



Transportation Alternatives Set-Aside Sample Resolution

Whereas, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that a resolution be received from the sponsoring jurisdiction or agency requesting the Virginia Department of Transportation establish a Transportation Alternatives Set-Aside project to be administered by (insert jurisdiction / agency name).

Now, Therefore, Be It Resolved, that (insert jurisdiction / agency name), requests the Commonwealth Transportation Board to establish a project for the (insert project title and/or description),

Be It Further Resolved, that (insert jurisdiction / agency name) hereby commits to provide a minimum 20 percent matching contribution for this project and any additional funds necessary to complete the project,

Be It Further Resolved, that (insert jurisdiction / agency name) hereby agrees to enter into a project administration agreement with the Virginia Department of Transportation and provide the necessary oversight to ensure the project is developed in accordance with all state and federal requirements for design, right of way acquisition, and construction of a federally funded transportation project,

Be It Further Resolved, that (insert jurisdiction / agency name) will be responsible for maintenance and operating costs of any improvement / facility constructed with Transportation Alternatives Set-Aside funds unless other arrangements have been made with the Department,

Be It Further Resolved, that if (insert jurisdiction / agency name) subsequently elects to cancel this project (insert jurisdiction / agency) hereby agrees to reimburse the Virginia Department of Transportation for the total amount of costs expended by the Department through the date the Department is notified of such cancellation. (Insert jurisdiction / agency) also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration.

Be It Further Resolved, that [insert jurisdiction / agency name (Council / Board of Supervisors or Director)] hereby grants authority for the [insert title of position, i.e. City Manager/County Administrator/Agency Director] to execute project agreements for any approved Transportation Alternatives Set-aside projects for Fiscal Year 20xx-xx.

Adopted this ____ day of _____, 20____
_____, Virginia

By: _____

Attest