

## **MEMORANDUM OF POLICY**

### **SUBJECT: Public Outreach/Involvement Costs**

This memorandum is intended to clarify the RTA's position on the subject matter.

The RTA will pay for appropriate and reasonable public outreach/involvement costs related to RTA projects. Such eligible costs include facilitator expenses, building rental costs, advertising (print, radio, TV), publicity pamphlets, snacks, etc. Promotional items (shirts, hats, pens, etc.) are not eligible RTA reimbursable expenses.

Also, the subject costs are presumed to be included in the pre-planning, planning or design component of the project budget, unless identified separately in the intergovernmental agreement and accompanying exhibit(s).

The subject costs shall be for the express purpose of informing the general public about the status of certain RTA projects. More specifically, public outreach and involvement shall include conducting meetings with affected stakeholders to ensure minimal disruptions during project construction.

Public outreach and involvement costs do not include any costs associated with assisting/providing specific businesses with advice on general business matters. This task will be coordinated by RTA staff under the small business assistance program.

## MEMORANDUM OF POLICY

### **SUBJECT: RTA Reimbursement of In-house Staff Costs**

This memorandum is intended to clarify the RTA's position on the subject matter.

The RTA board recently adopted Policies, Objectives and Procedures (POP) for the implementation of RTA projects. While Section 17 l. of the POP allows for reimbursement of "staff time **directly** attributable to the project," the RTA encourages judicious use of RTA funds for said purpose. RTA funding is intended to augment, rather than supplant, existing project budgets.

Staff time directly attributable to the project is defined as certified direct labor hours expended by in-house technical, professional, or project management staff on RTA projects. Clerical, administrative and other incidental costs are not eligible for RTA reimbursement. Accordingly, reimbursement of staff costs will be at the employee's **actual** wage rate multiplied by the number of certified hours billed to the project.

In the event reimbursement is sought for in-house staff time, the following documentation (at a minimum) must be submitted with each pay request:

- Name, title and pay rate for each staff member, including confirmation of salary and wage information
- Project time sheet identifying tasks and hours worked on each project

## **MEMORANDUM OF POLICY**

### **SUBJECT: In-House Staff Costs – Eligible Costs**

After numerous meetings and discussions with management and program staff of member jurisdictions, consensus has been reached regarding the subject matter.

The RTA will reimburse for all in-house staff costs directly attributable to the project plus allowable employer-related expenses (EREs). The allowable EREs consist of the following cost categories and shall not exceed 46 percent of direct salary costs for fiscal 2007.

- FICA
- Medicare
- Worker's Compensation
- Unemployment Insurance
- Pension/Retirement
- Group Health Insurance
- Group Life Insurance
- Public Liability
- Hazardous Waste Insurance
- Vacation, Holiday, Sick Leave

Each fiscal year, the RTA will review and adjust, if necessary, the maximum ERE percentage.

## **MEMORANDUM OF POLICY**

### **SUBJECT: RTA Project Approval Process**

In response to questions from member jurisdictions, this memorandum outlines the process for approval of RTA projects.

With the exception of roadway corridor and transit projects specifically described in the RTA election ballot, and excluding those being advanced, all requests for project funding must adhere to the RTA's established committee structure and obtain board and committee pre-approval prior to initiating an intergovernmental agreement (IGA). Projects being advanced also must comply with the aforementioned process.

Further, roadway corridor projects requiring additional regional funding allocations beyond that already included in the regional TIP, such as 12.6% or federal funds, must follow PAG's established committee structure and obtain Regional Council approval through the normal TIP programming process.

Otherwise, roadway corridor projects specifically described in the RTA election ballot simply require the lead agency to initiate the IGA process.

RTA staff will coordinate board approval of all mutually agreed and completed IGAs.

## **MEMORANDUM OF POLICY**

### **SUBJECT: RTA Project Funding – Multiple Funding Sources**

The voter approved transportation plan contains 35 distinct roadway improvement projects costing in excess of \$1.5 billion. The RTA is expected to fund nearly \$1.2 billion of the estimated costs with the balance to be paid by various funding sources of member jurisdictions. Approximately 75 percent of the roadway projects have multiple funding sources, including RTA funding.

To leverage and maximize the effective use of RTA resources, staff is recommending that project reimbursements be made on a pro-rata basis of RTA funding to total project funding. For example, if RTA funding accounts for 60 percent of total project funding, reimbursement would be limited to 60 percent of each pay request, subject to the maximum approved RTA funding amount.

Staff recognizes there will be circumstances when a pro-rata reimbursement schedule is not practical. In such instances, staff (RTA & member jurisdictions) will collaborate and agree to a mutually beneficial reimbursement plan.

