TIB Project Management and Finance

IACC 2023



Washington State Transportation Improvement Board

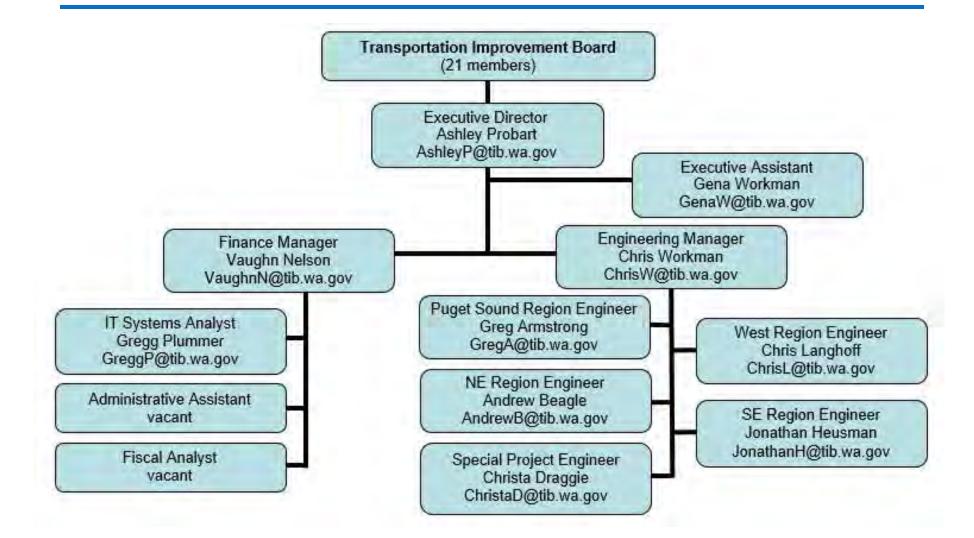
Training Agenda

➤TIB Basics

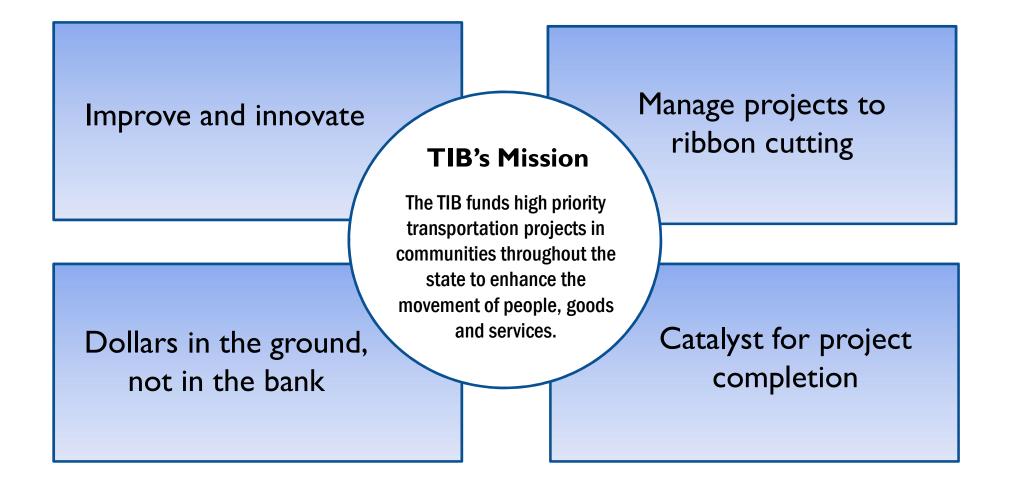
Managing your TIB Project

- Project Phases
- Issues along the way
- ➢ Billings
- ➢Questions

TIB Board and Staff



TIB's Mission and Core Values



Funding Programs

Urban: 5,000 and up





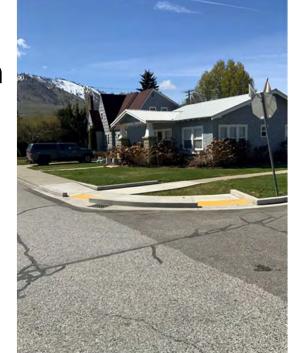
Shoreline



Leavenworth

Small City Funding Programs

- SCAP: Small City Arterial Program
- **SCPP:** Small City Preservation Program
- **ATP:** Active Transportation Program
- Complete Streets
- LED: LED Streetlight conversion
 - Sunsetting soon



- **CHAP:** City Hardship Assistance Program
 - Only specific roads qualify

Urban Funding Programs

- **UAP:** Urban Arterial Program
- **APP:** Arterial Preservation Program
- **ATP:** Active Transportation Program
- Complete Streets
- LED: LED Streetlight conversion
 - Sunsetting soon
- CHAP: City Hardship Assistance Program
 - Only specific roads qualify



TIB Administrative Codes

- WAC 479-01 Organization
- WAC 479-02 Public access to info and records
- WAC 479-05 Grant Administration
- WAC 479-06 Financial Requirements
- WAC 479-10 SCPP, CHAP, and Complete streets
- WAC 479-14 UAP, APP, SCAP, ATP
- Complete Streets (New-pending)

WAC Revisions (May 1, 2023)

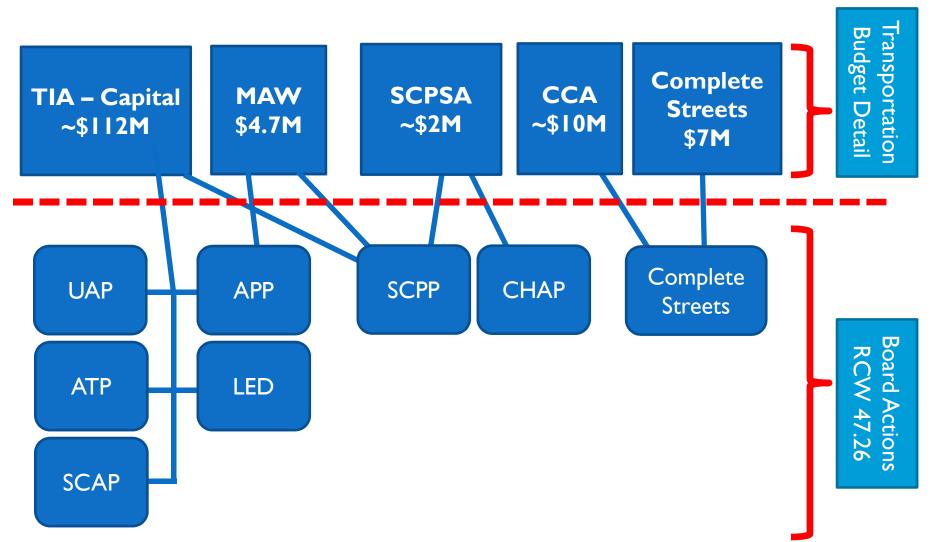
	WAC 479-06: Fina	ncial Requirements
WAC	Description	Updated May 1, 2023
479-06-095	Disqualification or	1) The board may determine an
	ineligibility of an	agency is ineligible to apply for
	agency	future project applications if
		there a finding an agency has
		withdrawn or cancelled a grant
		award and has spent
		transportation improvement
		board funds.
		2) The board may determine the
		number of grant award cycles
		before reinstating agency
		<u>eligibility.</u>

WAC Revisions (May 1, 2023)

	WAC 479-01: Descrip	tion of Organiza	tion				
WAC	REVISED : Executive Director-Powers and duties:						
479 01 060	Urban	\$750,000 or 15%	Whichever is less				
	Small City Arterial Program	\$125,000	15%, whichever is greater-\$835,000 grant is break even				
	City Hardship Assistance Program	\$75,000	No Percentage increase				
	Active Transportation Program	\$50,000	15%, whichever is greater-\$335,000 grant is break even				
	Small City Preservation Program	\$200,000	No percentage increase				
	Arterial Preservation Program	No Dollar Limit	15% Maximum increase				

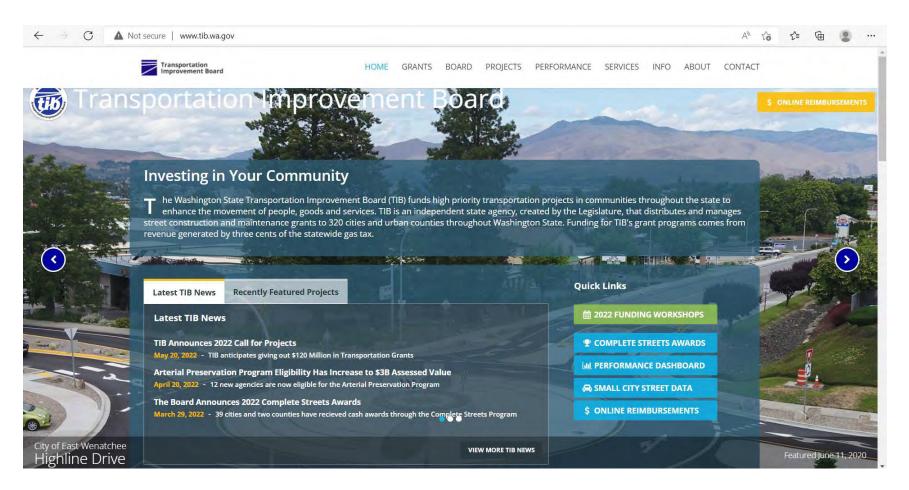
Where do TIB funds come from?

- Transportation Improvement Account (TIA)
- Small City Sidewalk and Pavement Account (SCSPA)
- Multimodal Transportation Account (MTA)
- Climate Commitment Act Appropriation (CCA)
- Move Ahead Washington Appropriation (MAW)



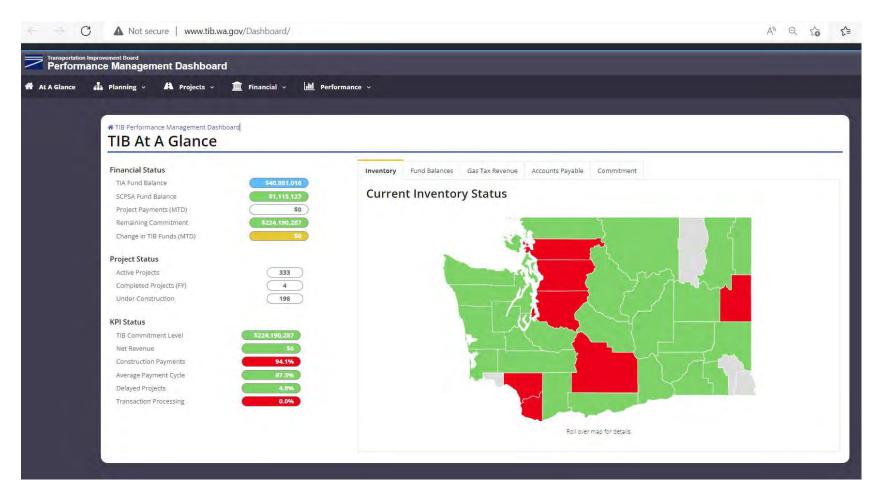
- All revenues are established by statute or in legislative financial plans
- Board sets annual call size and final approved amounts
- Previous board awards have variable spending/reimbursement rates within each program
- All revenues are shown as yearly approximates based on a biennium budget

TIB Website



www.tib.wa.gov

TIB Performance Dashboard



TIB Performance Dashboard (wa.gov)

www.tib.wa.gov/Dashboard

Managing your TIB project

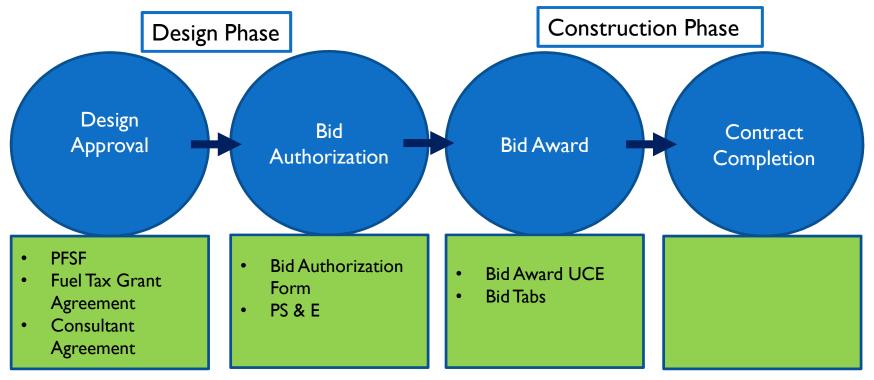
- TIB requirements
- Paperwork to submit
- Approvals you need
- Approval letters

Requirements to Know

- Engineering limitation
- 5% landscaping
- Right of way acquisition
- Appropriate cross sections (sidewalk and roadway)
- Executive Order 21-02 (used to be EO 05-05)
- Bicycle facilities
- Consultant agreements (Small Cities only)
- Design standards

Understanding Phases

- Project Phases
- Work in each Phase
- Paperwork You Submit
- Approval Letters



Design/Right of Way Phase

- Work completed
- Paperwork you submit
- Right of Way

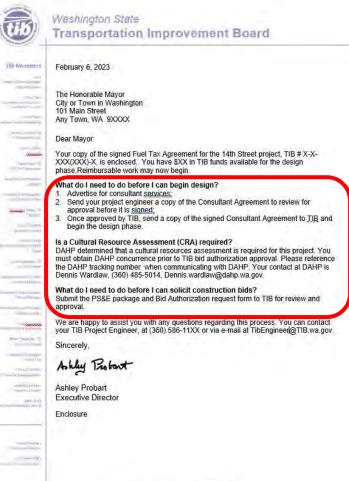
Project Funding Status Form

Contract of the local day of the second	of the other dis of		
erify the information below and revi eturn to: Transportation Improveme ROJECT SCHEDULE	se if necessary. Int Board • PO Box 40901 • Olymp	pia, WA 98	504-0901
RODEOTGOTEDOLL	Target Dates		
Construction Approval	Contract Bld Award	1 1 1	Contract Completion
ROJECT FUNDING PARTNER et additionel funding partners and amount	5		
Funding Partners	Amount	P	Revised Funding
ABERDEEN		- D	
WSDOT		0	
		-	
		_	
		-	
Carlos and and and		-	
TOTAL LOCAL FUNDS	with Ward State Wildow and a strain of the s	0	-
Mayor or Public Works Director	Date	Magic (co	
Panuas or Typed Name	Tale		
Financial Officer			
Sataline	Date		
Printed or Typed Norse	nite		
TTIL Fundang Status (Open)			

Fuel Tax Grant Agreement

	(Resting in Sole 1), controlling the	(E (t	Simple in the	(MR (8m2m)))
Weshington State Transportation Interconnent Russi Friel Tax Grant Agreement	(Via universe Verse Transportation Immov	49-11880A00-7		the provisions of chapter
ity of Aberdeen W-189(008)-1 J22 Overlay Award	ration lowice error / Science + 1735-013 - nerrit	tion and	and the hployees thereof	hington Administrative Cod RTIES and supersedes all
STATE OF WASHINGTON TRANSPORTATION IMPROVEMENT BOARD	0. If progress billings are not submitted, large payments may ment plan upon execution by TIB and shall continue through closeout of	e. on the Project and been made or the	other PARTY, its	nd other evidence relating to including but not limited to y reflect all direct and indire t. RECIPIENT shall retain
City of Aberdeen, AGREEMENT	ovided <u>berain, but</u> shall not exceet 10 years unless amended	uant to Section 9.2 s Agreement, which e of notice of such action as may	employment as sing out of, or in nay arise in uired to on for injuries, ere such claims.	ment. At no additional cost shall be subject at all ity authorized by TIB, the zed by law, regulation or
ocations (hereinafter "Project") is entered into by the WASHINGTON STATE RANSPORTATION IMPROVEMENT BOARD (hereinafter "TIB") and City of Aberdeen, a liftical subdivision of the State of Washington (hereinafter 'RECIPIENT').	by mutual agreement of the Parties. Such amendments shall writing and signed by persons authorized to bind each of the such as the such	e RECIPIENT may	emnity provisions own negligence. nd to any claim es or agents. For	six (6) year period, the involving the records have
0 PURPOSE	and the second se		n respect to the t such claims	
or the project specified above, TIB shall pay 83.5322 percent of approved eligible project costs to the amount of \$475,000, pursuant to terms contained in the RECIPIENT'S Grant oplication, supporting documentation, chapter 47.26 RCW, title 479 WAC, and the terms and inditions listed below.	or transfer its rights, benefits, or obligations under this en consent of TIB. The RECIPIENT is deemed to consent to TIB to a successor entity. Such consent shall not constitute a rights under this Agreement.	fare not exclusive	rce the provisions attorney's fees survive	
0. SCOPE AND BUDGET	the second se	in whole or in part		
ne Project Scope and Budget are initially described in RECIPIENT's Grant Application and corporated by reference into this Agreement. Scope and Budget will be further developed and fined, but not substantially altered during the Design, Bid Authorization and Construction hases. Any material alterations to the original Project Scope or Budget as initially described in e Grant Application must be authorized by TIB in advance by written amendment.	ed and interpreted in accordance with the laws of the state of tion brought hereunder shall be in the Superior Court for 2N	a's obligations. If required under this fective date of	y, resolve any pute resolution connection with	roverneni Board
PROJECT DOCUMENTATION	etermines, in its sole discretion, the RECIPIENT has failed to	se funds for	e disputes	
B requires RECIPIENT to make reasonable progress and submit timely Project ocumentation as applicable throughout the Project. Upon RECIPIENT's submission of each roject document to TIB, the terms contained in the document will be incorporated by reference to the Agreement. Required documents include, but are not limited to the following:	conditions of this Agreement, TIB shall notify the RECIPIENT, bliance. notice, RECIPIENT shall provide a written response within 10 if TIB's notice of non-compliance, which should include either a	and shall subject If Right of Way is antly sold, proceeds and used for a motor	RTIES shall reed upon olving the dispute	on Date
 a) Project Funding Status Form b) Bid Authorization Form with plans and engineers estimate c) Award Updated Cost Estimate 	e non-compliance, a request to amend the Project, or a denial og details. days for RECIPIENT to make reasonable progress toward	e in the maximum	it of law until and	t Name
 d) Bid Tabulations e) Contract Completion Updated Cost Estimate with final summary of quantities f) Project Accounting History 	s plan to correct or implement its amendment to the Project. T dispute non-compliance, TIB <u>will investinate</u> the dispute and hents or prohibit the RECIPIENT from incurring additional	g and will be quests must be is denied, the unt payable by TIB		
0 BILLING AND PAYMENT	the investigation.	itial grant award, ns the intended		
e local agency shall submit progress billings as project costs are incurred to enable TIB to aintain accurate budgeting and fund management. Payment requests may be submitted as	dered in default if TIB defermines, in its sole discretion, that	of this Agreement.		
Subserver manager (Martinger				
	seldid - erosidi.			

TIB Approval Letter - Design



What do I need to do before I can begin design?

- 1. Advertise for consultant services;
- 2. Send your project engineer a copy of the Consultant Agreement to review for approval before it is signed;
- Once approved by TIB, send a copy of the signed Consultant Agreement to TIB and begin the design phase.

Is a Cultural Resource Assessment (CRA) required? DAHP determined that a cultural resources assessment is required for this project. You must obtain DAHP concurrence prior to TIB bid authorization approval. Please reference the DAHP tracking number when communicating with DAHP. Your contact at DAHP is Dennis Wardlaw, (360) 485-5014, Dennis.wardlaw@dahp.wa.gov.

What do I need to do before I can solicit construction bids? Submit the PS&E package and Bid Authorization request form to TIB for review and approval.

Investing in your local community.

Consultant Agreements

- MRSC guidance for consultant agreements
- TIB Engineer review BEFORE agency signs
 - Scope
 - Cost
 - Design and/or Construction
 - DAHP

Bid Authorization

- Bid Authorization Form
- Plans, Specifications, and Estimate (PS&E) review

Bid Authorization Form

Arterial Preservation Program (APP) ***********************************							3-W-189(00)
INSTRUCTIONS Enter or update all information on the form. Multithe started Bid Authorization Form and ALL required	PROJECT SCHEDULE	Aren Carlor Charles			FUNDING PARTNERS		
documentation to the TIB Office at	Indicate only changes in project target d	ates (Month/Year) in the spaces below Previous Schedule	Current	Schedule	Funding Partner	Previous Funding	Anticipated Funding
505 Union Avenue SE, Suite 350 4 Post Office Box 40901 4 Olympia, WA 98504-0901	Bid Opening	June 2021			ABERDEEN	99,596	
For dealetance with your project, contact Chris Lenghoff, T/B Project Engineer at (360) 588-1157	Contract Completion	January 2022			TIB Funds	331,695	
GENERAL INFORMATION	PROJECT COST ESTIMATE						
FY 2021 Overlay Project Institute	DESIGN PHASE	CONSTRUCTION P	ASE	1			
Multiple Locations 0.60 miles	Design Engineering Rightor Way	Construction Engineering Construction Other	ContractAmount				
🖦 kkoski@aberdeenwa.gov	Phase Total	Phase Total					
REQUIRED DOCUMENTATION Include the following items with your signed Bid Alahonpuster Form		Total Project Cost					
 Competed Plans and Specifications Final Engineer's Estimate Inductive writication (VISDOT review& approval of construction documents for projects on or Inductive verification (VISDOT review& approval of construction documents) 	Include a cost breakdown of constructio	on other itens.			TOTAL	\$391,291	
	DETERMINATION OF ELIGIE Error the out one estimated totals for Lan	ndscaping and Other Noneligible Cost	Non-Guilte			en that all Local Funds and Other Fu	nds associated with the
PROJECT DESCRIPTION Describe the order to address of influence apparents CHANGES IN PROJECT SINCE APPLICATION Describes by stranges that travels been made to the proposed project shoe septimation :		ndrosping and Dirke Nonelgible Coa Trail Landscorts Coar Allowable Landscorts Total (Sa Netto	Newlotte Landscapurg	Tool Nowlpow Cat	 Centrication is hereby qive Construction Phase of th This project has been revi agencies or its designet a community development. Design vervir is condisted Al applicable state laws a document's. If the project is within a ne requirements of the State All right dives for this proj Prosession and Use Agen way required for this proj For projects on an adjacent consolution document's. 		Administering Agency or omprehensive plan for retrised. Incorporated into the cont r cetifies compliance with way remains to be acquire rocks in question. All right with state laws.
CHANGES IN PROJECT SINCE APPLICATION	Erre the outrain estimated outlation La Benjacette Brigheening Other Howeligkie Cole Include a cost breakdown of monitorities	ndrosping and Dirke Nonelgible Coa Trail Landscorts Coar Allowable Landscorts Total (Sa Netto	Landscaping	Teal Rowlptin Cat	 Centrication is hereby qive Construction Phase of th This project has been revi agencies or its designet a community development. Design vervir is condisted Al applicable state laws a document's. If the project is within a ne requirements of the State All right dives for this proj Prosession and Use Agen way required for this proj For projects on an adjacent consolution document's. 	The project are secured evend by the Legislative Dody of the and is consistent with the agency's o for this project and is ready to be ad- ding transmission of the test of the non-attainment area, the Lead Ademo- and Federal Clean AF Act (girch as been acquired, or finght of has been acquired in accordance in the able the acquired in accordance in battle highways. WBDDT has re- nstrution have been acquired	Administering Agency or organisative plan for rentised. Incorporated into the con- certifies compliance with way remains to be acquiring rocks in question. All night with state laws.

TIB Approval Letter – Bid Authorization

	Washington State
	Transportation Improvement Board
TIS Members	January 23, 2023
Arterio a seguine 1900 - Altaria Santo 1900 - Altaria Contr Paragenetic Santo 1900 - Altaria Artaria Antonio	Public Works Director City or Town in Washington 101 Main Street Any Town, WA 9XXXX
and and the	Dear Public Works Director:
And a second	We have received and reviewed the Bid Authorization Form for the 2022 Overlay Award, TIB # XXX-XXX. You may now advertise this project.
and Darkston	Anticipated total TIB funds for this project are \$XX. TIB funds will be adjusted after bids are opened.
Anna ann ann ann ann ann ann ann ann ann	 What do I need to do before I can award the contract? 1. Request a copy of the Updated Cost Estimate (UCE) form from your project engineer. 2. Complete and return the UCE form. 3. Attach a copy of the bid tabulations.
	You may not award the contract until you receive TIB approval. We would be happy to assist you with any questions regarding this process. You can contact your TIB Project Engineer, at (360) 586-11XX or via e-mail at TIBEngineer@TIB.wa.gov. Sincerely,
	Ashley Probart Executive Director
nt ju an antheor	
ang mang di sama sa	
	Investing in your local community

What do I need to do before I can award the contract?

- Request a copy of the Updated Cost Estimate (UCE) form from your project engineer;
- 2. Complete and return the UCE form;
- 3. Attach a copy of the bid tabulations.

Bid Award approval

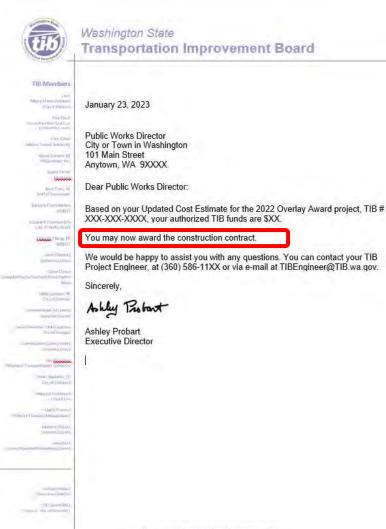
- TIB Approval
- Paperwork you submit

Bid Award UCE

Transportation Improvement Board Updated Cost Estimate Form generation on 06 Aug 2022					PENING To award of contract
	SUNNYSIDE			Current TIB	Commitment
TIE Project No	P-E-179(P04)-1			\$	327,240
TOTAL COST E	6th Street - North A	OPENING	STRUCTION P		1
Design Engineering	Righti of Way	Construction	Construction Other	Coniract Amount	-
manda mudaraquid	Auguro May	Engneering	Course and a course		
Phase Total			Phase Total		-
Pilate Tola			Total Project Cost		
naluda a cent bra	akdown for Construc	Find Other			
ndude a cost brea	ak down of Other Nor	eligible costs	0 Total E	Eligible Project Cost	
	akdown of Other Nor nge in Eligible Total P		Total E		
			Total E	us Phase Eligible Cotal	
			Total E gilde Project Cast - Previo Calculi	us Phase Eligible Coal ated Total TIB funds	
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Char Enter explanation	nge in Eligible Total P	noject Cost (Total El tal Project Cost in	Total E gille Project Cost - Pievic Calcula Reques the space below	us Phase Eligble Cost lited Total TIB funds Requested Change sited Total TIB funds	327,240

Previous Commitment 327,240 141,590 0 3,016,770 0 0 0 0	
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\$3,485,600	\$327.24
ed to financially indebt	the agency.

TIB Approval Letter – Bid Award

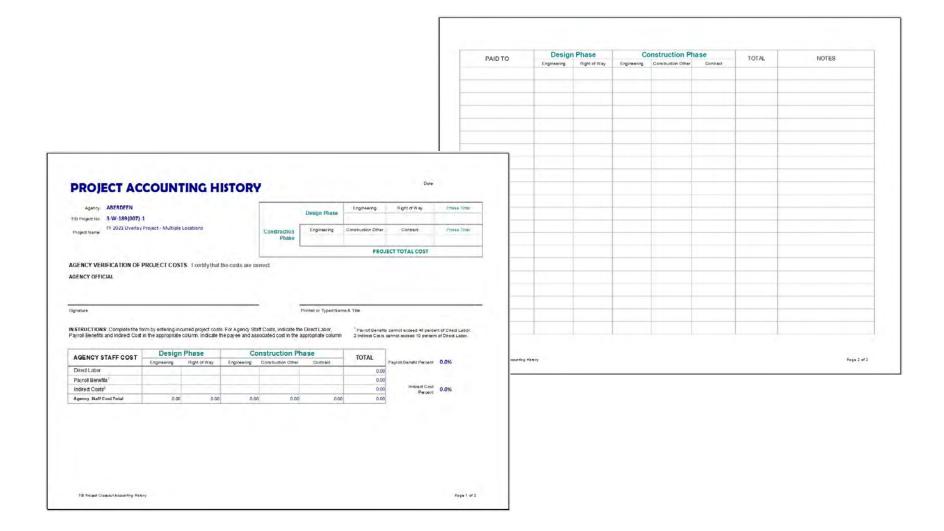


You may now award the construction contract.

Contract Completion

- TIB approval
- Paperwork you submit
- Generates final reimbursement

Project Accounting History

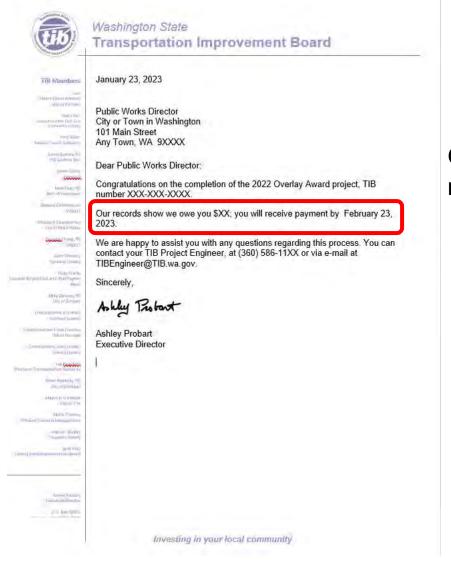


Contract Completion UCE

	ortation Improve ated Cost Es				COMPLETION Final Settlement with TIE
	ABERDEEN 3-W-189(007)-1			Commitment 1,695	
	FY 2021 Overlay P				
	STIMATE AT CON		STRUCTION PE	ASE	1
Design Engineering		Construction Engineering	Construction Other	Contract Amount	
Phase Tota	11		Phase Total		
			Total Project Cost		
Over 30 Percent	Other Naneligible Cast	Cost	Allowable Landscaping	Landscaping	Total Noneligible Cost
Over 30 Percent		Cost	0	Landscaping	
	akdown of Other Nor		0	Landscaping	
Include a cost bre	skdown of Other Nor	eligible costs	0 Total E ble Project Dast - Previous Calculate	ligible Project Cos	
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		Updated Cost Estimat
UPD ATE FUNDING PARTNER PARTICIPATION Funding Partners	Previous Commitment	Current Participation
TIB	331,695	331,695
ABERDEEN	59,596	551,005
WSDOT	0	
WEBOT	0	5
	0	
	0	
	0	
	0	
	0	
	0	
TOTALS	0 \$391,291	\$331,695
ATTA CHMENTS Attach FINAL SUMMARY OF QUA Attach signed PROJECT ACCOUN	NTIFIES TING HISTORY or LEDGER indicating all project Indown for work performed under CONSTRUCTION	costs DN OTHER
ATTA CHMENTS A data Find, SUMMARY OF CULL A data signed PROJECT ACCOUN Provide a description and cost breas Enter justification for COST INCRE AGENCY OFFICIAL By my signature below, I certify the costs shown are true and	NTITIES TING HISTORY or LEDGER indicating all project kdown for work performed under CONSTRUCTIO ASE	ON OTHER
ATTA CHMENTS Attack FINAL SUMMARY OF QUAI Attack signed PROJECT ACCOUN Provide a description and cost breat	NTITIES TING HISTORY or LEDGER indicating all project kdown for work performed under CONSTRUCTIO ASE	ON OTHER
ATTA CHMENTS A deal FINAL SUMMARY OF CUAL A data bigned PROJECT ACCOUN Provide a description and cost brea Pener justification for COST INCRES AGENCY OFFICIAL By my signature below, I certify the costs shown are true and Printed or Typed Nime The Registrered ENGINEER	NTIFES TING-HISTORY or LEDGER indicating all project sidown for work performed under CONSTRUCTIO 452 d correct and I am authorized to financially indebt bigmatum & Dates	ON OTHER
ATTA CHMENTS Action Provide Statement Provide St	NTIFES TING-HISTORY or LEDGER indicating all project sidown for work performed under CONSTRUCTIO 452 d correct and I am authorized to financially indebt bigmatum & Dates	ON OTHER

TIB Approval Letter – Contract Completion



Our records show we owe you \$XX; you will receive payment by February 23, 2023.

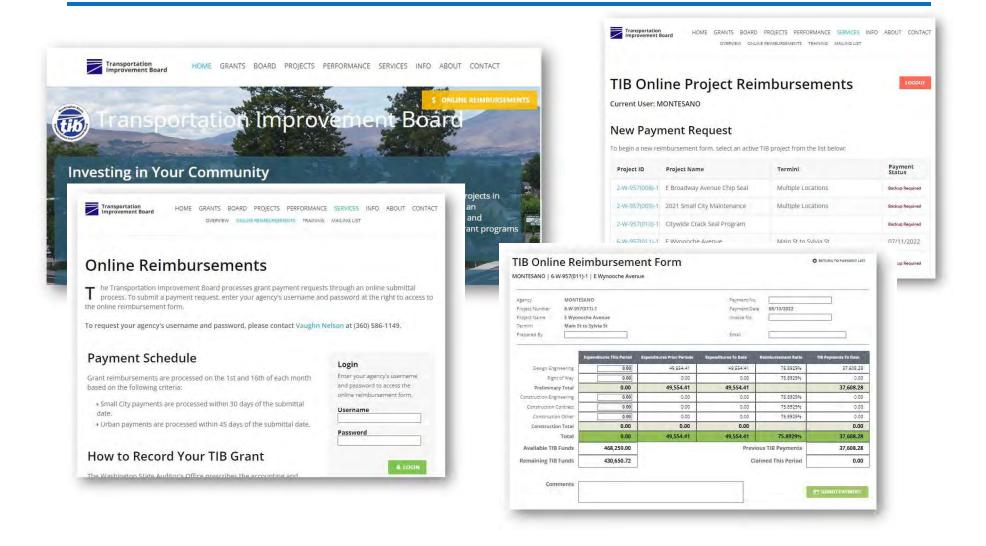
Issues Along the Way

- Delayed projects
- Scope changes
- Funding adjustments
- Making a Board appearance
- Change orders

Your First Progress Bill

- Online billing system
- Supporting documentation
- Reimbursements

Online Progress Billing



How You Get Paid

- Electronic Funds Transfer (EFT)
- BARS coding for TIB grants
 - 334038X

Ongoing Progress Billings

- When to request payment
- When to expect payment
- Maximum TIB payment
- Ratio change

Ratios

Matching Ratio vs. Reimbursement Ratio

TIB Grant: \$75,000 Funding Partners: \$30,000 Total Project Cost: \$105,000 TIB Eligible Cost: \$100,000 TIB Non-Eligible Cost: \$5,000

Bid Item	Engineer's Estimate	Eligible
¹ /2" HMA	\$85,000	YES
Paving Fabric	<mark>\$5,000</mark>	NO
Drainage Structure	\$10,000	YES
Striping	\$5,000	YES
Total Project Cost	\$105,000	

Matching Ratio: <u>75,000.</u>= .75 or 75.00% 100,000 Reimbursement Ratio: <u>75,000.</u>= 71.43% 105,000

Ratio Change

Original TIB Grant: \$75,000

Funding Partners: \$30,000

Actual Project Cost: \$90,000

TIB Eligible Cost: \$85,000 TIB Non-Eligible Cost: \$5,000

Matching Ratio: 75% Old Reimbursement Ratio: 71.43%

Bid Item	Engineer's Estimate	Bid Price
1/2" HMA	\$85,000	\$75,000
Paving Fabric	<mark>\$5,000</mark>	<mark>\$5,000</mark>
Drainage Structure	\$10,000	8,000
Striping	\$5,000	2,000
Total	\$105,000	\$90,000

New TIB grant amount = Matching Ratio X TIB Eligible Cost = .75 x \$85,000 = \$63,750 New Reimbursement Ratio: <u>63,750.</u>= 70.83% 90,000

Ratio Change (cont.)

Original TIB Grant: \$75,000 Funding Partners: \$30,000 Actual Project Cost: \$90,000 TIB Eligible Cost: \$85,000 TIB Non-Eligible Cost: \$5,000 Updated TIB Grant: \$63,750 Matching Ratio: 75% Old Reimbursement Ratio: 71.43% New Reimbursement Ratio: 70.83% Change ratio payout: \$7,083 - \$60 - \$60 = \$6,963

5% withholding until closeout: \$3,187.50

Billings	Reimbursement Ratio	Payment	New Ratio Payout	Difference
\$10,000	71.43%	\$7,143	\$7,083	-\$60
\$10,000	70.83%	\$6,963		
·		• /		
\$50,000	70.83%			

Final Payment

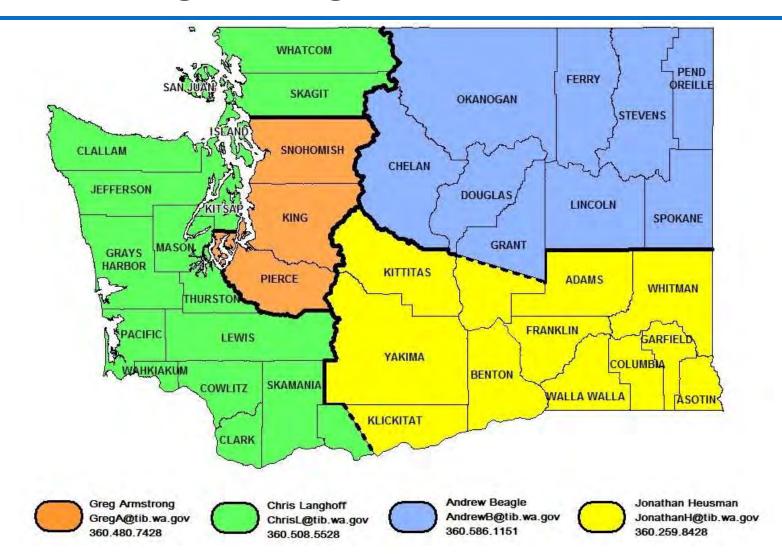
- The 95% Rule
- Contract Completion UCE
- Audit Tips

Billings	Reimbursement Ratio	Payment
\$10,000	71.43%	\$7,143
\$10,000	71.43%	\$7,143
\$10,000	70.83%	\$6,963
\$10,000	70.83%	\$7,083
\$50,000	70.83%	<mark>\$32,230.50</mark>
CLOSEOUT		\$3,187.50
	Total paid out:	\$63,750



QUESTIONS

TIB Region Engineer Contact Info



Transportation Improvement Board