



# County Transportation Infrastructure Fund Grant Program *2020 Program Call*

Project List, Certifications, and Reimbursements

August 3, 2020

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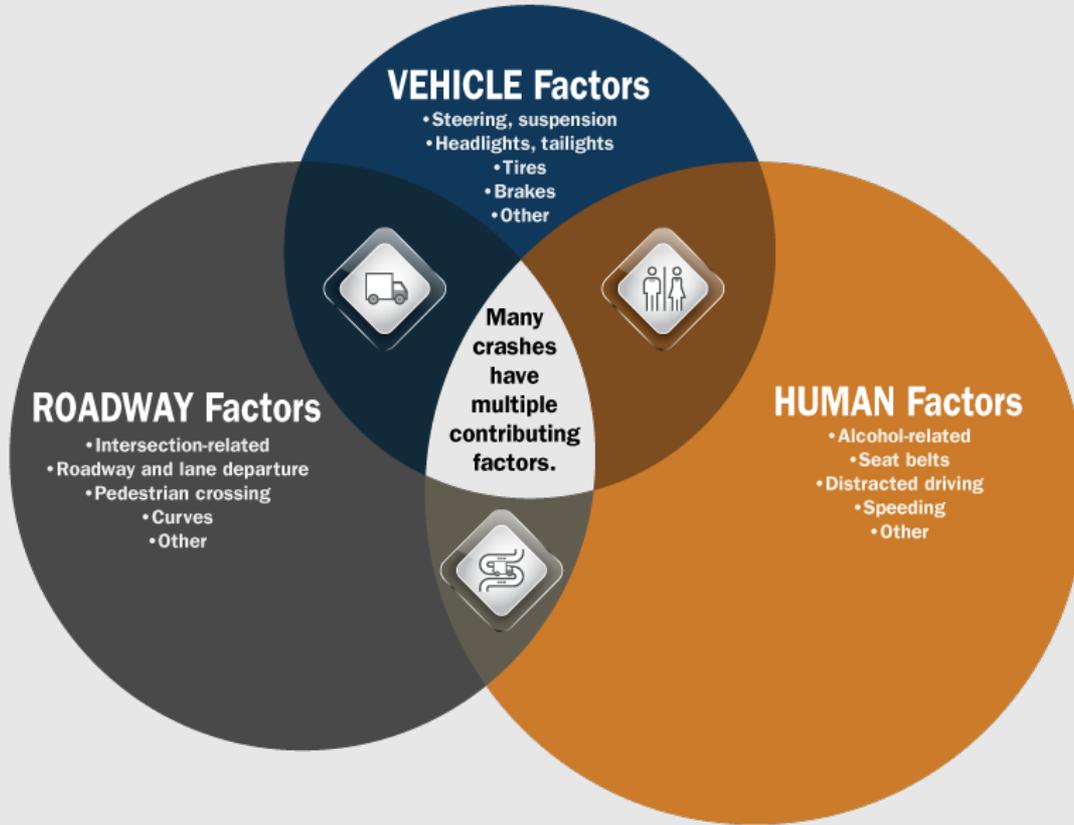


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- Empower citizens to understand they can help #EndTheStreakTX
  - Nov. 7, 2000 was the last deathless day on roadways in Texas
  - You can help by spreading the word. Tell your friends to buckle up, pay attention while driving, get a sober ride home, and drive to conditions





## 3 DEADLY Human Driving Behaviors

1 Driving after drinking or doing drugs

2 Speeding

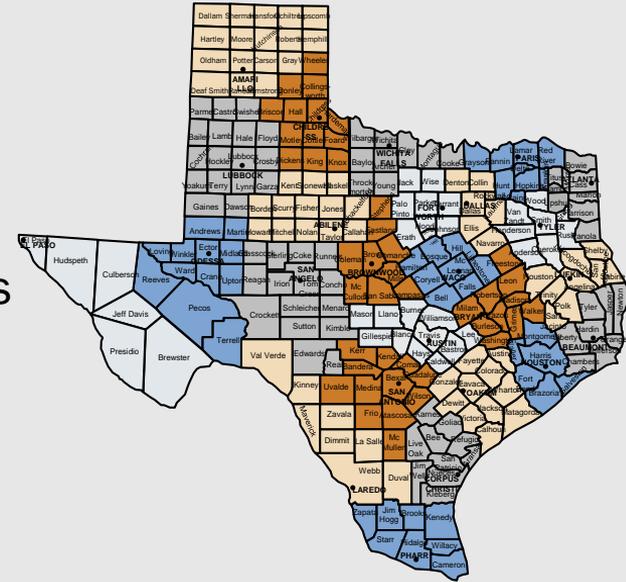
3 Distracted Driving

**#EndTheStreakTX**

# Program Overview – 2020 Program Call



- Program amended by 86<sup>th</sup> Legislature (2019) by HB 4280
  - Modifies statutory allocation formula for grant awards to counties
  - Adds program requirements for grant recipients
  - Appropriates \$250 million from SB 500 and HB 1
- Received complete applications from 216 of 254 counties

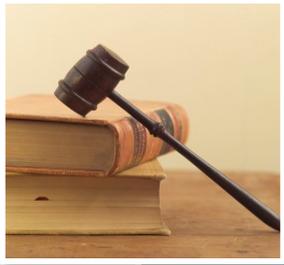




## Applicable Regulations

Texas Transportation Code –  
Chapter 256, Subchapter C

- *The department shall administer a grant program to make grants to counties for transportation infrastructure projects located in areas of the state affected by increased oil and gas production. The department may adopt rules to implement this subchapter.*



## Applicable Regulations

Texas Administrative Code,

Title 34, Part 1, Chapter 20, Subchapter I -

Uniform Grant Management Standards (UGMS)

- *State agencies are required to adhere to UGMS when administering grants and other financial assistance agreements with cities, counties, etc.*

Texas Administrative Code –

Title 43, Part 1, Chapter 15, Subchapter 0

- *Rules adopted by the Commission to administer the County Transportation Infrastructure Fund.*



## County Provides Matching Funds

- 20% of grant amount; or 10% of grant amount, if county has been declared economically disadvantaged

*Work completed by county forces is eligible for reimbursement*

*Matching fund amount can be satisfied with county roadwork on energy impacted roadways*

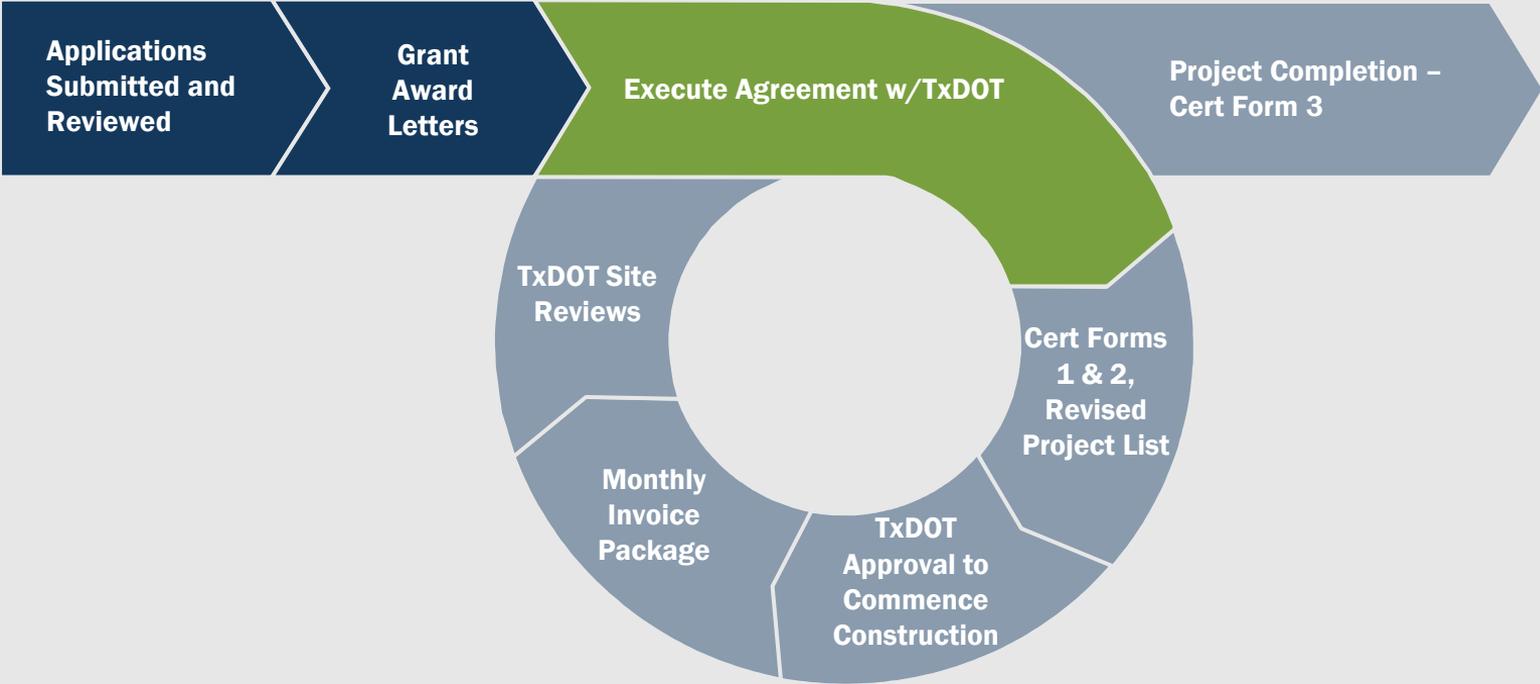
## Construction and Maintenance

Requires a county that enters into a contract for a project that involves construction or maintenance of roads funded by a grant:

- Advertise for bids for the contract;
- Receive a competitive bid and publicly open;
- Award the contract to the lowest bidder.

## Spend Allocations

- Funds must be spent not later than the fifth anniversary of the date of award





## County submits Certification Forms

- *To simplify County reporting*
  - *Intent is to allow the Counties to certify to TxDOT they are in compliance with the required laws, rules and regulations*
  - *Defined certification requirements for “County-performed work” (force account) and for “contracted work”*
  - *Rather than TxDOT performing interim reviews of project records and documentation of each individual project*
- *All County cost records and accounts are still subject to audit by representatives of state for a period of three years*
- *All certification forms are available on the CTIF webpage at [TxDOT.gov](https://www.txdot.gov).*



## County Transportation Infrastructure Fund Grant Program - 2020 Program Call CERTIFICATION FORM 1

By submitting this form, signed and dated by an authorized representative of the county, the county certifies to TxDOT each item indicated below.

Please mark the appropriate certification block(s) below, sign and date the form, include attachments as noted and deliver to TxDOT's designated district representative.

### Within 30 Days after Execution of Grant Agreement with TxDOT

- County Signature Authority** – county commissioners court has adopted the attached resolution authorizing county employee(s) signature authority for this program. (attach resolution)
- Define Design Criteria and Specifications** – county certifies design standards, specifications and quality assurance requirements have been adopted for projects under this program. (no attachment required)
- List of Transportation Infrastructure Projects** – County has developed the attached List of Transportation Infrastructure Projects for all projects to be performed with the funds awarded. (attach List of Transportation Infrastructure Projects)
- Reimbursement of Funds** – county certifies reimbursement requests under this program will be prepared following generally accepted cost accounting practices and the Texas Uniform Grant Management Standards. (no attachment required)

### Periodic Requirements

*Reimbursement Requests (Monthly when charges occur):*

- Billing** – County shall submit billing statements including certification of work performed and copies of all paid invoices and/or force account documentation for eligible and not previously submitted expenses. (attach billing statement)

*Schedule Updates (No less than semi-annually):*

- List of Transportation Infrastructure Projects** – County has developed an update to the List of Transportation Infrastructure Projects for all projects reflecting the current estimated development timeline for all funded projects. (attach updated List of Transportation Infrastructure Projects)
- List of Transportation Infrastructure Projects** – There are no material changes to the most recently submitted List of Transportation Infrastructure Projects. (no attachment required)

County Authorized Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

County Authorized Representative Name \_\_\_\_\_ Title \_\_\_\_\_

*Counties are required to keep all program and project records related to the County Transportation Infrastructure Fund Grant Program for three years from its receipt of final payment from TxDOT.*

- Certification Form 1
  - Provided to TxDOT Within 30 Days of Agreement
    - Signature Authority
    - Design Criteria and Specifications
    - Provided List of Projects
    - Reimbursement of Funds
  - Periodic Requirements Submittals
    - Billings
    - Reimbursements
    - Schedule Updates
  - Signed by Authorized Representative



## Within 30 Days after Execution of Grant Agreement with TxDOT

- ❑ **County Signature Authority** — County Commissioners Court has adopted the attached resolution authorizing county employee(s) signature authority for this program. (attach resolution)
- ❑ **Define Design Criteria and Specifications** — County certifies design standards, specifications and quality assurance requirements have been adopted for projects under this program. (no attachment required)
- ❑ **List of Transportation Infrastructure Projects** — County has developed the attached List of Transportation Infrastructure Projects for all projects to be performed with the funds awarded. (attach List of Transportation Infrastructure Projects)
- ❑ **Reimbursement of Funds** — County certifies reimbursement requests under this program will be prepared following generally accepted cost accounting practices and the Texas Uniform Grant Management Standards. (no attachment required)

Certification Form 1



## Periodic Requirements

### *Reimbursement Requests (Monthly when charges occur):*

- ❑ **Billing** — County shall submit billing statements including certification of work performed and copies of all paid invoices and/or force account documentation for eligible and not previously submitted expenses. (attach billing statement)

### *Schedule Updates (No less than semi-annually):*

- ❑ **List of Transportation Infrastructure Projects** — County has developed an update to the List of Transportation Infrastructure Projects for all projects reflecting the current estimated development timeline for all funded projects. (attach updated List of Transportation Infrastructure Projects)
- ❑ **List of Transportation Infrastructure Projects** — There are no material changes to the most recently submitted List of Transportation Infrastructure Projects. (no attachment required)

Certification Form 1



## County submits List of Transportation Infrastructure Projects

- *County selected projects from its application based upon actual award amount*
  - *Project description*
  - *Estimated cost*
  - *Anticipated month and year to start and complete work*
- *Provided within 30 days after execution of agreement*
- *May be updated by Counties at any time with notice to TxDOT*  
*(to change project priority, limits or to add/remove projects)*

# County Projects List



TEXAS DEPARTMENT OF TRANSPORTATION

**COUNTY TRANSPORTATION INFRASTRUCTURE FUND GRANT PROGRAM - 2020 Program Call**

**LIST OF TRANSPORTATION INFRASTRUCTURE PROJECTS (Prioritized List)**

Make sure to prioritize your county's projects and put them in order of most importance to least importance. Total project cost will equal the total grant as reflected in the agreement (including engineering, right-of-way and utility costs, construction, inspection, etc., as applicable.)

COUNTY: \_\_\_\_\_  
 TxDOT District: \_\_\_\_\_  
 Economically Disadvantaged:  Yes  No

PROJECT INFORMATION			EXISTING ROADWAY		IMPLEMENTATION SCHEDULE			ESTIMATE	FUNDING		
Project Priority Number	Roadway Name or Designation	Project Limits	Scope / Type of Work	Type of Facility	Existing Surface	Competitive Bid or County Forces?	Proposed Begin construction Date (Mo./Yr.)	Proposed End construction Date (Mo./Yr.)	Estimated Total Project cost	Slate Share <sup>1</sup>	county Share
<i>Your County's Prioritized Project List:</i>											
1									\$	\$	\$
2									\$	\$	\$
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											

LIST OF TRANSPORTATION INFRASTRUCTURE PROJECTS (Prioritized List)

Make sure to prioritize your county's projects and put them in order of most importance to least importance. Total project cost will equal the total grant as reflected in the agreement (including engineering, right-of-way and utility costs, construction, inspection, etc., as applicable.)

Verify State Share equals Grant Award Amount

<sup>1</sup>If your county is an "economically disadvantaged county" as determined by Transportation Code 222.055, State Share will be 90% of the allowable Total Project cost. If your county is not "economically disadvantaged", State Share will be 80%. Upon selection of county name from drop down list, economically disadvantaged status populates automatically. A list of economically disadvantaged counties can be found at <http://ftp.dot.state.tx.us/pub/tdot-info/energy/edc-2020.pdf>.

Submittal Date: \_\_\_\_\_

The state acknowledges and concurs with the information stated herein as of: \_\_\_\_\_

**The State of Texas**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

County Authorized Representative Signature: \_\_\_\_\_

County Authorized Representative Name: \_\_\_\_\_

Select your County from the drop down list. This will populate your District, Economically Disadvantaged status, and your grant award amount.



# County Projects List



TEXAS DEPARTMENT OF TRANSPORTATION

**COUNTY TRANSPORTATION INFRASTRUCTURE FUND GRANT PROGRAM - 2020 Program Call**

**LIST OF TRANSPORTATION INFRASTRUCTURE PROJECTS (Prioritized List)**

Make sure to prioritize your county's projects and put them in order of most importance to least importance. Total project cost will equal the total grant as reflected in the agreement (including engineering, right-of-way and utility costs, construction, inspection, etc., as applicable.)

COUNTY: \_\_\_\_\_

TxDOT District: \_\_\_\_\_

Economically Disadvantaged: Yes \_\_\_\_\_ No \_\_\_\_\_

Project Priority Number	PROJECT INFORMATION		EXISTING ROADWAY		IMPLEMENTATION SCHEDULE			ESTIMATE	FUNDING
	Roadway Name or Designation	Project Limits	Scope / Type of Work	Type of Facility	Existing Surface	Competitive Bid	Proposed Begin	Proposed End	Estimated Total

*Your County's Prioritized Project List:*

1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									

PROJECT INFORMATION			
Project Priority Number	Roadway Name or Designation	Project Limits	Scope / Type of Work
<i>Your County's Prioritized Project List:</i>			
1			
2			
3			
4			

If your county is an "economically disadvantaged county" as determined by Transportation Code 222.053, the State Share will be 90% of the allowable Total Project cost. If your county is not "economically disadvantaged," the State Share will be 80%. Upon selection of county name from drop down list, economically disadvantaged status populates automatically. A list of economically disadvantaged counties can be found at <http://ftp.dot.state.tx.us/pub/tdot-info/energy/edc-2020.pdf>.

Submittal Date: \_\_\_\_\_

The state acknowledges information stated here

County Authorized Representative Signature: \_\_\_\_\_

The State of Texas

County Authorized Representative Name: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_







# Program and Project Certifications



County Name \_\_\_\_\_ Project Name \_\_\_\_\_

## County Transportation Infrastructure Fund Grant Program – 2020 Program Call CERTIFICATION FORM 2

By submitting this form, signed and dated by an authorized representative of the county, the county certifies to TxDOT each item indicated below.

Please mark the appropriate certification block(s) below, sign and date the form, include attachments as noted and deliver to TxDOT a designated district representative.

### Prior to Starting Construction on a Project

- Acquisition of Right of Way and Real Property Acquisition** — County certifies it has all required right of way or has obtained all necessary right of entry for performance of this project. County also certifies all right of way acquired for this project since award of County Transportation Infrastructure Fund Grant has been in accordance with applicable requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, Title 42 U.S.C.A., Section 4601 et seq. (no attachment required)
- Relocation of Utilities** — County certifies all impacted utilities have been relocated and identified on the plans. (no attachment required)
- Environmental Permitting and Regulatory Issues** — County has obtained written certification by a qualified professional that an appropriate level of environmental investigation and analysis has been performed for this project, all identified environmental problems have been remediated, and all required permits and clearances from appropriate regulatory agencies have been obtained. (attach certification)
- Compliance with Texas Accessibility Standards and ADA** — County certifies the plans for the transportation infrastructure project are in compliance with applicable Texas Accessibility Standards (TAS) issued by the Texas Department of Licensing and Regulation, under the Architectural Barriers Act, Texas Government Code, Chapter 469. TAS establishes minimum accessibility requirements to be consistent with minimum accessibility requirements of the Americans with Disabilities Act, Title 42 U.S.C., Section 12101 et seq. (no attachment required)
- Material Testing** — County certifies it will follow adopted quality assurance requirements during construction. (no attachment required)

### COUNTY-PERFORMED WORK

- Self-performed Design** — County certifies no engineering, architectural or surveying consultants have been or will be used in performance of this project. (no attachment required)
- Self-performed Construction** — County certifies all maintenance and construction work on this project will be performed with county personnel and work will be performed in accordance with adopted design standards, specifications and quality assurance requirements. (no attachment required)

### CONTRACTED WORK

- Selection of Engineering, Architectural and Surveying Consultants** — County certifies procurement of engineering, architectural and surveying consultants have followed and will follow applicable state qualifications-based selection procedures. (no attachment required)
- Construction Documents** — County has obtained written certification from a Texas Registered Professional Engineer that the construction documents were developed using the selected/adopted design criteria and specifications. (attach certification)
- Advertisement for Construction Work** — County certifies it has followed and will follow state-required advertisement laws and regulations applicable to construction projects. (no attachment required)
- Construction Contract Procurement** — County certifies it has followed and will follow state laws and regulations applicable to procurement and selection of a construction contractor for this project. (no attachment required)

County Authorized Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

County Authorized Representative Name \_\_\_\_\_ Title \_\_\_\_\_

Counties are required to keep all program and project records related to the County Transportation Infrastructure Fund Grant Program for three years from its receipt of final payment from TxDOT

## ■ Certification Form 2

– Provided to TxDOT for each project

– Prior to Starting Construction

- ROW Acquisition

- Relocation of Utilities

- Environmental Permitting

- ADA Compliance

– Certifies who is performing work for design and construction

– Signed by Authorized Representative



## Prior to Starting Construction on a Project

- ❑ **Acquisition of Right of Way and Real Property Acquisition** — County certifies it has all required right of way or has obtained all necessary right of entry for performance of this project. County also certifies all right of way acquired for this project since award of County Transportation Infrastructure Fund Grant has been in accordance with applicable requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, Title 42 U.S.C.A., Section 4601 et seq. (no attachment required)
- ❑ **Relocation of Utilities** — County certifies all impacted utilities have been relocated and identified on the plans. (no attachment required)
- ❑ **Environmental Permitting and Regulatory Issues** — County has obtained written certification by a qualified professional that an appropriate level of environmental investigation and analysis has been performed for this project, all identified environmental problems have been remediated, and all required permits and clearances from appropriate regulatory agencies have been obtained. (attach certification)
- ❑ **Compliance with Texas Accessibility Standards and ADA** — County certifies the plans for the transportation infrastructure project are in compliance with applicable Texas Accessibility Standards (TAS) issued by the Texas Department of Licensing and Regulation, under the Architectural Barriers Act, Texas Government Code, Chapter 469. TAS establishes minimum accessibility requirements to be consistent with minimum accessibility requirements of the Americans with Disabilities Act, Title 42 U.S.C., Section 12101 et seq. (no attachment required)
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## Certification Form 2



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Certification Form 2

# Approval to Commence Construction



- Required by the Uniform Grant Management Standards.
- Not required on non-construction activities, such as planning, engineering, right-of-way, or environmental.

County Name \_\_\_\_\_ Project Name \_\_\_\_\_

**County Transportation Infrastructure Fund Grant Program – 2020 Program Call**

**TXDOT APPROVAL TO COMMENCE CONSTRUCTION**

Based on the certifications and representations by the county to TxDOT, the requirements listed below for the transportation infrastructure project identified above have been completed by the county in accordance with the terms and conditions of the grant agreement.

Received	Not Applicable	Certification Received	Date Received
<b>Applicable for All Projects</b>			
<input type="checkbox"/>	<input type="checkbox"/>	Acquisition of right of way and real property acquisition	
<input type="checkbox"/>	<input type="checkbox"/>	Relocation of utilities	
<input type="checkbox"/>	<input type="checkbox"/>	Environmental permitting and regulatory issues	
<input type="checkbox"/>	<input type="checkbox"/>	Compliance with Texas Accessibility Standards and ADA	
<input type="checkbox"/>	<input type="checkbox"/>	Material testing	
<b>Applicable for County-Performed Work</b>			
<input type="checkbox"/>	<input type="checkbox"/>	Self-performed design	
<input type="checkbox"/>	<input type="checkbox"/>	Self-performed construction	
<b>Applicable for Contracted Work</b>			
<input type="checkbox"/>	<input type="checkbox"/>	Selection of engineering, architectural and surveying consultants	
<input type="checkbox"/>	<input type="checkbox"/>	Construction documents	
<input type="checkbox"/>	<input type="checkbox"/>	Advertisement for construction work	
<input type="checkbox"/>	<input type="checkbox"/>	Construction contract procurement	

**TxDOT hereby grants its approval for the county to proceed with construction of the project.**

TxDOT Authorized Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

TxDOT Auth. Rep. Printed Name \_\_\_\_\_ Title \_\_\_\_\_

# Program and Project Certifications



County Name \_\_\_\_\_ Project Name \_\_\_\_\_

**County Transportation Infrastructure Fund Grant Program - 2020 Program Call**  
**CERTIFICATION FORM 3**

By submitting this form, signed and dated by an authorized representative of the county, the county certifies to TxDOT each item indicated below.

Please mark the appropriate certification block(s) below, sign and date the form, include attachments as noted and deliver to TxDOT's designated district representative.

**Upon Acceptance of Construction on a Project**

**Within 30 days of project acceptance:**

- Construction Acceptance by the County** — County certifies it has accepted construction work. (attach county acceptance letter to the contractor or written statement by authorized county representative that project has been completed by county forces)

**Within 60 days of project acceptance:**

- County Road System and Project Maintenance** — County certifies the completed project is part of the county road system and it will maintain this transportation infrastructure improvement. (no attachment required)
- Environmental Compliance** — County certifies all identified environmental laws, regulations and permit requirements have been followed and the project was constructed in environmental regulatory conformance. (no attachment required)
- Compliance with Texas Accessibility Standards and ADA** — County certifies the construction of the transportation infrastructure project is in compliance with applicable Texas Accessibility Standards issued by the Texas Department of Licensing and Regulation, under the Architectural Barriers Act, Texas Government Code, Chapter 469. (no attachment required)
- Historically Underutilized Business (HUB) Program Requirements** — County certifies all applicable requirements of the Comptroller of Public Accounts' HUB Program have been followed. (no attachment required)
- Compliance with Laws** — County certifies it has complied with applicable federal, state and local laws, statutes, ordinances, rules and regulations, permitting requirements, and the applicable orders and decrees of any courts or administrative bodies. (no attachment required)
- Certification of Completion** — County certifies the attached summary of allowable costs and amounts reimbursed from the fund complies with the applicable requirements of Title 43, Texas Administrative Code, Subchapter O and the Texas Uniform Grant Management Standards. (attach summary)
- Project Documentation/Records** — County certifies it will retain all project-related documents and records related to this project for three years from its receipt of final payment from TxDOT. (no attachment required)

**COUNTY PERFORMED WORK**

- Compliance with Standards** — County certifies the project was constructed in substantial compliance with the plans, specifications and quality assurance requirements. (no attachment required)

**CONTRACTED WORK**

- Registered Professional Engineer Certification** — County has obtained written certification from a Texas Registered Professional Engineer that the project was constructed in substantial compliance with the plans, specifications and quality assurance requirements. (attach certification)
- Construction Contract Procurement** — County certifies it has followed required state laws and regulations applicable to procurement and selection of the construction contractor for this project. (no attachment required)

County Authorized Representative Signature \_\_\_\_\_ Date \_\_\_\_\_  
County Authorized Representative Name \_\_\_\_\_ Title \_\_\_\_\_

## ■ Certification Form 3

- Provided to TxDOT for each project
- Project Acceptance
  - Acceptance by County w/in 30 days
  - Compliance certifications w/in 60 days
    - Maintenance, environmental, ADA, HUB, laws & regulations, eligibility of costs, records retention
  - Compliance with standards
    - for work completed by County; or
    - from PE for work completed by contractor
- Signed by Authorized Representative



## Upon Acceptance of Construction on a Project

### *Within 30 days of project acceptance:*

- ❑ **Construction Acceptance by the County** — County certifies it has accepted construction work. (attach county acceptance letter to the contractor or written statement by authorized county representative that project has been completed by county forces)

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- ❑ **Environmental Compliance** — County certifies all identified environmental laws, regulations and permit requirements have been followed and the project was constructed in environmental regulatory conformance. (no attachment required)
- ❑ **Compliance with Texas Accessibility Standards and ADA** — County certifies the construction of the transportation infrastructure project is in compliance with applicable Texas Accessibility Standards issued by the Texas Department of Licensing and Regulation, under the Architectural Barriers Act, Texas Government Code, Chapter 469 . (no attachment required)
- ❑ **Historically Underutilized Business (HUB) Program Requirements** — County certifies all applicable requirements of the Comptroller of Public Accounts' HUB Program have been followed. (no attachment required)
- ❑ **Compliance with Laws** — County certifies it has complied with applicable federal, state and local laws, statutes, ordinances, rules and regulations, permitting requirements, and the applicable orders and decrees of any courts or administrative bodies. (no attachment required)
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- ❑ **Project Documentation/Records** — County certifies it will retain all project-related documents and records related to this project for three years from its receipt of final payment from TxDOT. (no attachment required)

## Certification Form 3



## COUNTY PERFORMED WORK

- ❑ **Compliance with Standards** — County certifies the project was constructed in substantial compliance with the plans, specifications and quality assurance requirements. (no attachment required)

## CONTRACTED WORK

- ❑ **Registered Professional Engineer Certification** — County has obtained written certification from a Texas Registered Professional Engineer that the project was constructed in substantial compliance with the plans, specifications and quality assurance requirements. (attach certification)
- ❑ **Construction Contract Procurement** — County certifies it has followed required state laws and regulations applicable to procurement and selection of the construction contractor for this project. (no attachment required)

Certification Form 3



## County Requests Reimbursement for Work

- *Invoices to be submitted monthly when charges occur*
  - *Submitted between 15<sup>th</sup> and 25<sup>th</sup> of each month*
  - *Submitted directly to TxDOT District CTIF Coordinator*
  - *Include consultant, contractor or supplier invoice documentation for charges*
    - *Submit on required TxDOT developed invoice forms available on the CTIF webpage on TxDOT.gov*
  - *For months with no billing, provide a statement (e-mail) that “no construction or maintenance work was performed”.*

# Invoicing and Reimbursement Process



- Invoice may include charges for multiple projects occurring concurrently
  - Utilize Project Billing Summary Sheets
- Include copies of all **paid** consultant or contractor invoices and/or force account documentation by project for all allowable work performed during billing period
- Signature line for County Official certifying costs and expenses are in compliance with terms and conditions of the agreement, and have not been previously reimbursed to the county

**County Transportation Infrastructure Fund Grant Program - 2020 Program Call**

**INVOICE**

Name of County \_\_\_\_\_ Date \_\_\_\_\_  
Billing Period \_\_\_\_\_ Invoice # \_\_\_\_\_

Function Code	Major Cost Function	Total Billed including Current Billing Period (A) + (B)	Total Previously Billed Amount (A)	Current Billing Period Amount <sup>1</sup> (B)	Reimb. % <sup>2</sup> (C)	AMOUNT REQUESTED FOR REIMBURSEMENT (B) x (C)
907	Project Expenses					

<sup>1</sup> Invoices to be submitted monthly when charges occur. Submit between the 15<sup>th</sup> and 25<sup>th</sup> of the month for work performed during the previous month(s). Attach to this invoice, complete copies of all paid consultant or contractor invoices and/or force account documentation by project for all allowable work performed and for which reimbursement is requested. County shall retain all invoices and other project documentation for three years after receipt of final payment from TxDOT.

<sup>2</sup> "Economically disadvantaged counties" (as determined by Transportation Code 222.053) are eligible for 90% reimbursement of total allowable costs paid by county. All other counties are eligible for 80% reimbursement of total allowable costs paid by county.

On behalf of the county, I hereby certify that the cost and expenses listed above as the Current Billing Period Amount represent work that has been performed in compliance with all terms and conditions of the contract and that all such costs and expenses have been paid, are eligible and allowable, and have not previously been reimbursed to the county.

County Signature \_\_\_\_\_ Date \_\_\_\_\_  
Printed Name \_\_\_\_\_ Title \_\_\_\_\_



# Invoicing and Reimbursement Process



- Individual Project Billing Summary Sheet
  - Attach support documentation for project costs
    - Work Summary
    - Contractor/Consultant Invoices
      - Verification of Payment
  - *Sample Invoice Available Online*  
<http://ftp.dot.state.tx.us/pub/txdot/tpd/ctif/2020/invoice-sample.pdf>

County Transportation Infrastructure Fund Grant Program - 2020 Program Call				
INDIVIDUAL PROJECT BILLING SUMMARY SHEET <sup>1</sup>				
Name of county _____	Date _____			
Billing Period _____	Invoice # _____			
Project ID No. (if any)	Project Name or Description	Total Billed including Current Billing Period (A) + (B)	Total Previously Billed Amount (A)	Current Billing Period Amount <sup>1</sup> (B)

<sup>1</sup> Use one Individual Project Billing Summary Sheet per individual project included on any invoice. Attach to this Individual Project Billing Summary Sheet, complete copies of all paid consultant or contractor invoices and/or force account documentation for the individual project for all allowable work performed and for which reimbursement is requested. When complete, attach this sheet and all backup documentation to the Project Billing Summary Sheet and insert the information entered above on a single line on the Project Billing Summary Sheet.



- <https://www.txdot.gov/government/funding/county-fund.html>
  - Program Guidance
  - WebEx Presentations
  - Project List Form
  - Invoice Forms
  - Sample Invoice Package
  - TxDOT District CTIF Coordinators List
- Any program questions can be submitted to TxDOT at [CTIF2020@txdot.gov](mailto:CTIF2020@txdot.gov)



