



Revenue Sharing Program Guideline Changes

August 17, 2017

Today's Revenue Sharing Program Topics

- **Revenue Sharing Changes – What's New**
 - **Application, Allocation and Transfer Changes**
- **SMART PORTAL APPLICATIONS**

Revenue Sharing Program Study Committee

- Revenue Sharing Program Study Committee established by Secretary Layne at February CTB meeting
- **Members:**
 - F. Dixon Whitworth, Jr. – Staunton District CTB Member (committee Chair),
 - Court G. Rosen – At-Large Rural CTB member
 - Mary Hughes Hynes – Northern Virginia District CTB member
 - John Malbon – Hampton Roads District CTB member

Revenue Sharing Program Study Committee

COMMITTEE PRIORITIES FOR RECOMMENDATIONS:

- Emphasize fair and equitable distribution of funds
- Provide a high level of funding predictability and certainty for all stakeholders
- Allow Revenue Sharing allocations to be used as financial leverage for other transportation funding programs
- Ensure the effective use of Revenue Sharing allocations and expeditious completion of Revenue Sharing projects
- Emphasize that allocations are provided to localities for specified projects

Revenue Sharing Program Study Committee

- **Revenue Sharing Program Study Committee Public Meetings:**
 - March 14 – 15
 - April 17
 - May 15
- **Committee provided with survey feedback Local Assistance Division received from localities and districts to assist in their reviews**
- **Committee reviewed historical data to assist in their analysis of the Program**
- **Final Solicitation for comment after June 2017 CTB Meeting**

REVENUE SHARING PROGRAM GUIDELINES REVISIONS

New Requirements based on CTB Policy Changes

- Table provided comparing new policy to old policy

Clarifications as a Result of CTB Policy Changes

- **Definition of Eligible Project**
 - Logical Termini; Independent Utility

New Application Process

- On-line Application Process (SMART Portal)
- Biennial Application Process including distribution of additional funding in 2nd year

Clarification of Existing Policies / Procedures

- Project serving exclusively private developments are not eligible
- Localities may request to make payments on VDOT Administered projects when construction phase > \$5M

REVENUE SHARING PROGRAM GUIDELINES\ REVISIONS

Other Modifications

- **Deallocation Process**
 - Changes when completed projects are subject to deallocation – from 24 months to 6 months after completion.
- **Statement allowing minor modifications to Revenue Sharing Guidelines without CTB action**
 - “Occasionally modifications to these Guidelines may be necessary to adjust for changes in Departmental procedures. Where those modifications fully comport with Virginia Code and CTB Policy, they may be made administratively without further approval of the CTB.” Any changes will be reported to CTB.
- **All Code references updated based on recodification last October**

REVENUE SHARING PROGRAM CHANGES

REVENUE SHARING POLICY CHANGES - JULY 2017

	Policy	Previous Policy	NEW POLICY	Anticipated Impact / Purpose
1	Initial Allocation from Application			
1-a	• Locality Allocation Request Limitation	\$10M per locality annually	\$5M per locality annually (\$10M per biennial application cycle).	Provide immediate impact of reducing Tier 1 requests allowing more localities and additional projects to receive Revenue Sharing allocations.
1-b	• Project Allocation Limitation	Unlimited	\$10M per project (statewide match) lifetime, including transfers.	Provide long-term benefits by ensuring very large projects do not continue to exhaust limited Revenue Sharing funding at the disadvantage of smaller projects.
2	Transfer of Revenue Sharing Funds			
2-a	• Surplus funds from a completed project to existing Revenue Sharing Project	Funds transferred administratively; no restrictions	Project must be viable and in the current Six Year Improvement Plan with concurrence of District CTB Member.	Provides additional oversight and oversight with minimal delay. Provides some benefit of successfully completing project under budget and reduces future need on existing projects.
2-b	• Transfer from on-going Revenue Sharing project to on-going Revenue Sharing project	Funds transferred administratively; no restrictions	Must meet deallocation process requirements: project must be viable and in the current Six Year Improvement Plan; transfer can only go to a project which needs funding to go to advertisement or award within the next 12 months or to address a deficit on a completed project; with concurrence of District CTB member.	Ensures transfers are made only to projects with an immediate need and minimizes the ability to use Revenue Sharing program as funding source for projects which have not gone through application process. Ensures additional transparency and oversight with minimal delay.
2-c	• Surplus funds from a completed project to non-Revenue Sharing project	Project must be viable and in the current Six Year Improvement Plan; approved by CTB Action	Must meet deallocation process requirements: project must be viable and in the current Six Year Improvement Plan; transfer can only go to a project which needs funding to go to advertisement or award within the next 12 months or to address a deficit on a completed project; approved by CTB action.	Ensures transfers are made only to projects with an immediate need and minimizes the ability to use Revenue Sharing program as funding source for projects which have not gone through application process.
2-d	• Transfer from on-going Revenue Sharing project to non-Revenue Sharing project	Project must be viable and in the current Six Year Improvement Plan; approved by CTB Action	Must meet deallocation process requirements: project must be viable and in the current Six Year Improvement Plan; transfer can only go to a project which needs funding to go to advertisement or award within the next 12 months or to address a deficit on a completed project; approved by CTB action.	Ensures transfers are made only to projects with an immediate need and minimizes the ability to use Revenue Sharing program as funding source for projects which have not gone through application process.
2-e	• Surplus funds from a cancelled project	Funds currently may be transferred in accordance with policies applicable to existing Revenue Sharing project or non-Revenue Sharing projects	Surplus funds must be returned to Revenue Sharing Program Balance Entry; Funds may be reallocated only by CTB action.	Ensures funding which is no longer needed for an approved project returns to the Revenue Sharing Program balance.
2-f	• Miscellaneous Provisions	In some cases, a Locality has requested additional funds during application cycle to replace funding transferred to another project.	Clarification that a Locality may not request additional funds during application cycle to replace funds transferred off a Revenue Sharing project.	Prevents misuse of transfer process eliminating the replacement of funds that have been transferred to other projects; ensures localities plan and estimate for funding provided during application cycle.
3	Other			
3-a	• Deallocation process - Surplus funds after project completion	Project subject to deallocation 24 months after projects is completed	Project subject to deallocation 6 months after projects is completed.	Ensures timely reallocation of surplus funds.
3-b	• Timely expenditure of funding; requirement to expend funds within one year of CTB allocation	Projects must spend a portion of their Revenue Sharing funding within one year. Currently, there is no enforcement provision.	The CTB will have discretion to defer future project allocations when a project has not expended a portion of their Revenue Sharing Funds within one year of CTB allocation.	Helps ensure timely implementation of projects.

http://www.virginiadot.org/business/resources/local_assistance/Revenue_Sharing_Policy_Changes.pdf

Revenue Sharing Program Allocation Changes Effective August 1, 2017

ALLOCATION CHANGES

- **Locality maximum per fiscal year: \$5M**
 - **Total request per cycle is \$10M**
- **Maximum state match per project: \$10M**
 - **This limitation includes any allocations transferred from or to a project.**
 - **Any project that already has \$10M in revenue sharing state match cannot request additional revenue sharing funds**
- **Locality may not request additional funds during an application cycle (or by a transfer) to replace funds transferred off a revenue sharing project**



Revenue Sharing Program Transfer Changes Effective August 1, 2017

TRANSFER POLICY CHANGES:



- Surplus funds from a completed project Revenue Sharing project can continue to be transferred administratively to an existing revenue sharing project
 - **District CTB member concurrence will be required as part of documentation**
 - **Funds must be transferred within 6 months from project completion**
- All other transfers will be in accordance with the current deallocation transfer process which includes transfers can only be made to projects that need funds to meet an advertisement or award date within 1 year of request or that address an existing deficit on a completed project

Continued – Transfer Policy Changes

- Funds from an on-going Revenue Sharing project can continue to be transferred by CTB approval to an existing Six-Year Plan project that needs funds to meet advertisement or award date within 1 year of request
- Surplus funds from a cancelled project will be deallocated and go back to the statewide revenue sharing account; these funds can only be reallocated by the CTB

MISCELLANEOUS POLICY CHANGES:

- Project with surplus funds is subject to deallocation 6 months after project is completed.
- If a project is not initiated within the first year of receiving allocations the CTB has discretion to defer future project allocations.

Revenue Sharing Program Application Changes Effective August 1, 2017

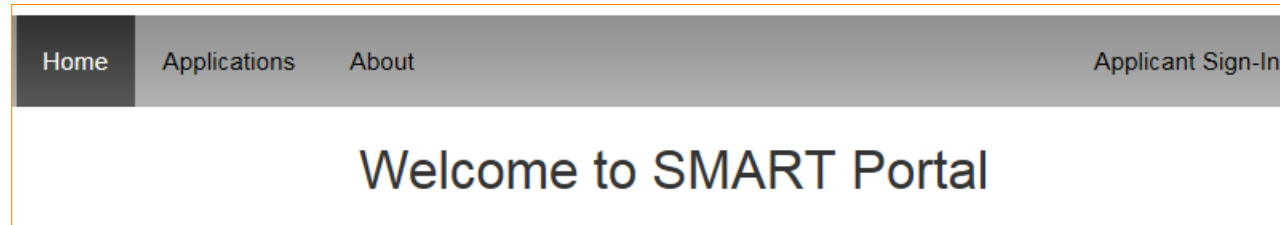
APPLICATION CYCLE:

- **Smart Portal open August 1 thru November 1**
- **Requests are now for two fiscal years**
 - **Applications submitted in odd years for funding available the following July**
 - **Can request funds for just one fiscal year or both fiscal years**
 - **Priority established in year 1 will be the same in year 2**
 - **In order to meet desired priority tier, documentation to meet that priority must be uploaded with application prior to portal closure**
- **Next application cycle will be in August 2019**

Filling in the Application

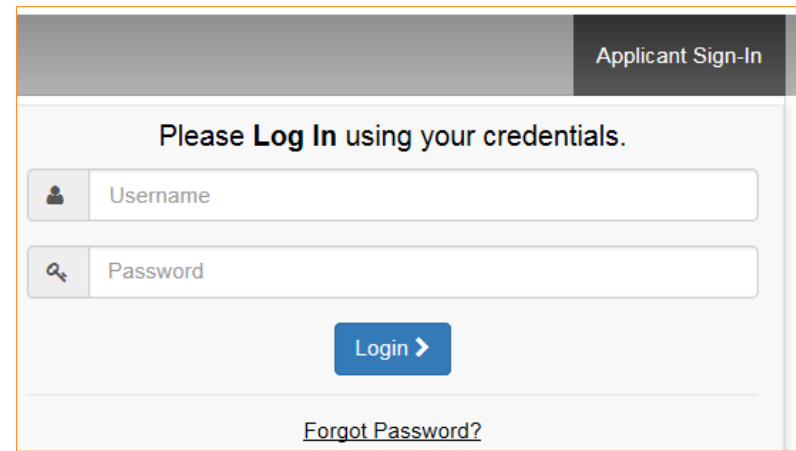
Applications are submitted via the Smart Portal at the following link:

<https://smartportal.virginiahb2.org/>



A screenshot of the SMART Portal home page. The top navigation bar is dark gray with white text for 'Home', 'Applications', 'About', and 'Applicant Sign-In'. Below the navigation bar, the main content area is white and displays the text 'Welcome to SMART Portal' in a dark blue font.

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



A screenshot of the SMART Portal login page. The top navigation bar is dark gray with white text for 'Applicant Sign-In'. Below the navigation bar, the main content area is light gray and displays the text 'Please Log In using your credentials.' in bold. There are two input fields: 'Username' with a person icon and 'Password' with a magnifying glass icon. Below the input fields is a blue button with white text that says 'Login >'. At the bottom of the page, there is a link that says 'Forgot Password?'.

Smart Portal

Revenue Sharing Application

Welcome to SMART Portal



SMART SCALE

Funding the Right Transportation Projects in Virginia

Applications

About

Transportation Alternatives

Applications

About

Revenue Sharing

Applications

About

Highway Safety Programs



Applications

About

Bike Pedestrian Safety



Applications

About

Rail Safety Improvements



Applications

About

Systemic Safety Improvements



Applications

About

Home

New Application

Dashboard

About



New Application

Select a program below to begin a new application.

Program

Revenue Sharing



Use Previous Application

Create New Application

The screenshot shows the 'New Application' page with a modal dialog open. The modal has a title 'New Application' and a 'Project Title' label. Below the label is a text input field containing the placeholder text 'Enter Descriptor Here / Click on Create New Application'. At the bottom of the modal are two buttons: 'Create New Application' (blue) and 'Cancel' (white with grey border). The background shows the 'Virginia.gov' header, 'Agencies | Governor' navigation, and the 'SMART PORTAL' logo. The page title 'New Application' and the instruction 'Select a program below to begin a new application.' are also visible in the background.

Revenue Sharing – Smart Portal Application

New Application

Select a program below to begin a new application.

Program

Select an application below to clone

ID / Name	Program Type	Status	
<input type="text"/>	-- Program --	-- Status --	<input type="button" value="Search"/> <input type="button" value="Reset Filters"/>

You need to let the portal know what Program you are submitting an application for ...
...and if you are using a previous application...
...or creating a new application.

Revenue Sharing – Smart Portal Application

Select a program below to begin a new application.

Program

Revenue Sharing ▼

Use Previous Application

Create New Application

Select an application below to clone

ID / Name

Program Type

Revenue Sharing ▼

Status

-- Status -- ▼

🔍 Search
🔄 Reset Filters

Results filtered by: Program, Organization

ID	Program	FiscalYear	Name	Last Updated	
F7-0000001003	Revenue Sharing	2019	Testing 6-14-17	06/15/2017 @ 9:38AM	🔍 View 🔄 Start
F7-0000002291	Revenue Sharing	2019	Testing 6-14-17	06/23/2017 @ 3:16PM	🔍 View 🔄 Start
F7-0000002294-R01	Revenue Sharing	2019	New Revenue Sharing Pr...	06/23/2017 @ 9:55AM	🔍 View 🔄 Start
F7-0000002295	Revenue Sharing	2019	Caroline-King George 20...	06/23/2017 @ 11:03AM	🔍 View 🔄 Start

To use a previous application, choose the Program from the drop down and all previous applications that were submitted will appear.

Click on START to select the application you want to edit.

OR, if you want to create a new application, click on Create New Application.

Revenue Sharing – Smart Portal Application

Editing Revenue Sharing Application

Caroline-King George 301 Shoulder Rumbles Project Status: **Pending**

Project ID: F7-0000002465

[View Application](#)

[Delete Application](#)

Created: 08/04/2017 @ 12:01PM by Debbi Webb
Last Updated: 08/04/2017 @ 12:01PM by Debbi Webb

Validation Diagram

Validation Statuses:



General



Location



Financial



Supporting

If you selected Use Existing Application, information for this application will populate and you can edit this information, as needed.

Revenue Sharing Application – New Features



General



Location



Financial



Supporting Documents

Home New Application Dashboard About

Debbi Webb

Please upload a Capital Improvement Plan

Okay

Has project previously received Revenue?

- No
- Yes
- N/A

Does project meet a transportation need identified in the CTB's Statewide Transportation Plan (VTrans)? [?](#)

- No
- Yes
- N/A

Is project in Locality's Capital Improvement Plan and only by receipt will these funds advance the project advertisement date? [?](#)

- No
- Yes
- N/A

Current Advertisement [?](#)

Advanced Advertisement [?](#)

Revenue Sharing Application New Two-Year Cycle Information



General



Location



Financial



Supporting Documents

Project Financial Information

VDOT Revenue Sharing (state) matching funds requested for this project for:

FY2019 Amount

\$ \$250,000

FY2020 Amount

\$ \$250,000

Total Amount ¹

\$500,000

Total Locality Match corresponding to TOTAL VDOT REVENUE SHARING allocation requested for this application:

Amount ²

\$500,000

Enter the amount you want to apply for in each fiscal year.

Note that the local match is auto calculated.

Revenue Sharing Application – New Features

SYIP Allocations ³

Provide Existing Project VDOT UPC(s) or DRPT Project Number(s), if applicable

Project UPC/DRPT Project ID ⁱ	UPC Description ⁱ	VDOT / DRPT (\$) ⁱ
<input type="text" value="123456"/>	<input type="text" value="(2000 character maximum)"/>	<input type="text" value="\$ 5,000,000"/>

Other Committed Funds ⁴

Provide Information on Other Committed Funds if Applicable

Other Funds Committed to Project ⁱ	Description of Fund Type	Amount	
<input style="width: 100%;" type="text" value="Local /Regional Funding Not in SYIP"/>	<input type="text" value="Locality funds being committed"/>	<input type="text" value="\$ 5,000"/>	<input type="button" value="+ Add Fund"/>
			<input type="button" value="Remove Fund"/>

Total Other Committed Funds: \$5,000

You now can enter the total funds shown in the SYIP and also any other funds that will be required to show the project fully funded.

Project Schedule and Cost Estimate

Please provide project phase schedule and cost estimate information

The sum Total Cost Estimates must equal to the sum of 1-State Match , 2-Locality Match , 3-SYIP , 4-OCF

Phase Milestone ?	Status ?	Start Date ?	Cost Estimate
PE (Survey, Environmental, Design)	Underway	2017-07-01	\$ 10,000
RW (Right of Way and Easement Acquisition, Utility R)	Not Started	2018-06-01	\$ 100,000
CN (Construction, Oversight, Inspection, Contingencie	Not Started	2018-07-01	\$ 5,000,000

Total Cost Estimate: \$5,110,000

Upload a Cost Estimate document under Supporting Document Section

Project Financial Information

Project Funding	
VDOT Revenue Sharing Request	\$500,000
Locality Match	\$500,000
Total SYIP	\$5,000,000
Total Other Committed Funds	\$5,000
Total Project Funding	\$6,005,000
Total Cost Estimate	\$5,110,000

These two should agree!



Save Application

There are errors on your form that must be corrected before you can save



Review Submission Readiness

Validation Statuses:



General



Location



Financial



Supporting Documents

A Resolution of Support will be required at a later date

Remaining Required Document Uploads

Please upload a Capital Improvement Plan



Previous

Save Application

Review Submission Readiness

There are errors on your form that must be corrected before you can submit this application.

There are required attachments remaining on your form that must be uploaded before you can submit this application.

Before you can complete the submission process, you still have a document that is required, based on previous entries.

Validation Statuses:



General



Location

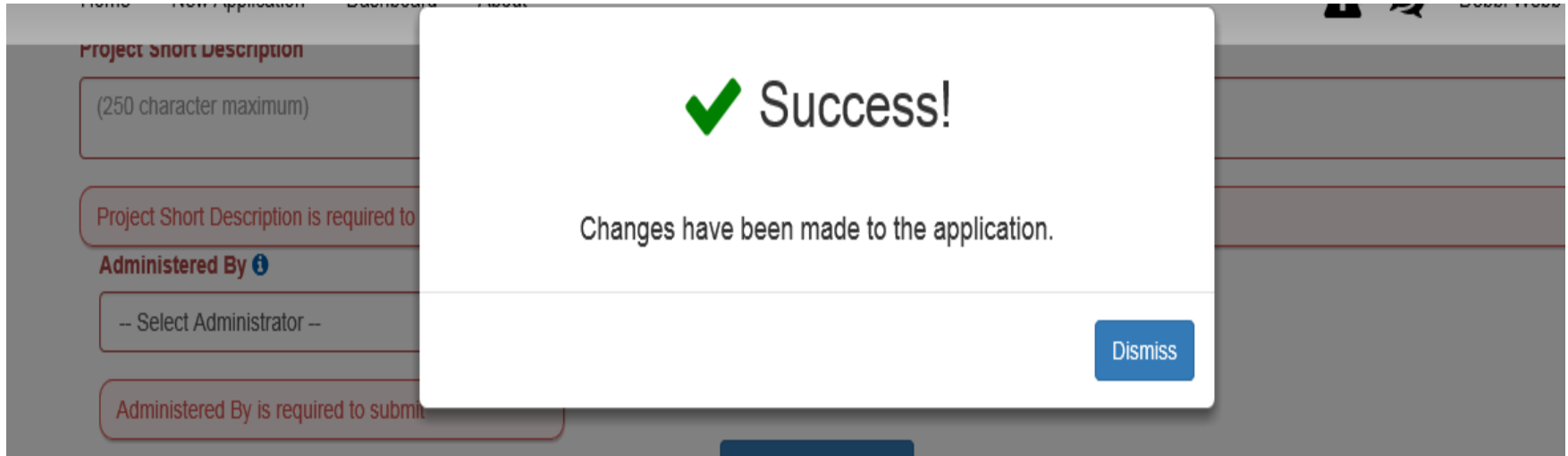


Financial



Supporting Documents

The pearls with numbered red dots will tell you what sections you still have information to provide or correct in order to submit your application.



At this point you can save your changes made and come back to it later. You receive notification your changes were saved. However, it does not mean it has been submitted.

SMART PORTAL

District Contacts

District	Representative	Phone Number	Email Address
Bristol District	Donny Necessary	276-696-3282	Donald.Necessary@VDOT.Virginia.gov
Culpeper District	Chuck Proctor	540-829-7558	Charles.Proctor@VDOT.Virginia.gov
Fredericksburg District	Stephen Haynes	540-899-4709	Stephen.Haynes@VDOT.Virginia.gov
Hampton Roads District	Eric Stringfield	757-925-3669	Eric.Stringfield@VDOT.Virginia.gov
Lynchburg District	Rick Youngblood	434-856-8331	Rick.Youngblood@VDOT.Virginia.gov
Northern Virginia District	Andy Beacher	703-259-2239	Andrew.Beacher@VDOT.Virginia.gov
Richmond District	Mark Riblett	804-524-6151	Mark.Riblett@VDOT.Virginia.gov
Salem District	Michael Gray	540-797-2162	Michael.Gray@VDOT.Virginia.gov
Staunton District	Terry Short	540-332-9057	Terry.ShortJR@VDOT.Virginia.gov

KEY POINTS TO REMEMBER

- **Most transfers are only to those projects that need the funding in order to meet an advertisement or award date within 12 months of request.**
- **Funds on projects that are cancelled can no longer be transferred to other projects. They are returned to the statewide balance entry account.**
- **Work with your local VDOT contact to make sure your project is viable and eligible for Revenue Sharing funding and is ready to begin once funding is approved.**
- **Next opportunity to request Revenue Sharing funding will be in two years – August 2019 – so be sure to plan accordingly**
- **Remember to upload the required documents prior to November 1 in order for your application to meet the desired priority**
- **We are always available to assist you with your questions!**



Revenue Sharing Program Guideline Changes

August 17, 2017