

Resolution of the Tuolumne County Transportation Council Policy for Allocations of RSTP Exchange Funds

- Whereas,** as the Regional Transportation Planning Agency for Tuolumne County, the Tuolumne County Transportation Council (TCTC) is held responsible to manage various federal, state and local funding programs which may include, but are not limited to, the Regional Surface Transportation Program (RSTP) Exchange Funds; and
- Whereas,** the TCTC receives annual apportionments of RSTP Exchange funds, which are deposited into a reserve fund until requests for allocations are received; and
- Whereas,** the TCTC is authorized to allocate these funds to various transportation programs and projects; and
- Whereas,** the TCTC is required to ensure agencies to whom it allocates funds complies with the policies, procedures and requirements of the funding program; and
- Whereas,** the TCTC desires to set a policy for allocations from the RSTP Reserve Fund.

Now, therefore, be it resolved that the Tuolumne County Transportation Council does hereby set the following policies for allocations from the RSTP Reserve Fund:

1. After funding the TCTC Overall Work Program, the TCTC will deposit the remaining balance of their annual apportionments into the RSTP Exchange Reserve Fund and allocate funds on a competitive basis considering regional needs.
2. On an annual basis each Spring, or when funding estimates are available, the TCTC will report on the balance of RSTP Exchange funds available for allocation.
3. The TCTC will maintain a minimum fund balance of RSTP Exchange Funds of at least \$50,000.
4. The TCTC will consider requests for funding allocations from their RSTP Exchange Funds Reserve from the County of Tuolumne and City of Sonora for transportation projects or programs after the annual RSTP funding report and throughout the year or may hold funds in reserves at the TCTC's discretion.
5. TCTC allocations from the RSTP Reserve Fund are made on the condition that the recipient agency complies with all Federal, State and TCTC policies, procedures and requirements pertaining to the use of RSTP Exchange funds, including those described in the most recent TCTC/State Federal Apportionment Exchange Program Agreement, attached hereto and incorporated herein by reference.
6. Requests for allocations shall include a cover letter, project description, scope of work, project schedule and cost estimates. The TCTC will not require a full Project Study Report, but funding request documentation should be appropriate to the scale of the project, as approved by the Executive Director. Requests should specify if up front funding is needed otherwise payments will be made in arrears.
7. Any changes to the approved scope of work, schedule or cost must be submitted to the Executive Director. Small changes in the scope of work, schedule or cost may approved administratively by the Executive Director; large changes must be approved by the TCTC Board.

8. Agencies receiving funding allocations from the TCTC shall be required to have a project specific Allocating Resolution and may be required to have a Master Funding Agreement with the TCTC, depending upon project size and complexity.
9. Financial commitment of TCTC funds will occur only following the execution of an Allocating Resolution specific to the project for which the funds were requested. TCTC funding is limited to the amount established in the Allocating Resolution. Project funding that exceeds the TCTC commitment is the responsibility of the project sponsor, unless reimbursement is approved by the TCTC.
10. Each Allocating Resolution will include project specific information related to reporting, invoicing and payments.
11. Any portion of project work performed prior to the effective project start date identified in the Allocating Resolution must be identified in the project funding request as a reimbursement cost.
12. Upon project completion, project sponsors shall prepare a final payment invoice including actual costs expended on each project receiving TCTC funds, and submit that final invoice to the Executive Director within ninety (90) days following project completion. This final invoice shall include appropriate back up documentation to support the expenditures claimed on the project.
13. Project sponsors shall agree to grant Federal, State and TCTC auditors access to their books and records for the purpose of verifying that funds paid on the project are properly accounted for and proceeds are expended in accordance with the terms of the Allocating Resolution and requirements of the RSTP Exchange Program. All documents shall be available for inspection at any time during project development and for a four-year period from the date of completion of the project.
14. While it is not the intent of the TCTC to audit projects, the TCTC reserves the right to require the project sponsor to submit an audit on their project. Therefore, the project sponsor must agree to conduct and submit an audit on their project, if required by the TCTC.
15. In the event a project sponsor receiving allocations from the TCTC RSTP Reserve Fund fails to use those funds received in accordance with the policies, procedures and requirements for the use of RSTP Exchange Funds and the TCTC Allocating Resolution, the project sponsor may be required to return those funds to the TCTC for credit to the RSTP Reserve Fund.

Passed and Adopted by the Tuolumne County Transportation Council, the Regional Transportation Planning Agency for the Tuolumne County Region, State of California, at a regular meeting of the TCTC held on the 10th day of July 2013 by the following vote:

Ayes:

Noes:

Absent:

Attest:

Michael Ayala, Chair

Darin Grossi, Executive Director