Agency

**Project Title**

**2019 County Safety Selections**

**Federal Funding**

Dear :

WSDOT is pleased to advise you that the above mentioned safety project was recently selected to receive funding through the Highway Safety Improvement Program (HSIP). The federal funding is limited to the amount shown below:

**Project Title $???**

**Scope:** See attached Project Summary – delivered as one contract.

*NOTE: Projects require a ten percent local match per phase (preliminary engineering/design, right-of-way, and construction) for all eligible federal expenditures. If the construction phase is authorized by April 30, 2021, then the construction phase is eligible for 100% funding (no local match required). Federal funds cannot be used as match for any phase. Scope and funding modifications are not allowed.*

In order to meet state and federal requirements, the following are required:

* Project expenditures incurred before receiving notice from Local Programs of federal fund authorization are not eligible for reimbursement.
* Please refer to the Local Programs web page for detailed information, including: (<http://www.wsdot.wa.gov/localprograms/>)
  + Local Agency Guidelines (LAG) manual for the requirements regarding programming, authorization, reimbursement, etc.;
  + Projects utilizing federal funds must be included in your current Transportation Improvement Program (TIP) as a complete programmed project. Once your TIP amendment is approved, WSDOT will amend the Statewide Transportation Improvement Program (STIP);
  + Funding and billing forms;
  + Quarterly Project Reporting is required to be completed by the end of March, June, September and December each year. To access the database you will need an account name and password. Your account name is **???** and your password is **???**. The password is case sensitive.
* If the project is not actively pursued, or becomes inactive (23 CFR 630), the project is at risk of being cancelled, funds repaid and reprogrammed.
* FHWA requires that all projects are ADA compliant upon completion or the federal funds must be repaid.

As a reminder, Local Programs requires all agencies to submit monthly progress billings to ensure timely reimbursement of eligible federal expenditures.

For assistance please contact **???**, your Region Local Programs Engineer, at **???**.

Sincerely,

Kathleen B. Davis

Director

Local Programs

cc: *MPO as applicable*

RLPE