

Nick Hogan

From: Eric Hansen
Sent: Tuesday, March 28, 2017 7:22 AM
To: Nick Hogan
Subject: FW: Stevenson Kanaka Creek Road Improvements
Attachments: Billing#11.pdf; Final Project Summary Form.xlsx; Sample 2 CFR 200 Delegation Resolution.pdf; Federal Progress Bill Form.xls

From: WSDOT HQ LP Billings [mailto:Hqlpbillings@WSDOT.WA.GOV]
Sent: Friday, March 17, 2017 3:41 PM
To: Eric Hansen <eric@ci.stevenson.wa.us>
Subject: RE: Stevenson Kanaka Creek Road Improvements

Hi Eric,
 Effective December 1, 2016, it is required that all agencies include documentation confirming the individual signing the reimbursement request is authorized to legally bind the agency. I've attached a sample resolution for your convenience, along with the new forms as well.

Certification Requirement for Reimbursement Requests - NEW

Federal grant requirements nationwide have now been consolidated and detailed in 2 CFR 200 'SuperCircular.' As part of the changes included in the CFR directly effects the signature authority on reimbursement requests.

2 CFR 200.415(a) – *To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, **signed by an official who is authorized to legally bind the non-Federal entity**, which reads as follows:*

*“By **signing this report**, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, **may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise.** (US Code Title 18, Section 1001 and Title 31. Sections 3729-3730 and 3801-3812).”*

To implement this requirement, will depend on the structure of your agency and may include passage of a resolution by the council or commissioners, to delegate this authority to another individual in your agency (e.g., Mayor (official) to City Administrator, Public Works Director or Finance Director). Effective **December 1, 2016**:

- First bills for each project must include the agency's documentation confirming the individual signing the reimbursement request is authorized to legally bind the agency.
- For on-going projects, the first reimbursement package submitted after 12/1/2016, is required to include the agency's documentation confirming the individual signing the reimbursement request is authorized to legally bind the agency.

This information is also included in the Local Agency Guidelines (LAG) manual.

Please review the info above regarding the new reimbursement request requirements and resubmit your package for processing.

Thank you.

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Project Funding Specialist
WSDOT Local Programs
(P) 360-705-7135
(F) 360-705-6822

From: Eric Hansen [mailto:eric@ci.stevenson.wa.us]
Sent: Friday, March 17, 2017 1:30 PM
To: WSDOT HQ LP Billings <Hq1pbillings@WSDOT.WA.GOV>
Subject: Stevenson Kanaka Creek Road Improvements

Please refer to the attached Progress Billing #11 for

1. The City of Stevenson
2. Kanaka Creek Road Improvements
3. Federal Aid # STPR-B307(001)
4. LA-8475
5. "Submission of this request for payment certifies that in accordance with the laws of the State of Washington and under the conditions of approval for the project identified above, actual costs claimed have been incurred and are eligible for the purposes specified; also, that no other claims have been presented to or a payment made by, the State of Washington for those costs claimed for reimbursement."

This is the first billing submitted for construction, please let me know if I filled the columns correctly.

Thank you,

Eric Hansen

Public Works Director
City of Stevenson
t. 509-427-5970
f. 509-427-8202



Sample Resolution

IN THE MATTER OF DELEGATING
TO THE *{title of authorized official}*
AUTHORITY TO LEGALLY BIND
THE *{agency designation e.g. City, County}* THE SOLE PURPOSE
OF REQUESTING FEDERAL REIMBURSEMENT

(For background info)

WHEREAS, The *{title of authorized official}* has been duly appointed by the *{title of appointing authority}* in accordance with *{legal reference for appointment and relevance to resolution}*, which includes *{high level description of oversight/management}*; and,

WHEREAS, The Federal Highway Administration, through the State authorizes federal transportation funding to the *{agency designation e.g. City, County}* for transportation projects; and,

WHEREAS, The Code of Federal Regulations, 2 CFR 200.415(a) has been revised to ensure that final fiscal reports or vouchers requesting payment under Federal agreements must include a certification, signed by an official who is authorized to legally bind the non-Federal Agency; and,

WHEREAS, The *{title of authority to execute agreements}* executes all Federal grant funding agreements and supplemental agreements; and,

WHEREAS, In order to seek timely reimbursement for proper expenditures related to the Federally funded grant projects, the *{name of adopting body}* delegates to the person appointed as the *{title of authorized official}* the authority to legally bind the *{agency designation e.g. City, County}* solely for the purpose of requesting Federal Grant reimbursement;

NOW THEREFORE, BE IT RESOLVED, By the *{name of adopting body}* that for the purposes of requesting reimbursement for Federally funded transportation projects, the *{title of authorized official}* shall be delegated authority per 2 CFR 200.415(a) to legally bind the *{agency designation e.g. City, County}* in furtherance of the intent of this resolution; and,

BE IT FURTHER RESOLVED, By the *{name of adopting body}* that the person duly appointed as the *{title of authorized official}* shall be authorized to sign all grant reimbursement vouchers for grant funded transportation projects on behalf of *{name of agency}*.

2 CFR 200.415(a):

“By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).”