

How to join the Urban Construction Initiative –

[Section 33.2-362](#) of the Code of Virginia provides that a municipality may decide to assume the responsibility for their construction program by notifying the Commonwealth Transportation Board (CTB) by December 31, for implementation the following fiscal year. Municipalities should submit a letter of intent accompanied by a resolution adopted by their governing body to notify of their intent to join the initiative.

[Sample resolution of intent to join the initiative](#) (Link to example on website)

Over the course of the year between submittal of the letter of intent and actual execution of the agreement, VDOT works with the municipalities to prepare them for taking over the construction program. This preparation includes training on federal and state requirements and the establishment of a “Local Project Team” to assist the locality as they move forward under the initiative.

The expression of intent does not bind the jurisdiction to join the initiative. A municipality formally assumes responsibility for their construction program by entering into a program-level administration agreement with the department. This agreement spells out the terms for a municipality to take advantage of this program. The agreement must be executed by July 1 of the fiscal year in which the municipality wishes to join the initiative.

[Sample program administration agreement](#) (Link to example on website)