

NVTA Instructions Annual Certification Form

General Information:

Paper copies of the Annual Certification form, with original signatures, must be received by NVTA before the certification is approved.

1. Sections 1 to 4 contain references to specific subsections of the Memorandum of Agreement (MOA) between the Northern Virginia Transportation Authority and the City/County regarding distribution of 30% Funds.
2. Only Counties with qualifying towns (towns with a population greater than 3,500) must complete Section 5 to Section 7.
3. The **deadline** for submission of the Annual Certification Form along with the required supporting documentation, agreed to in the MOA, is **August 1, 2018**.
4. Distribution of the 30% Funds to the City/County for the current certification year will not occur until the Annual Certification form, Fund Statement, and required C&I Tax equivalent transfer documentation has been approved by NVTA's CFO.

Definitions:

- a. Current Certification Year for Sections 1 & 2 is for FY 2019.
- b. Previous Certification Year or fiscal year for Section 3A is FY 2017.
- c. Current Certification Year or fiscal year for Section 3B is FY 2018.
- d. Current Certification Year for Section 4 is a **Cash Basis** July 1, 2017 thru June 30, 2018.

Section 1 Annual Certification of Use of Separate, Special Local Fund for Certification Year:

1. Section 1 requires each City/County to confirm all NVTA 30% funds, C&I Tax receipts and C&I Equivalency transfer funds are maintained in a separate, special local fund, an "NVTA Fund".
2. For City/County's assessing the C&I Tax, please attach a copy of the City/County's Special/Local "NVTA Fund" Fund Statement from a General Ledger system showing the C&I Tax amount budgeted for the current certification year (**FY2019**).

Section 2A Annual Certification of C&I Tax Rate and Calculation of C&I Tax Equivalent:

1. Under Section 2, each City/County must provide the C&I Tax rate adopted in the current certification year's budget. (**FY2019**).
2. For a City/County assessing the C&I Tax, the City/County must provide the amount of C&I Tax receipts budgeted in the current certification year's budget (**FY2019**). If the City/County assesses the C&I Tax at the maximum rate, please skip Section 2, Subcategory B & C.
3. If the City/County assesses the C&I Tax at a rate lower than the maximum, the City/County must enter the tax rate and dollar amount budgeted. If the tax rate is 0%, please enter zeroes in these two lines.
4. If the City/County assesses the C&I Tax at a rate less than the maximum or doesn't assess the C&I Tax, the City/County must complete the C&I Tax Equivalent Calculation Subcategory B & C.

Section 2B Annual Certification of C&I Tax Rate and Calculation of C&I Tax Equivalent:

1. Provide the assessed property value as of the January 1st SITUS for the current year eligible for the C&I tax. (**January 2018**)
2. Calculate the C&I Tax value using the maximum rate of 12.5% per \$100 of value.
3. Calculate the required C&I Tax equivalency transfer for the current certification year by subtracting Line A Section 2A from Line B Section 2B as marked on the form.

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Section 2C Annual Certification of C&I Tax Rate and Calculation of C&I Tax Equivalent:

1. Documentation of the actual transfer of the required C&I equivalent amount to the “NVTA” Special/Local Fund must include a copy of the journal entry demonstrating the movement of the required funds. **(For FY2019)**
2. A copy of the Special/Local “NVTA” Fund Statement from a General Ledger system showing the actual C&I Equivalency transfer having occurred, must be included with the Annual Certification form. **(For FY2019)**

Section 3A Annual Maintenance of Effort Certification:

1. Maintenance of Effort (MOE): The City/County is required to annually expend or disburse an amount at least equal to the average annual amount expended or disbursed for transportation purposes, excluding bond proceeds or debt service payments and federal or state grants, between July 1, 2010 and June 30, 2013.
2. If the audited annual MOE amounts were not provided on last year’s Annual Certification form, please answer NO and provide the audited MOE amounts from the previous fiscal year **(FY2017)** on the line provided. (Audited means figures taken from the Audited Annual Financial Statements, CAFR.)

Section 3B Annual Maintenance of Effort Certification:

1. Please provide the amounts expended or disbursed for transportation purposes (MOE) for the (most recently ended fiscal year **FY2018**) current certification year. **The number doesn’t need to be the audited amount. This provision, to use unaudited disbursed funds, was added so jurisdictions can meet the August 1st deadline. The audited amount can be submitted the following year.**
2. Each City/County should send their audited MOE amounts for the current certification year to NVTA as soon as practical. (Audited means figures taken from the Audited Annual Financial Statements, CAFR.)

Section 4 Certification of 30% NVTA Funds Received and Disbursed on a cash basis from July 1 Through June 30:

1. Each City/County is required to provide a reconciliation of its Special/Local “NVTA” activity on a **cash basis** for the period just ended **July 1, 2017 through June 30, 2018**.
 - a. The Opening Balance must equal the City/County’s ending balance amount from last year’s Annual Certification Form. (Form submitted at the end of FY2017). **Opening Balances per jurisdiction are listed at the end of these instructions.**
 - b. The City/County’s share of the NVTA 30% receipts is calculated on a **cash basis (July 1, 2017 to June 30, 2018)** at gross not an accrual accounting basis. **The annual deduction for NVTA operating expenses should not be deducted from the receipts, even if it was deducted by NVTA before distributing the receipts, it will be deducted separately in number 3a.**
 - c. The NVTA operating budget contribution should be the City/County’s amount paid directly or deducted from 30% proceeds for the period July 1, 2017 to June 30, 2018. For County’s with qualifying towns, the amount should equal **only the County’s share** of the NVTA operating budget. The town’s share is listed under Section 7.
 - d. The amount of 30% proceeds spent/dispensed during the period July 1, 2017 to June 30, 2018 should be listed under the appropriate category.
 - e. The amounts disbursed during the current certification year will be subtotaled on line 3f.
 - f. Number 4. Balance of City/County **Unexpended Funds at June 30, 2018** should equal the Opening Balance (1) plus Receipts (2) minus the Amount Disbursed during the year (3f).

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NOTE- 30% funds received within the year are not required to be disbursed in the year received. 30% funds can be accumulated from year to year.

Section 5 to Section 7 required to be completed by Counties with Qualifying Towns

Section 5 Annual Certification of Separate Accounts for Each Qualifying Town for the Certification Year:

1. Enactment Clause 8 of Chapter 766 of the 2013 Virginia Acts of Assembly provides that NVTA and each City/County embraced by it shall work cooperatively with Qualifying Towns to ensure that all Qualifying Towns receive their respective share(s) of the revenues.
2. Section 5 requires each County to confirm the County has established, segregated, and is maintaining on its financial records, a separate account in the name of each qualifying town for the purpose of calculating and distributing those revenues that are generated by and attributable to each qualifying town under Chapter 766.
3. Please attach a copy of the County's Special/Local "NVTA Fund" Fund Statement from a General Ledger system, showing the separate accounts for each qualifying town.

Section 6 Confirmation of receipt of each Qualifying Town's Annual Certification to the County:

1. Section 6 requires each County to confirm certification has been received from each qualifying town and the town's chief administrative officer has certified to the County the qualifying town's compliance. The Town's Certification form should supply the information needed for the County to complete Section 6 and Section 7 on the Annual Certification form.

Section 7 Certification of Distribution to Qualifying Towns of Proportionate Share:

1. Counties must provide the reconciliation for each qualifying town's account activity for the period July 1, 2017 through June 30, 2018.
 - a. The Opening Balance must equal the qualifying town's ending balance amount from the last Annual Certification Form. **(Form completed August 1, 2017)**
 - b. The town's share of the County's NVTA 30% receipts is calculated on a cash basis (July 1st to June 30th) not on an accrual accounting basis. The amount of the receipts equals the town's calculated proportionate share.
 - c. The NVTA operating budget contribution should be the town's proportionate share of the amount paid or deducted from 30% proceeds for the current certification year (July 1st to June 30th.)
 - d. The amount of 30% proceeds reimbursed to the town during the period July 1, 2017 to June 30, 2018 should be listed under the appropriate category.
 - e. The amounts disbursed during the current certification year will be subtotaled on line 3f.
 - f. Number 4. Balance of Unexpended Town Funds at June 30th should equal the Opening Balance (1) plus Receipts (2) minus the Amount Disbursed during the year (3f).

Certificate of Compliance:

1. The Certificate of Compliance is to be signed by the chief administrative officer for City/County.

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Check List for Annual Certification Form

Required Documentation:

1. For any City/County assessing the C&I Tax: a copy of the Special/Local NVTA Fund Statement from a General Ledger system showing the C&I Tax Budget for the current certification year **(FY2019)**.
2. For any City/County requiring a C&I Tax Equivalent transfer: a copy of the journal entry showing the transfer of the required C&I tax equivalent amount to the Special/Local NVTA Fund. **(FY2019)**
3. For any City/County requiring a C&I Tax Equivalent transfer: a copy of the Special/Local NVTA Fund Statement from a General Ledger system showing the C&I Equivalency funds transfer. **(FY2019)**
4. For Counties with Qualifying Towns: a copy of the Special/Local NVTA Fund Statement from a General Ledger system showing the separate accounts for each qualifying town. **(FY2019)**

Note:

1. Were audited MOE figures shared with NVTA during the last Annual Certification process? **(FY2017)**
2. If NO, please be sure to include the audited MOE figures for the last certification period.
3. Has the City/County chief administrative officer signed the Annual Certification form?
4. Do the Opening Balances in Section 4 and Section 7 agree with the ending balances submitted to NVTA on last year's certification form? **(Form submitted August 1, 2017)**
5. For Counties with Qualifying Towns, did you receive a town certification from the chief administrative officer confirming compliance?

Key Information needed to complete the Annual Certification Form:

Jurisdictions	Date MOA Signed	Opening Balance @ July 1, 2017
City of Alexandria	2/20/2014	\$ 11,392,847.71
Arlington County	3/13/2014	\$ 32,652,649.93
City of Fairfax	5/16/2014	\$ 1,200,816.00
Fairfax County	2/20/2014	\$ 104,422,303.20
Herndon	N/A	\$ 2,889,150.65
Vienna	N/A	\$ 825,531.06
Falls Church	4/3/2014	\$ 1,904,192.27
Loudoun County	4/3/2014	\$ 38,994,156.68
Leesburg	N/A	\$ 7,553,414.23
Purcellville	N/A	\$ 1,257,718.52
City of Manassas	4/17/2014	\$ 4,149,704.75
Manassas Park	2/20/2014	\$ 1,607,204.40
Prince William County	3/7/2014	\$ 35,626,923.00
Dumfries	N/A	\$ 514,240.00

NVRTA Instructions Annual Certification Form

Northern Virginia Transportation Authority Adopted FY2019 Operating Budget Member Jurisdiction Support		
Jurisdiction	Weldon Cooper 2015 Estimate %	FY2019 Support Amounts
Arlington County	9.63%	\$ 212,173
Fairfax County	46.37%	1,021,646
Loudoun County	15.37%	338,639
Prince William County	18.20%	400,991
City of Alexandria	6.55%	144,313
City of Fairfax	0.95%	20,931
City of Falls Church	0.58%	12,779
City of Manassas	1.71%	37,676
City of Manassas Park	0.64%	14,101
		\$ 2,203,248

Adopted May 10, 2018

Revised: 4/26/2018