips for a Good Application – Well Defined Scope

- **Locality should discuss planned work with local VDOT office to ensure the work is eligible under the program**
 - **Are the termini logical?**
 - **Can project stand on its own? (Independent facility)**
 - **Project meets a transportation need**
 - **Ineligible items have been addressed**
 - **ADA items have been addressed**

Tips for a Good Application - Estimate/Funding/Schedule

➤ Detailed estimate

- Estimate includes charges for VDOT oversight
- Estimate includes a contingency for the “unknown” and a CEI budget

➤ Funding

- Locality has required funds/match to begin project when funds are allocated
- Locality is aware of their requirements if funding is not sufficient
- Financial needs for the project have been addressed prior to application submittal.

➤ Schedule

- Locality has set a realistic schedule to bring project to completion in a timely manner
- Account for time needed to complete all parts of the project including getting the agreement signed, authorizations, plan reviews

Tips for a Good Application – Proper Documents

➤ Resolution

- Each application must be accompanied by an approved resolution supporting the application

➤ Detailed Cost Estimate and Detailed Project Sketch

- Required with each application

➤ Maintenance Analysis

- Must be provided for Priority 3 projects

➤ CIP

- Must identify the project by name and location

➤ VTRANS

- Applications that reference VTRANS should be coordinated with the district office, will be reviewed by the local VDOT representative during the application validation, and will be reviewed by OIPI for final validation (an actual document is not required to be uploaded)

➤ Multi-location projects

- A list of specific locations must be uploaded to the full application

Generic Resolution

**RESOLUTION
AFFIRMING COMMITMENT TO FUND THE LOCALITY SHARE OF PROJECTS
UNDER AGREEMENT WITH THE VIRGINIA DEPARTMENT OF TRANSPORTATION
AND PROVIDE SIGNATURE AUTHORITY**

WHEREAS, the (City/Town or County) of _____ is a recipient of Virginia Department of Transportation funds under various grant programs for transportation-related projects; and

WHEREAS, the Virginia Department of Transportation requires each locality, by resolution, to provide assurance of its commitment to funding its local share; and

THEREFORE, IT IS HEREBY RESOLVED, by the (City/Town Council or Board of Supervisors) of _____ hereby commits to fund its local share of preliminary engineering, right-of-way, and construction (as applicable) of the project(s) under agreement with the Virginia Department of Transportation in accordance with the project financial document(s); and

BE IT FURTHER RESOLVED, that the (City/Town Manager or County Administrator) and/or his designees is authorized to execute all agreements and/or addendums for any approved projects with the Virginia Department of Transportation.

In witness whereof, the forgoing was adopted by (City/Town Council or Board of Supervisors) of _____, Virginia on (date).

(locality seal)

Clerk of Court

Tips for a Good Application – Final Thoughts

- **Managing expectations early will assist in project being delivered on time and on budget**
- **Locality should enlist the help of the local VDOT office early on**
- **We are here to help!**
- **Remember the deadline – October 2, 2023 – 5PM**
- **All documentation MUST be included with application by the deadline**
- **VDOT wants localities to be SUCCESSFUL!**

Calendar Year 2023 Application Timeline Overview

Pre application opens May 15, 2023

Pre application closes June 30, 2023 @ 5:00 pm (no exceptions)

Full application opens August 15, 2023

Full application closes October 2, 2023 @ 5:00pm (no exceptions)

VDOT District Contacts

District	Representative	Phone Number	Email Address
Bristol District	Amy Frye	276-696-3270	amy.frye@VDOT.virginia.gov
Culpeper District	Greg Banks	540-671-3148	gregory.banks@VDOT.virginia.gov
Fredericksburg District	Donna Cloniger	540-207-9613	donna.cloniger@VDOT.virginia.gov
Hampton Roads District	Sonya Hallums-Ponton	757-956-3091	sonya.hallums-ponton@VDOT.virginia.gov
Lynchburg District	Jay Brown	434-942-0278	jay.brown@VDOT.virginia.gov
Northern Virginia District	Carol Bondurant	703-259-2955	carol.bondurant@VDOT.virginia.gov
Richmond District	Amy Ettinger	804-263-4263	amy.ettinger@VDOT.virginia.gov
Salem District	Cheryl Becker	540-492-2531	cheryl.becker@VDOT.virginia.gov
Staunton District	Kim Cameron	540-332-7886	kim.cameron@VDOT.virginia.gov

VDOT Central Office Contacts

Central Office Local Assistance Contacts:

Revenue Sharing Program Manager: Michele Piccolomini (804) 786-9125

Michele.Piccolomini@VDOT.Virginia.gov

Revenue Sharing Section Manager: Yolanda Newton (804) 786-0334

Yolanda.Newton@VDOT.Virginia.gov

Assistant Director: Terry Short (804) 371-0505

Terry.Shortjr@VDOT.Virginia.gov

Questions?

Application Demonstration