



TAP and TA Set-Aside - Guidance for Projects with In-Kind Contributions

Note: Costs incurred prior to execution of the Advance Funding Agreement (AFA) and notice from the District to proceed will not be eligible as in-kind contributions.

1. The AFA is fully executed (signed by LG and TxDOT), FPAA is received by District from FIN;
2. Designation of LG & TxDOT Responsible Person in Charge (RPIC), LG Qualified Person (QP), and LG & TxDOT Project Managers (PM);
3. Kick-off meeting – agenda for meeting should include:
 - a. Scope of project & schedule
 - b. Project cost and financial information
 - c. Project Team – TxDOT and Local Government
 - d. Use of Project Development Process Checklist(s)
(<http://ftp.dot.state.tx.us/pub/txdot/lgp/procedures/forms/lgpdp-full-checklist-2014-08-06.xlsx>)
 - e. Use and selection of consultant to meet Federal requirements
 - f. Environmental process and documentation
 - g. Property and right-of-way acquisition and requirements
 - h. Utility adjustments
 - i. Design criteria and processes
 - j. Plans, specifications and estimate (PS&E) preparation
 - k. TxDOT review requirements during PS&E development
 - i. plan review at 30%-60%-100%
 - ii. TxDOT review time requirements
 - iii. review of consultant costs for in-kind services (quarterly reporting requirements)
 - l. Use of alternate specifications and standards
 - m. Letting date
 - n. Construction criteria and processes
 - o. Other items determined appropriate by District (refer to LGP Toolkit)
4. Notice to proceed e-mail is sent by District to LG (providing notice that if PS&E development is to be used as in-kind contribution towards construction, LG must follow TxDOT's LG Toolkit procedures, including receiving written pre-approval from TxDOT for the LG's consultant selection procedures. These procedures must comply with federal requirements);
5. Approval of consultant selection procedures, quarterly review of costs (use TAP In-Kind Match Reporting Form);
6. Review and acceptance of PS&E according to schedule;
7. Verification of environmental, right-of-way, utility, and railroad clearances (as applicable);
8. State Letter of Authority will be sent upon District acceptance of final PS&E to authorize letting of project;
9. Letting & Award
 - a. Advertisement
 - b. Bid Acceptance
 - c. Award concurrence from TxDOT
10. Pre-Construction meeting – occurrence and agenda as determined appropriate by District.

LGP Toolkit: <http://www.txdot.gov/government/processes-procedures/lgp-toolkit.html>



In-Kind Match Reporting Form Transportation Alternative Program (TAP) & Transportation Alternative Set-Aside (TA Set-Aside)

For instructions and guidance on reporting in-kind match for TAP/TA Set-Aside, please request TxDOT's *TAP Guidance* and *In-kind Documentation Requirement* documents from your TxDOT District contact. Eligible in-kind match may only be applied as local match towards project construction costs.

Date Submitted: _____ Quarter Reporting: Choose One
 TxDOT CSJ Number: _____
 Local Government (LG)/Project Sponsor: _____
 TAP Project Name: _____

Summary: In-kind Value Reported this Quarter (See page 2 to report additional in-kind match, attach documentation of items listed):

Description	Provider Name	Invoice Date	Date Paid	Invoice Amount
Total From Page 2				\$ 0
Total				\$ 0

In-Kind Summary

Maximum In-Kind Contribution Authorized (AFA In-Kind Amount)		
Total in-kind value reported previously:		
In-kind value reported this quarter:	\$ 0	
Total in-kind value reported to date:	\$ 0	
Remaining In-Kind Balance Required:		\$ 0

By signing below, the Local Government certifies that the in-kind match contribution(s) listed were performed in accordance with applicable federal and state regulations. In-kind documentation fulfilling TxDOT requirements is attached to this quarterly report.

Local Government Project Manager or RPIC:

Signature: _____
 Name: _____
 (Please Type or Print Name Above)
 Title: _____
 Date: _____

Reviewed by TxDOT District: _____

Signature: _____
 Name: _____
 (Please Type or Print Reviewer Name Above)
 Date: _____

IN-KIND DOCUMENTATION REQUIREMENTS

Local Government (LG) must submit to TxDOT evidence of payment for eligible in-kind costs at least once per calendar quarter using TxDOT's IN-KIND MATCH REPORTING FORM (available from TxDOT District or Area Office project contact). In order to properly document expenditures that may be applied to the LG's authorized in-kind value, the LG must provide back-up documentation for expenditures; documentation must include the following elements:

1. Provider name, address, and phone number
2. Name and phone number for the Provider contact person regarding invoice questions
3. Remittance address (if different from Provider address)
4. Provider invoice number
5. Invoice date
6. Billing period dates (dates within which charges on invoice were incurred)
7. Notation that invoice is to the LG
8. Project name
9. Project CSJ number
10. Evidence of LG personnel review and approval to pay invoice
11. Evidence of payment of invoice amount to Provider

If any of the back-up materials include costs that may not be applied to in-kind costs for this project, the in-kind items should be clearly marked and totaled on each back-up document.

If any of the eligible in-kind costs were provided by force account, force account documentation of costs should include:

- A. Project name
- B. LG project number
- C. Period covered
- D. Description of work performed
- E. Personnel costs
 - a. Name of each employee
 - b. Job title of each employee
 - c. Number of regular and OT hours charged this period
 - d. Regular and OT hourly rate
 - e. Benefit rate/hour
 - f. Total hourly rate (regular and OT)
 - g. Total amount charged
- F. Equipment costs
 - a. Type of equipment and ID#
 - b. Operator's name
 - c. Number of hours charged this period
 - d. Equipment hourly rate
 - e. Total amount charged
- G. Material costs
 - a. Invoices containing similar information to above including:
 - i. Description of item
 - ii. Unit
 - iii. Unit cost
 - iv. Extended cost of each item

LG personnel should contact their TxDOT District or Area Office project contact for clarification regarding these items. All project back-up documentation should be retained by the LG and must be available upon request for TxDOT or other review according to provisions in the Advanced Funding Agreement "Section 22: Inspection of Books and Records".