

# Trade Corridors Improvement Fund (TCIF) Project De-Allocation Procedure Updated January 2015

## I. BACKGROUND

The existing Trade Corridors Improvement Fund (TCIF) program was approved under the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006. This act provided \$2 billion of bond proceeds for infrastructure improvements along federally designated Trade Corridors of National Significance. The California Transportation Commission (CTC) supported increasing TCIF funding by approximately \$500 million from the State Highway Account to fund state-level priorities that are critical to goods movement.

The Accountability Implementation Plan was approved by the Commission in October 2007 and Supplement 1 (Financial Accountability) was approved by the Commission in June 2008. The Commission later extended the applicability of the Accountability Implementation Plan and Supplement 1 to the Trade Corridors Improvement Fund Proposition 1B bond program. The purpose of Supplement 2 is to clarify and expand the Commission's policy regarding project cost savings (de-allocations) for projects and to communicate to project sponsors and implementing agencies the expectations related to financial accountability, and more specifically, how project savings will be administered.

The purpose of this Office Bulletin is to convey the TCIF project cost savings (de-allocation) procedure between the Local Assistance Bond Office, Implementation Offices and Local Programs Accounting (LPA).

## II. POLICY

TCIF project cost savings (de-allocations) must be coordinated through the Local Assistance TCIF Coordinator, appropriate Implementation Area Engineer and Local Programs Accounting.

## III. PROCEDURE

WHO	DESCRIPTION
HQ Implementation Engineers	Process CTC TCIF Financial Allocation Requests ; CC TCIF Coordinator in email Request To : STIP - Funds Request@dot.ca.gov ; submit Finance Letter to LPA to encumber funds ; execute Program Supplement Agreement (PSA) with Local Agency ; provide Electronic COPY to TCIF Coordinator
HQ Implementation Engineers	Process Project Contract Award Packages ; provide Electronic COPY to TCIF Coordinator
<b>DLA-TCIF Projects MUST be De-Allocated by the CTC Approval Process</b>	
TCIF Coordinator	Process CTC TCIF Financial Allocation Amendment Request(s) ; De-Allocations at Award AND/OR Closeout ; provide Electronic COPY to HQ Implementation Engineer
TCIF Coordinator	Email Notification of CTC Approved TCIF Financial Allocation Amendment (VOTE BOX) to HQ Implementation Engineer ; provide Electronic COPY to LPA
Local Agency	Initiate Revised TCIF Finance Letter through CT Districts to HQ Implementation Engineer
HQ Implementation	Process the REVISED TCIF Finance Letter to CT Local

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Engineers	Programs Accounting (LPA) ; provide Electronic COPY to TCIF Coordinator ; send Approved/Revised Finance Letter to the Local Agency
<b>CTC Approved TCIF Financial Allocation Amendments (De-Allocations) MUST match Accounting Project Expense Budget</b>	

### **TCIF Financial Allocation Amendment Requests - Package Submittals MUST include:**

- Agency Cover Letter/Request
- Project Cost Savings Calculation Worksheet
- Current Project Programming Request (PPR Form - funding details)  
from CTC Approved Baseline Agreement/Amendment
- Cross-Check CTC Approved Financial Allocation (funding details)
- Current Approved Finance Letter from Financial Allocation
- Contract Award Package (funding details)