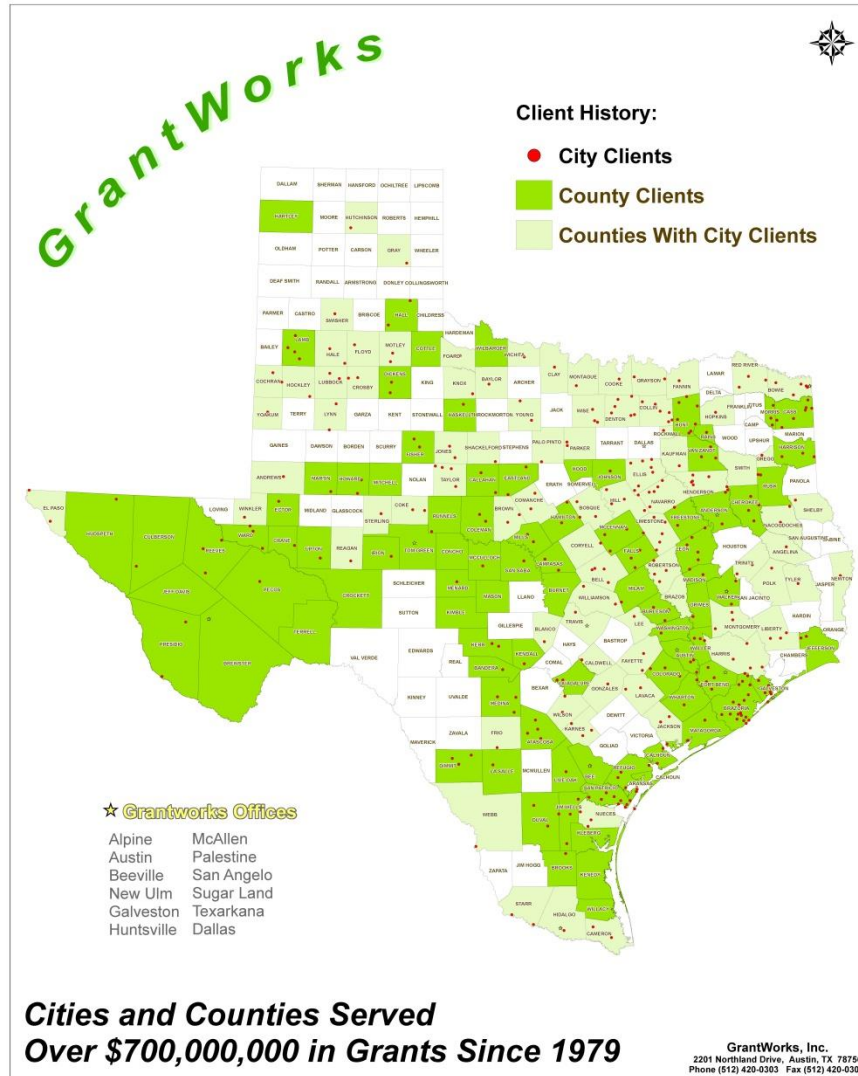


TxDOT TIF Program

Basics of the Transportation Infrastructure Fund and CETRZs

Introduction

Brief History of GrantWorks, Inc.



CETRZ

History of CETRZ

TIRZ = Tax Increment Reinvestment Zone (Tax Code, Chapter 311, **1987**)

- Can be established by a municipality or a county; income can be used for all kinds of public works (water, sewer, parks, etc.). TIRZs only became available to counties in 2005 and may not be legal without a constitutional amendment.

GOAL: Economic development of depressed areas



TRZ = Transportation Reinvestment Zone (Transportation Code, Chapter 222, **2007**)

- Can be established by a municipality, county, regional mobility authority, port authority, or navigation district; income must be used for transportation infrastructure projects (streets, bridges, ports, rail, etc.)

GOAL: Economic development of underdeveloped areas and **financing for transportation.**



CETRZ = County Energy Transportation Reinvestment Zone (Transportation Code, Chapter 222, **2013**)

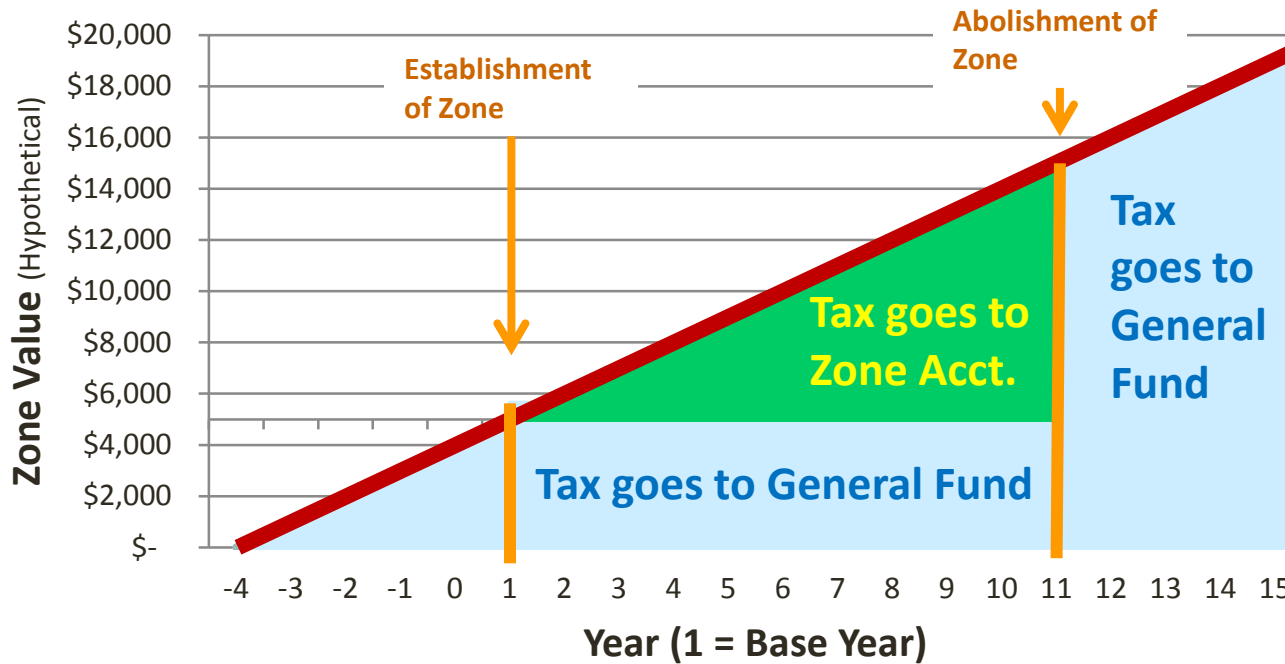
- Can be established by a county; income must be used for transportation infrastructure projects.

GOAL: Economic development of underdeveloped areas and **financing for transportation.** Specific to degradation caused by oil or gas activity.

CETRZ Implementation Requirements

1. Define the zone's boundaries.
2. Establish a base year for the tax increment
3. Hold a hearing on the creation of the zone
4. Advertise the zone's creation
5. Establish an advisory board to manage the zone (2 members of the public; up to 3 oil and gas employees who are also local taxpayers)
6. Pass an order creating the zone
7. Establish a CETRZ tax increment account
8. County Auditor must make an annual report to the Comptroller of how money in CETRZ account was spent (Transportation Code Sec. 256.009)
9. Zone has a minimum term of 10 years that can be extended up to a maximum of 15 years.
10. Leftover funds in the CETRZ tax increment account go to the county's road and bridge fund.

Tracking the Zone Money



Note:

1. Funds can be used for match on the TxDOT TIF grant or construction of a transportation infrastructure project in the zone
2. Tax Increment is excluded from annual Tax Rate calculation, so zones can be used to offset rapid increases in property value and avoid rollback elections.

TIF Grant Program

County TIF Grant Program

Participation – Applicable Laws

1. Transportation Infrastructure Fund Grant Program established; fund allocation formula; Application PROCESS (Transportation Code, Sec. 256.10; TAC, Title 41, Part 1, Chapter 15, Subchapter O)
2. Establishment of CETRZ (Transportation Code, Sec. 222.1071)
3. Establishment of CETRZ Advisory Board (Transportation Code, Sec. 222.1072)
4. County Auditor must report CETRZ finances and construction to Comptroller (Transportation Code, Sec. 256.009)
5. Road Report Requirements (Transportation Code, Sec. 251.005 and 251.018)

County TIF Grant Program

Implementation – Applicable Laws

Required to follow UGMS as per TAC RULE §20.422. UGMS includes requirements for compliance with:

1. Texas Family Code - child support payments
2. Nondiscrimination
3. Davis-Bacon Act and Labor Standards; Texas Government Code, Title 10, Chapter 2258
4. Uniform Relocation Assistance and Real Property Acquisitions Act
5. Environmental Study to address: EPA violations, Floodplain protection, wetlands protection, Clean Air Act, Coastal Zone Management Act, Endangered Species Act, Wild and Scenic Rivers Act
6. Review by the Texas Historical Commission
7. Clearance of contractors through State and Federal debarment lists
8. Documentation, which “may include, but is not limited to, travel records, time sheets, invoices, contracts, mileage records, billing records, telephone bills”

The above is a partial list

Standard Documentation

- CETRZ Order
- Road Report
- Maps
- Authorized Signatories
- Transportation Infrastructure Project Lists (every revision + every 6 months)
- Design criteria
- Certifications 1, 2, and 3
- Environmental Certifications
- ROW and Real Property Acquisition documentation
- Bills from construction contractors, engineers, consultants, and materials vendors. This is a reimbursement program, so the county will need to pay up front costs.
- Individual Project Billing, Project Billing Summary Sheets, Invoices to TxDOT.
- Payroll, including force account documentation and documentation of wage compliance for contractors.
- Employee Interviews
- Annual report to Comptroller on CETRZs

Documents must be maintained for each project road

Financial Transactions

1. Forms must be filed and invoicing done separately for each project road.
2. Reimbursement program (20/80 or 10/90)
3. Invoices can be submitted to TxDOT between the 15th and the 25th
4. Billing forms include:
 - Invoice to TxDOT
 - Project Billing Summary
 - Individual Project Billing Summary
 - CETRZ Administration Billing Summary
5. Reimbursement is expected from TxDOT within 30 days

INVOICE

County Transportation Infrastructure Fund Grant Program

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 ¹ (B)	Reimb. % ² (C)	AMOUNT REQUESTED FOR REIMBURSEMENT (B) x (C)
901	CETRZ Administration ³					
907	Project Expenses					
TOTAL						

1 Invoices to be submitted monthly when charges occur. Submit between the 15th and 25th 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.

2 "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.

3 The total CETRZ administrative costs that may be reimbursed cannot exceed 5% of the total grant award for the county, up to a maximum of \$250,000.

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 _____

----- Do not mark below this line ----- For TxDOT district use only -----

Misc. Contract # _____ TxDOT District _____

Segment 72 Charge Number	FY	District #	Detail	Object
				383

This invoice and its attachments have been reviewed by district personnel and are hereby approved for payment.

District Signature _____ Date _____

Printed Name _____ Title _____



PROJECT BILLING SUMMARY SHEET¹

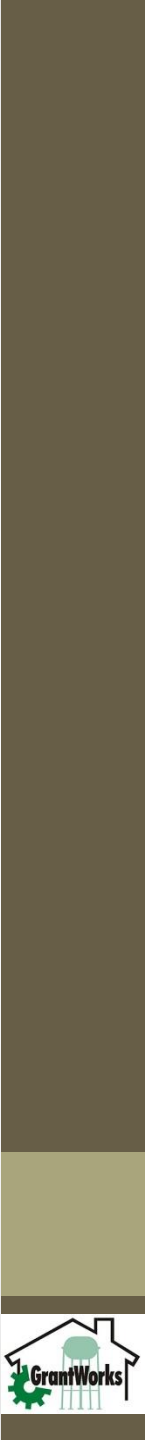
County Transportation Infrastructure Fund Grant Program

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 ¹ (B)
Totals				

¹ Use one Project Billing Summary Sheet per invoice. Attach to this Project Billing Summary Sheet, an Individual Project Summary Billing Sheet for each project with allowable work performed and for which reimbursement is requested. When complete, insert the totals above on the Function Code 907 (Project Expenses) line on the Invoice.



INDIVIDUAL PROJECT BILLING SUMMARY SHEET¹

County Transportation Infrastructure Fund Grant Program

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 ¹ (B)

¹ 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.

CETRZ ADMINISTRATION BILLING SUMMARY SHEET¹

County Transportation Infrastructure Fund Grant Program

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 ¹ (B)
901	CETRZ Administration #			

1 Use one CETRZ Administration Billing Summary Sheet for any CETRZ Administration charges included on an invoice. Attach to this CETRZ Administration Billing Summary Sheet, complete copies of all paid consultant invoices and/or force account documentation for the CETRZ Administration for all allowable work performed and for which reimbursement is requested. When complete, insert the values above on the Function Code 901 (CETRZ) line on the Invoice.

2 The total CETRZ administrative costs that may be reimbursed cannot exceed 5% of the total grant award for the county, up to a maximum of \$250,000.

Financial Transactions

1. Forms must be filed and invoicing done separately for each project road.
2. Reimbursement program (20/80 or 10/90)
3. Invoices can be submitted to TxDOT between the 15th and the 25th
4. Billing forms include:
 - Invoice to TxDOT
 - Project Billing Summary
 - Individual Project Billing Summary
 - CETRZ Administration Billing Summary
5. Reimbursement is expected from TxDOT within 30 days
6. Construction is contingent on completion of Certifications 1-2
7. Project completion is contingent on completion of Certification 3
8. Penalties for non-compliance with Certification 3: Prohibition from participation in the program; TxDOT seeking repayment from the county

County Name

CERTIFICATION FORM 1

County Transportation Infrastructure Fund Grant Program

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

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

County Authorized Representative Name

Date

Title

County Name

Project Name

CERTIFICATION FORM 2

County Transportation Infrastructure Fund Grant Program

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.

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.



TXDOT APPROVAL TO COMMENCE CONSTRUCTION
 County Transportation Infrastructure Fund Grant Program

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
Applicable for All Projects			
<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	
Applicable for County-Performed Work			
<input type="checkbox"/>	<input type="checkbox"/>	Self-performed design	
<input type="checkbox"/>	<input type="checkbox"/>	Self-performed construction	
Applicable for Contracted Work			
<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 _____



County Name

Project Name

CERTIFICATION FORM 3

County Transportation Infrastructure Fund Grant Program

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

