



# COMMONWEALTH of VIRGINIA

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

DAVID S. EKERN, P.E.  
COMMISSIONER

May 21, 2008

To: County Administrators/City and Town Managers

Subject: FY 2009 Revenue Sharing Program

On April 17, the Commonwealth Transportation Board approved a new policy for administration of the Revenue Sharing Program. The revision was based on changes made to the *Code of Virginia*, Section 33.1-23.05, by the 2008 General Assembly. The current program guidelines and application forms can be reviewed at <http://www.virginiadot.org/business/local-assistance.asp>.

The program's budget remains at \$50 million for FY 2009. All counties, cities and towns maintaining their own roadways may apply for Revenue Sharing funds up to \$1 million. Changes have been made in several areas of the program's guidelines. The attachment to this letter summarizes key points to be considered in submitting a new or revised application for FY 2009.

If your locality wishes to participate in the program for fiscal year 2009, the following items **must be provided by August 1, 2008** to the Local Assistance Division through your local VDOT representative:

- A resolution of the County Board of Supervisors or City/Town Council outlining their request to participate and support of the projects identified for possible funding from the program (sample on website),
- A *Detailed Designation of Funds Form* for each project, which gives detailed project information (on the website), and
- A *Summary Designation of Funds Form* which summarizes and prioritizes the list of eligible projects (on the website).

If an application was submitted to meet the original March 20, 2008 deadline and it remains valid, it will not be necessary to re-apply. A letter to that effect from the County Administrator or City/Town Manager will suffice.

Please coordinate closely with your local VDOT representative. Designation of funds forms should be submitted electronically to your Residency Administrator or Urban Program Manager at least seven days prior to the deadline to allow for review and concurrence. A signed copy of the forms should also be provided. If you have any questions about the program, you may contact Bill Dandridge, at 804-786-2743 or by email at [William.Dandridge@VDOT.virginia.gov](mailto:William.Dandridge@VDOT.virginia.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Michael A. Estes".

Michael A. Estes, P.E.  
Director, Local Assistance Division