WRCOG TUMF

Credit/Reimbursement Manual

APRIL 7, 2025

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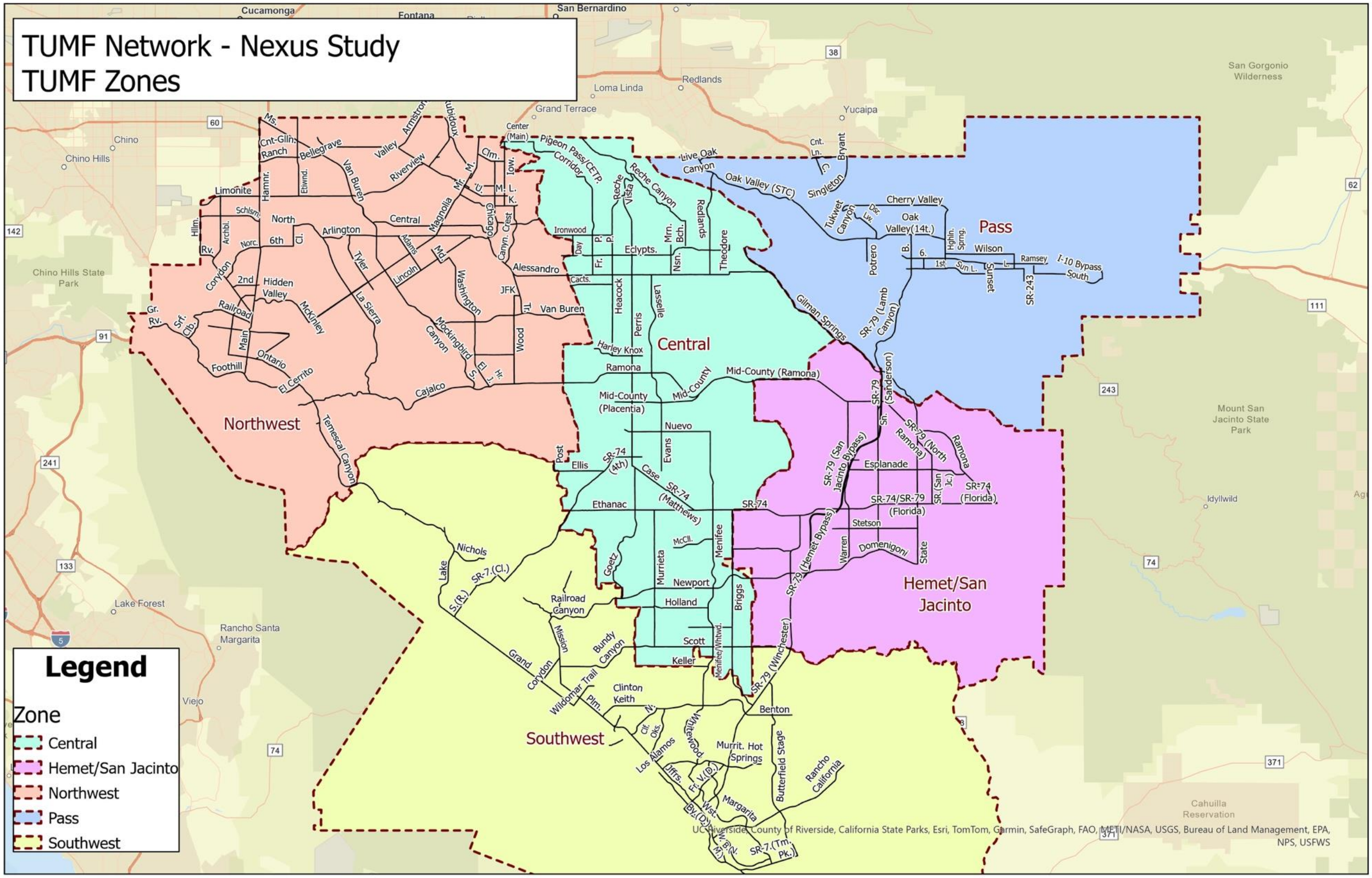


Figure 1.1: WRCOG TUMF Zones

1. INTRODUCTION

1. INTRODUCTION

1.1 What is the WRCOG Transportation Uniform Mitigation Fee (TUMF) Program?

The Western Riverside Council of Governments (WRCOG) recognizes future development within western Riverside County will result in traffic volumes exceeding the capacity of the region's highways and roadways. To address future capacity needs and supplement other available transportation funds, the TUMF Program was established.

The TUMF Program is a regional fee program designed to provide transportation and transit infrastructure that mitigates the impact of new growth in the Western Riverside County. Each of WRCOG's member jurisdictions and the March Joint Powers Authority (JPA) participates in the TUMF Program through an adopted ordinance, collects fees from new development, and remits the fees to WRCOG. WRCOG is the administrator of the TUMF Program. It develops the "TUMF Nexus Study," the document that serves as the technical and legal anchor for eligible improvements and the Program fee. WRCOG receives TUMF fees collected from member agencies and then distributes them back to a variety of agencies in the region, including:

- Riverside County Transportation Commission (RCTC);
- Riverside Transit Agency (RTA);
- Western Riverside Regional Conservation Authority (RCA); and
- Western Riverside cities and Riverside County areas, through the applicable TUMF Zones.

Figure 1.1, WRCOG TUMF Zones, illustrates the location of each zone.

The TUMF Program provides significant additional funds from new development to make improvements to the Regional System, complementing funds generated by other funding sources and transportation fee programs. By levying a fee on new developments in the sub-region, local agencies have established a mechanism by which developers and in turn new county residents and employees effectively contribute their "fair share" toward sustaining the regional transportation system.

There are five TUMF Zones designated in the TUMF Program:

- **Central**
- **Hemet/San Jacinto**
- **Northwest**
- **Pass**
- **Southwest**

Each of the agencies in the Zones have common transportation issues. Zone level meetings occur among the public works directors, executive management, and elected officials who work together to select which projects are to be prioritized. Of the TUMF funds received by WRCOG, 45.7% shall be allocated to the five Zones for programming improvements to the Regional System of Highways and Arterials.

The TUMF Nexus Study also summarizes the TUMF network cost calculations for each of the individual roadway segments and the maximum eligible TUMF share for each segment.

Fees are used to fund planning, engineering, right-of-way acquisition, and construction of eligible TUMF facilities. Eligible transportation improvement projects are identified in the TUMF Nexus Study, which establishes a nexus or reasonable relationship between the development impact fee's use and the type of project for which the fee is required.

1.2 Purpose and Use of WRCOG TUMF Credit/Reimbursement Manual

The purpose of the WRCOG TUMF Credit/Reimbursement Manual is to provide TUMF participating jurisdictions and agencies with guidelines on how to claim funds allocated for improvements to the TUMF Network as identified in the most recently adopted TUMF Nexus Study.

This manual provides details on the TUMF eligible and ineligible reimbursable expenses, reimbursement process for public agencies, credit and reimbursement process for developers, required documentation for TUMF invoicing to WRCOG and other TUMF funding elements.

Public agencies and developers seeking TUMF credits and/or reimbursements as described below are encouraged to follow the guidelines set forth in this manual:

Public Agencies

Public agencies who construct TUMF facilities may be eligible for reimbursement of eligible project costs. The reimbursement process is described in Section 3 Public Agency TUMF Reimbursements.

Developers

Developers proposing certain types of development within WRCOG member agencies are required to pay TUMF fees as outlined in the TUMF Nexus Study. These fees represent the developer's "TUMF obligation." Developers may choose to earn credits against their TUMF obligation through options presented below and in Section 4 Developer TUMF Credits.

Credit for Construction of TUMF Improvements

Credit for Right-of-Way Dedication

Credit for Monetary Contributions

The TUMF ordinance has a provision that if a developer constructs a TUMF facility, the developer will receive credit against the TUMF obligation for the project improvements. If the credit exceeds the TUMF obligation, the developer may be eligible for reimbursement. The reimbursement process is described in Section 5 Developer TUMF Reimbursements.

WRCOG recognizes that changes and deviations from this manual may be necessary to accommodate and address specific project factors and public agency needs. WRCOG will coordinate with public agencies when deviations to credit or reimbursement process steps are required. All TUMF reimbursements require an agreement with WRCOG and/or the applicable TUMF participating agency. This manual is intended to be a guide for TUMF participants and shall not be construed to establish any new rules or requirements. Binding TUMF Program rules are set forth in the TUMF Administrative Plan and the applicable city/county TUMF ordinances and resolutions.

2. ELIGIBLE AND INELIGIBLE PROJECT EXPENSES

2. ELIGIBLE AND INELIGIBLE PROJECT EXPENSES

2.1 TUMF Reimbursement Manual Vision and Reimbursement Principles

The WRCOG TUMF Reimbursement Manual assists local agencies and jurisdictions with the reimbursement process for eligible project costs of transportation improvements and facilities.

WRCOG coordinates with each local jurisdiction to encourage an efficient reimbursement process and recognizes that there are questions regarding the reimbursement eligibility of project types, improvements and facilities. To assist in determining the eligibility of projects improvements/costs, WRCOG utilizes the TUMF Reimbursement Principles. A project improvement/cost must meet all the principles listed below to be considered eligible for reimbursement.

PRINCIPAL 1
Proposed improvements/costs contribute to the reduction of congestion in the region's transportation network.

PRINCIPAL 2
Proposed improvements/costs contribute to capacity enhancement in the region's transportation network.

PRINCIPAL 3
Proposed improvements/costs do not exceed the maximum TUMF share identified in the most recent TUMF Nexus Study.

PRINCIPAL 4
Proposed improvements/costs are integral to the implementation of the TUMF facility.

TUMF eligible project expense reimbursements are only for roadway segments identified on the TUMF Network or Regional System of Highways and Arterials (RSHA) as indicated in the TUMF Administrative Plan and Nexus Study.

WRCOG developed a TUMF Network interactive map to provide member agencies and developers the opportunity to more easily determine whether its facilities are eligible for TUMF funding. This web map contains various filters and layers to sort and display the TUMF Network by project type (interchanges, bridges, railroad grade separations), maximum TUMF share, and whether funding has been allocated for specific projects.

It is the responsibility of member jurisdictions to demonstrate the TUMF Program eligibility of all expenses submitted to WRCOG for review and potential reimbursement. The TUMF Program can only contribute funding for particular expenses as they relate to capacity enhancing projects included in the TUMF Nexus Study. Funding amounts explicitly stated in Reimbursement Agreements between WRCOG and member jurisdictions are reimbursed only if all invoices submitted to WRCOG contain TUMF eligible expenses.

The following subsections list eligible and ineligible project types and expenses for reimbursement.

2.2 Eligible Project Types

Project reimbursement items eligible for funding reimbursement shall follow the Federal Guidelines and in the Caltrans Local Assistance Procedure Manual (LAPM). The following lists project types eligible for TUMF reimbursement:

TABLE 2.1
ELIGIBLE PROJECT TYPES FOR TUMF REIMBURSEMENT

Construction of additional TUMF Network roadway lanes	Expansion of existing TUMF Network interchanges with freeways
Construction of new TUMF Network roadway segments	Construction of new TUMF Network interchanges with freeways
Expansion of existing TUMF Network bridge structures	Grade separation of existing RSHA Network at-grade rail crossings
Construction of new TUMF Network bridge structures	Infrastructure for Intelligent Transportation Systems (ITS) on TUMF Network roadway segments

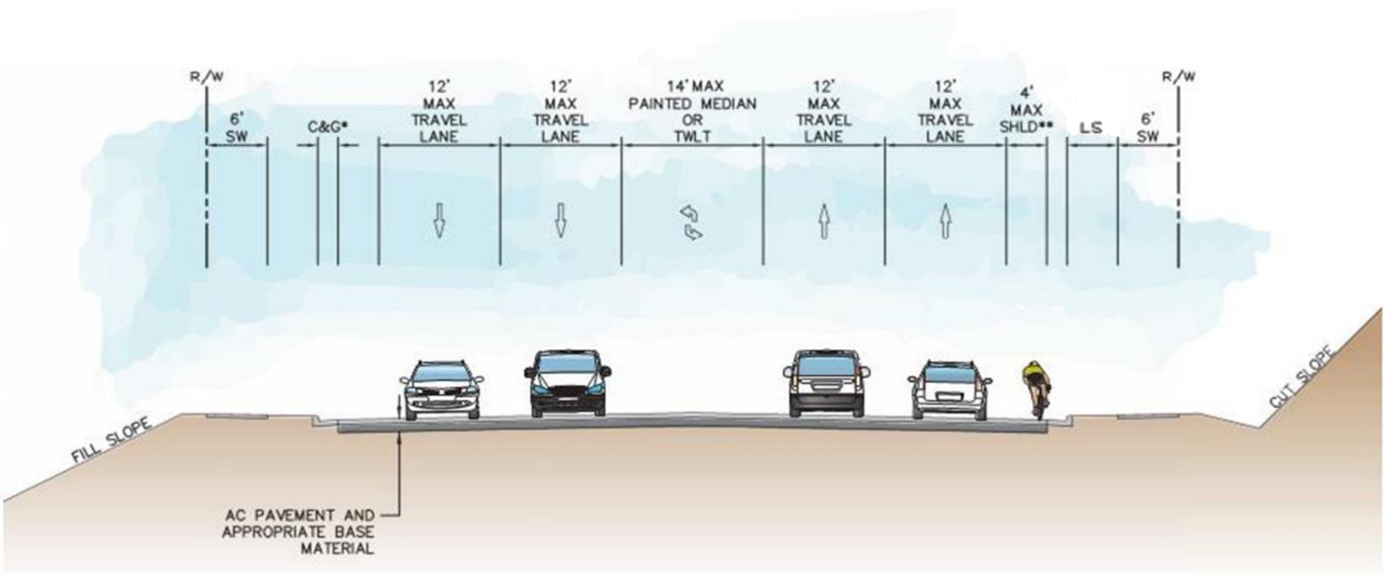
For eligible project types, the required Typical Roadway Standard assumes the following standard design characteristics that are consistent with the minimum requirements of the Caltrans Highway Design Manual:

1) Portland Cement Concrete or Asphalt concrete pavement and appropriate base material to accomplish 12 feet per travel lane plus up to four feet for ancillary treatments (e.g. shoulders or Class II Bike Lane);
2) Concrete curb and gutter and associated drainage (e.g. paved roadway shoulders and/or open swale);
3) Storm drains located within curb to curb, and associated transverse portions perpendicular to the roadway and adjoining portions longitudinal to the roadway (the longitudinal storm drain line shall be sized and reimbursed only for the roadway within right-of-way limits);
4) 14-foot raised, paved and painted median (or dual center left turn lane);
5) Traffic signals at intersections with state highways and other major arterials that are also on the TUMF Network if identified in the application project description and warranted;
6) Pavement striping and roadway signing, as required;
7) 6-foot wide concrete sidewalks and associated curb cuts for ADA access at street crossings.

2.3 Model Typical Sections for Eligible Project Costs

Figures 2.1 – 2.6 illustrate general configurations typically eligible for reimbursement under the WRCOG TUMF Program. For more complex projects, additional project features are reviewed for reimbursement eligibility using the TUMF Reimbursement Principles.

Figure 2.1 Typical Section – Construction of New Roadway Lanes.



CONSTRUCTION OF NEW ROADWAY LANES

BASIC FEATURES
NOT TO SCALE

*	–	CONCRETE CURB AND GUTTER AND ASSOCIATED DRAINAGE (E.G. PAVED ROADWAY SHOULDERS AND/OR OPEN SWALE)
**	–	UP TO FOUR FEET FOR ANCILLARY TREATMENTS (E.G. SHOULDERS OR CLASS II BIKE LANE)
LS	–	LANDSCAPE
R/W	–	RIGHT-OF-WAY
SW	–	SIDEWALK
SHLD	–	SHOULDER
TWLT	–	TWO WAY LEFT TURN
TYP.	–	TYPICAL

Figure 2.2 Typical Configuration – Construction of New Interchange

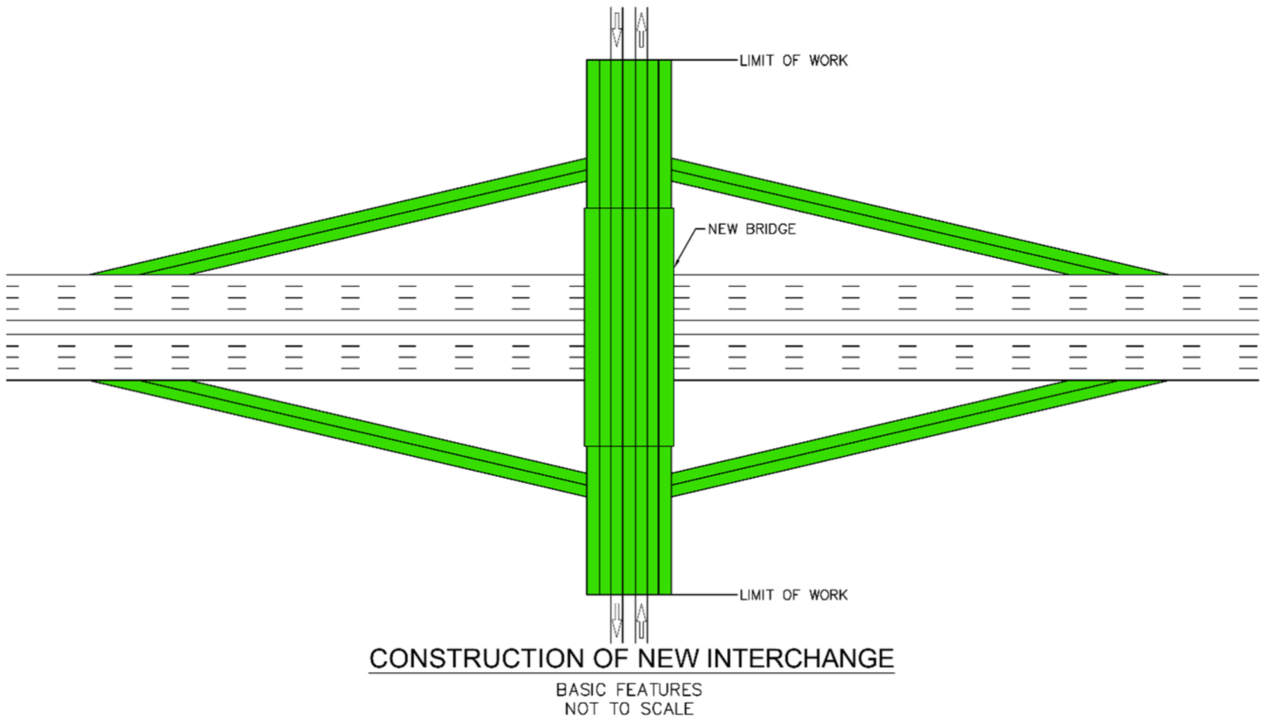


Figure 2.3 Typical Configuration – Construction of Interchange Improvements

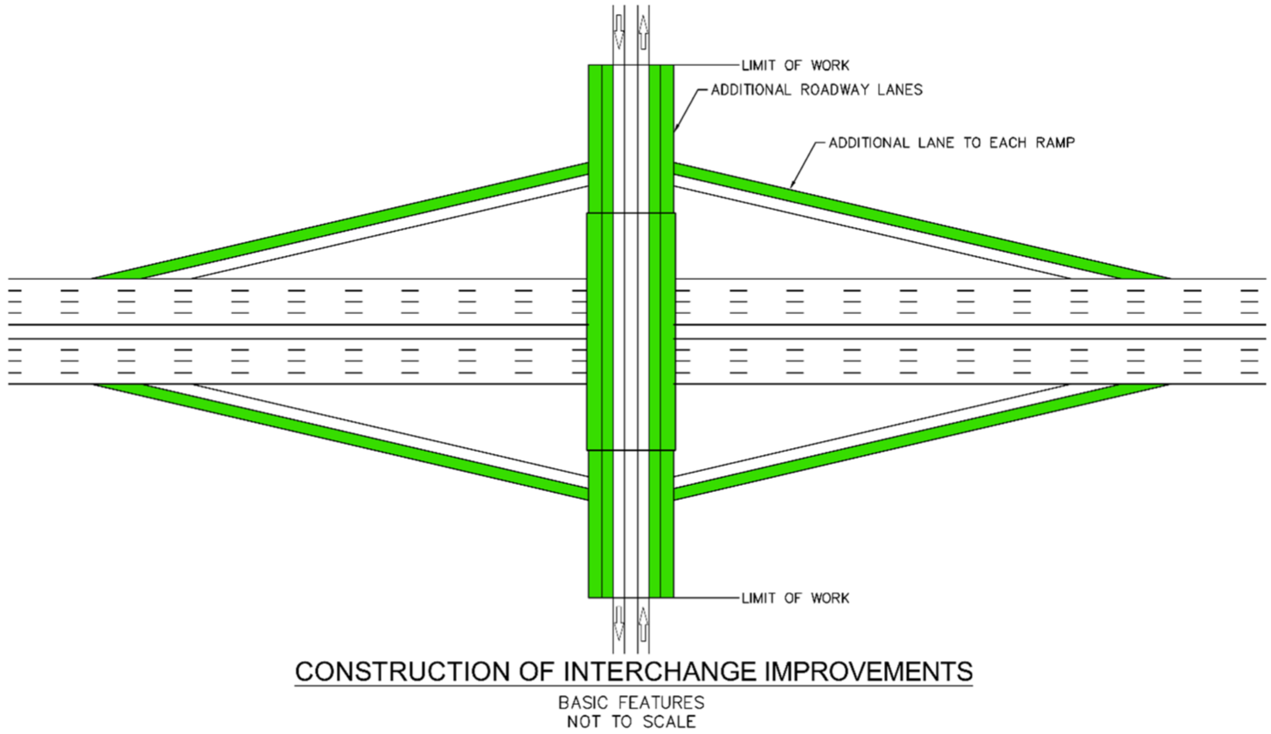


Figure 2.4 Typical Configuration – Construction of New Grade Separation

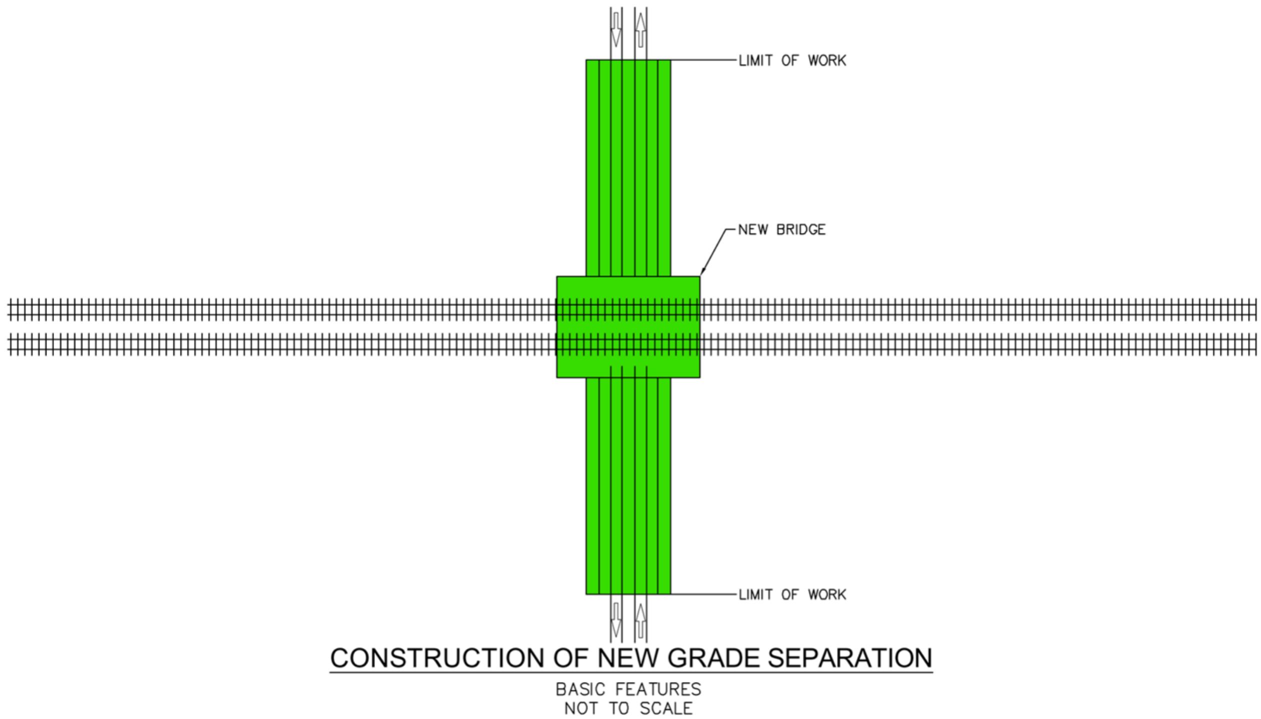


Figure 2.5 Typical Configuration – Construction of Grade Separation Improvements

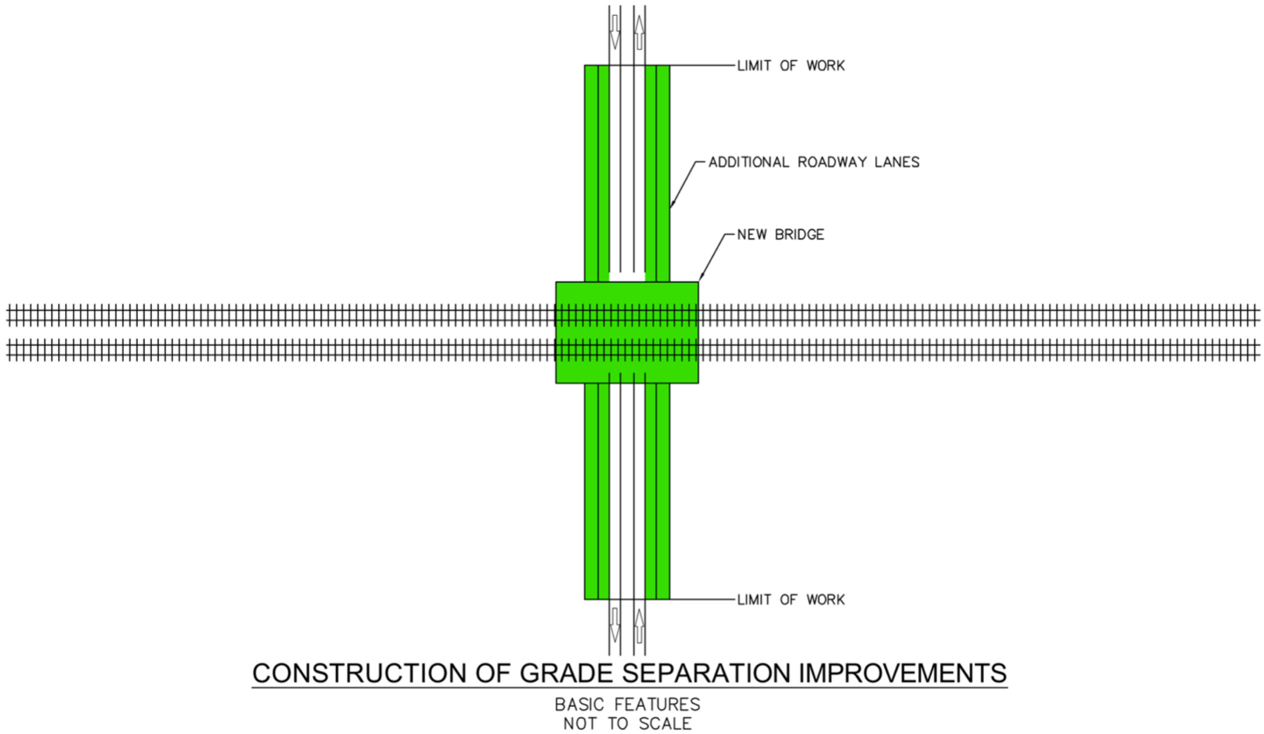


Figure 2.6 Typical Infrastructure for Intelligent Transportation Systems (ITS)

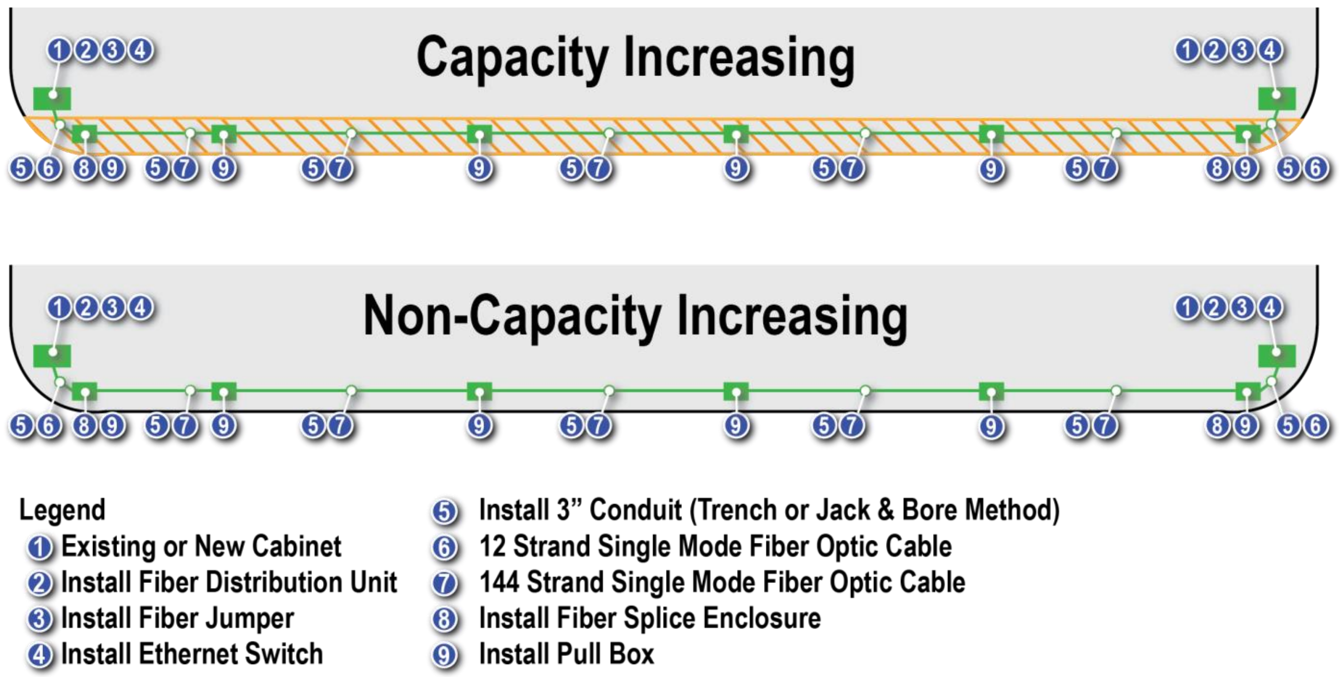


TABLE 2.2
Typical Infrastructure for Intelligent Transportation Systems (ITS)

Traffic signal cabinets and foundations	Traffic signal controllers
Fiber distribution units (FDU)	Splice enclosures
Pull boxes	Fiber optic ethernet switches, including patch cables and connectors
Fiber optic ethernet switches, including patch cables and connectors	Single mode fiber optic (SMFO) cables
Polyvinyl chloride (PVC) schedule 80 conduit	Galvanized rigid conduit

Other ITS Infrastructure specific to the corridor, as approved by WRCOG.

2.4 Eligible Project Expenses

Eligible project expenses include the following items, provided that such items are included in the scope of work approved under the reimbursement agreement between the public agency and WRCOG:

TABLE 2-3 ELIGIBLE PROJECT EXPENSES FOR TUMF REIMBURSEMENT
Public agency and/or consultant costs associated with direct project coordination and support
Funds expended in preparation of preliminary engineering studies
Funds expended in preparation of environmental review documentation for the project
All costs associated with right-of-way acquisition, legal costs for condemnation procedures if authorized by the public agency, and costs of reviewing appraisals and offers for property acquisition
Costs reasonably incurred if condemnation proceeds
Costs incurred in the preparation of plans, specifications, and estimates by the public agency or consultants
Public agency costs associated with bidding, advertising, and awarding of project contracts
Construction costs, including change orders to construction contract approved by the public agency
Construction management, field inspection and material testing costs
Any public agency administrative cost to deliver the project
Maximum reimbursed Pre-Construction Planning and Engineering work = 25% of Construction Costs
Maximum reimbursed for Construction Management (CM) work = 15% of Construction Costs
Relocation of Utilities: Where the local agency is responsible for the relocation of utilities, these relocations are eligible for reimbursement through TUMF by the local agency or developer. Where the utility company is responsible for the relocation of these utilities, this is NOT eligible for reimbursement through TUMF. As a general rule, when other agencies bear the responsibility of project improvements, then the TUMF program should not be a part of the reimbursement for the needed improvement.

2.5 Ineligible Project Types and Expenses

Ineligible project costs include the items listed below. Ineligible project costs follow the Federal Guidelines and in the Caltrans Local Assistance Procedure Manual (LAPM). These improvements are not eligible for TUMF funding and will be the responsibility of the local funding agency.

TABLE 2-4 INELIGIBLE PROJECT TYPES AND EXPENSES FOR TUMF REIMBURSEMENT
Roadway improvements more than the Typical Roadway Standard. These improvements may include, but are not limited to: ▪ Other aesthetic pavement types (except at interchanges and overpasses) ▪ Major rehabilitation or overlay of existing pavement in adjacent roadway lanes ▪ Sanitary sewage infrastructure ▪ Water systems ▪ Dry utilities ▪ Undergrounding infrastructure ▪ Relocation of any utility, that is determined to be at the utility company's expense, due to prior rights or agreement ▪ Storm drain systems in excess of draining the roadway ▪ Detection/retention basins outside of street right-of-way ▪ Excess right-of-way ▪ Crosswalk enhancements (e.g. in-pavement lights and HAWK Pedestrian Crosswalk Systems)
Agency staff time in excess of 15% of programmed pre-construction
Agency staff time in excess of 15% of programmed construction
Project features/improvements that have obtained funding from other funding sources

3. PUBLIC AGENCY TUMF REIMBURSEMENTS

3. PUBLIC AGENCY TUMF REIMBURSEMENTS

Public agencies who construct TUMF facilities are eligible for reimbursement of eligible project costs equivalent to the maximum share identified in the Nexus Study or actual project cost, whichever is less. Figure 3.1, Public Agency TUMF Reimbursement Process, illustrates the TUMF reimbursement process for public agencies.

STEP 1: CONFIRM PROJECT PROGRAMMING

STEP 2: REIMBURSEMENT AGREEMENT

REQUIRED DOCUMENTS

- ☐ Reimbursement Agreement Document
- ☐ Scope of Work
- ☐ Estimate of Cost
- ☐ Project Schedule

STEP 3: INVOICE PACKET SUBMITTAL TO WRCOG

REQUIRED DOCUMENTS

- ☐ Minimum of One Invoice Every 9 Months
- ☐ Maximum of One Invoice Per Month

- ☐ Invoice Cover Letter
- ☐ Progress Report
- ☐ Summary Invoice
- ☐ Detailed consultant/ Contractor invoices
- ☐ Documents showing payment of sonsultant/ contractor invoices by public agency

STEP 4: INVOICE PACKET REVIEW AND NOTIFICATION

REQUIRED DOCUMENTS

- ☐ Form Template #3

STEP 5: APPROVED PROJECT COSTS

3.1 Obtaining a Reimbursement

The following illustrates the steps for public agency reimbursements:

STEP 1. CONFIRM PROJECT PROGRAMMING

The public agency shall confirm that the project phase is programmed in the current year of the adopted Zone Five-Year Transportation Improvement Program (TIP).

STEP 2. REIMBURSEMENT AGREEMENT WITH WRCOG

Public agencies are required to enter a reimbursement agreement with WRCOG to be eligible to receive TUMF revenue. The amount eligible for reimbursement will be based on the awarded contract but will not exceed the maximum TUMF share identified in the current TUMF Nexus Study.

A public agency is required to enter a reimbursement agreement with WRCOG at the start of a project and does not have to renew the reimbursement agreement every fiscal year unless the amount programmed for the project or project phase increases or decreases in the most recent Zone Five-Year Transportation Improvement Program.

A public agency entering a reimbursement agreement with WRCOG will need to complete and submit the following documents to WRCOG:

Reimbursement Agreement Document – Document template provided as Attachment A in Section 6, Checklists and Forms.

Scope of Work – Provide descriptions of major tasks to complete the project. This document should indicate any project phasing and key project milestones.

Estimate of Cost – Provide an estimate of total project costs. This document should include an estimate of Local Match Contribution per requirements of the TUMF program.

Project Schedule – Provide an estimated timeline to complete key tasks identified in the Scope of Work. This document should include dates for project milestones.

STEP 3. REIMBURSEMENT INVOICING AND REPORTING BY PUBLIC AGENCY

Invoices and Progress Reports

Invoices should be submitted to WRCOG during the fiscal year at a:

- o Minimum of one (1) invoice every 9 months; and
- o Maximum of one (1) invoice per month

Each invoice packet sent to WRCOG shall include the following (Refer to Section 6, Checklist and Forms, for Checklist 3 and model form templates):

- o Quarterly Progress Report (Attachment G: Form Template 2)
- o Quarterly Invoice (Attachment H: Form Template 3)
- o Detailed consultant/contractor invoices
- o Documents showing payment of consultant/contractor invoices by public agency

Invoice Submittal

Credit reimbursement agreements shall be submitted electronically to WRCOG.

A notice will be sent from WRCOG confirming receipt.

STEP 4. REVIEW BY WRCOG

Upon receipt of an invoice packet, WRCOG will review and provide a written notification following Attachment H: Form Template 3 in Section 6, Checklists and Forms, to the public agency stating:

a. Approved Project Costs;

b. Rejected Project Costs: Project costs that do not comply with the TUMF Program. WRCOG will provide reasons why specific project costs were not approved

STEP 5. APPROVED/REJECTED PROJECT COSTS

Upon approval of the invoice, WRCOG will initiate the payment process for the approved amount to the public agency.

3.2 Obligation of TUMF Funds

Funding for a project programmed on a Zone Five-Year TIP is not considered obligated by WRCOG until certain steps outlined below have been completed by the public agency:

a. Ensure that funding for the project phase is programmed in the current year of an adopted Five-Year TIP.

b. Ensure that there is a signed (executed) reimbursement agreement that matches the funding amount with the funding amount of the project phase in the adopted Five-Year TIP.

c. At the time of submitting the first invoice, the public agency will be required to submit all necessary supporting documentation (not previously submitted) in accordance with the provisions of the reimbursement agreement.

If the first invoice has not been submitted to WRCOG within one year after execution of the reimbursement agreement, there will be a review of the project status. Based on the review of the project status, WRCOG will either:

a. Extend the fund obligation for up to an additional nine (9) months so the project sponsor can demonstrate a realistic expectation that the project work will commence and a first invoice is submitted within that time frame; or

b. De-obligate the funds

4. DEVELOPER TUMF CREDITS

4. DEVELOPER TUMF CREDITS

Per the TUMF Program, developers proposing certain types of development within WRCOG member agencies are required to pay TUMF fees as outlined in the TUMF Nexus Study. These fees represent the developer's "TUMF obligation." Through the TUMF Program, developers may qualify for credits against their TUMF obligation. Developers may be eligible to earn TUMF credit for the following:

- Construction of TUMF improvements identified on the Regional System of Highways and Arterials (RSHA) Network;
- Right-of-Way (ROW) dedication for RSHA improvements; and
- Monetary contributions to construct TUMF improvements.

Figure 4.1 – 4.3 and **Sections 4.1 – 4.3** illustrate and summarize the separate processes for obtaining TUMF credits.

Figure 4.1: Credit for Construction of TUMF Improvements Process

4.1 Credit for Construction of TUMF Improvements

For construction of TUMF improvements as identified on the RSHA Network, developers are entitled to a TUMF credit of up to 100% of the TUMF obligation fee, not to exceed the maximum TUMF share. TUMF credit shall be determined based on approved improvement plans and after conditions of approval have been determined.

The following are the typical steps to obtain TUMF credits for the construction of TUMF improvements:

Step 1. Determine if Improvements Qualify for TUMF Credits

The public agency shall confirm that construction of TUMF improvements are identified in the RSHA Network.

Step 2. Enter Credit Agreement with Public Agency

Developers are required to enter into a Credit Agreement for Construction of TUMF Improvements with the public agency to be eligible to receive TUMF credits. A model Credit/Reimbursement Master Agreement document template is provided in **Section 6, Checklists and Forms.**

Step 3. Submit Credit Agreement to WRCOG

The public agency shall submit the Credit Agreement for Construction of TUMF Improvements to WRCOG for approval. Credit Reimbursement Agreements shall be submitted electronically to WRCOG.

Step 4. Review by WRCOG

Upon receipt of a Credit Reimbursement Agreement, WRCOG will review and provide a written notification to the public agency, either:

a. **Approved:** The agreement complies with the TUMF Program; or

b. **Denied:** The agreement does not comply with the TUMF Program.
WRCOG will provide reasons that the agreement does not comply. In the event WRCOG denies the credit agreement, the public agency may revise and resubmit the credit agreement for approval.

Step 5. Prior to Construction: Submit Items on Checklist 1

The developer will initiate project delivery of TUMF improvements by preparing a bid package per the public agency's requirements. Prior to construction of TUMF improvements, the developer is required to submit the items listed on **Checklist 1** (found in **Section 6, Checklists and Forms**) to the public agency. The public agency will make Checklist items available to WRCOG upon request.

Step 6. After Construction: Submit Items on Checklist 2

After TUMF improvements have been constructed, the developer is required to submit the items listed on **Checklist 2** (found in **Section 6, Checklists and Forms**) to initiate the construction cost verification process to the public agency.

Step 7. Review by Public Agency

Upon receipt of items listed on **Checklist 2**, the public agency will

Verify eligible construction costs
Determine the TUMF credit amount to be applied toward the project:

- Credit amount as agreed upon in the project's original Master Credit/Reimbursement Agreement approved by WRCOG or actual eligible construction cost: whichever is less
- Provide a written notice determining:
- TUMF credit amount to be applied towards the project to offset the
- TUMF obligation and
- If the TUMF credit exceeds the TUMF obligation.

Step 8. Determine TUMF Credit and TUMF Obligation

TUMF Credit Exceeds TUMF Obligation

If the TUMF credit amount exceeds the TUMF obligation for the project, the project will be deemed to have completely satisfied its TUMF obligation and the developer may apply for reimbursement as discussed in **Section 5, Developer TUMF Reimbursement**.

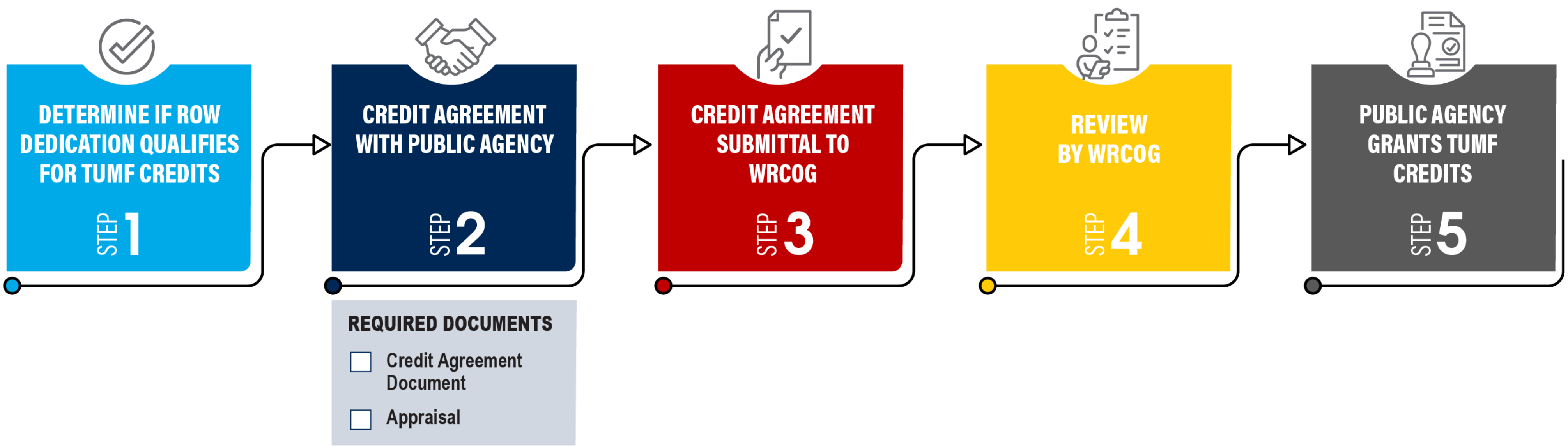
TUMF Obligation Exceeds TUMF Credit

If the TUMF obligation exceeds the TUMF credit amount for the project, the amount of the difference is the TUMF balance owed by the developer. The developer shall pay the TUMF balance to the public agency to fully satisfy the TUMF obligation for the project.

Step 9. Project Closeout

After the TUMF obligation for the project has been met, the public agency is required to submit the items listed on **Checklist 4** (found in **Section 6, Checklists and Forms**) to WRCOG to verify project completion and TUMF obligation.

Figure 4.2: Credit for Right-of-Way Dedication Process



4.2 Credit for Right-of-Way Dedication

A developer may receive TUMF credits for Right-of-Way (ROW) dedications. The ROW dedications that may be eligible for TUMF credits are required to be:

- ROW dedications for RSHA improvements; and
- ROW dedications not part of construction projects.

The following are the typical steps to obtain TUMF Credits for Right-of-Way Dedication:

Step 1. Determine if ROW Dedication Qualifies for TUMF Credits

The public agency shall confirm that the ROW dedication is identified in the TUMF Nexus Study.

Step 2. Credit Agreement with Public Agency

The developer is required to enter into an WRCOG - approved Credit Agreement for ROW Dedication with the public agency to be eligible to receive TUMF credits. A model Credit/Reimbursement Master Agreement document template is provided in **Section 6, Checklists and Forms**. Each Credit Agreement for ROW Dedication shall include the following:

- Credit Agreement for ROW Dedication between developer and public agency; and
- Appraisal

Appraisals

An appraisal is required as part of the Credit Agreement and will be determined using one of the following methods:

- The developer provides to the public agency a current appraisal (no more than two years old), of the ROW to be dedicated. The public agency reviews it and determines if the appraisal is valid and acceptable; or
- The developer accepts the appraisal of the public agency.
- The appraisal will determine the value of the ROW being dedicated and the amount eligible for credit, but will not exceed the maximum share of credits available for ROW dedication as identified in the current WRCOG TUMF Nexus Study.

Step 3. Credit Agreement Submittal to WRCOG

The public agency shall submit the Credit Agreement to WRCOG for approval in accordance to the following:

Credit agreements shall be submitted electronically to WRCOG.

A notice will be sent from WRCOG confirming receipt.

Step 4. Review by WRCOG

Upon receipt of the Credit Agreement, WRCOG will review and provide a written notification to the public agency within 20 days stating:

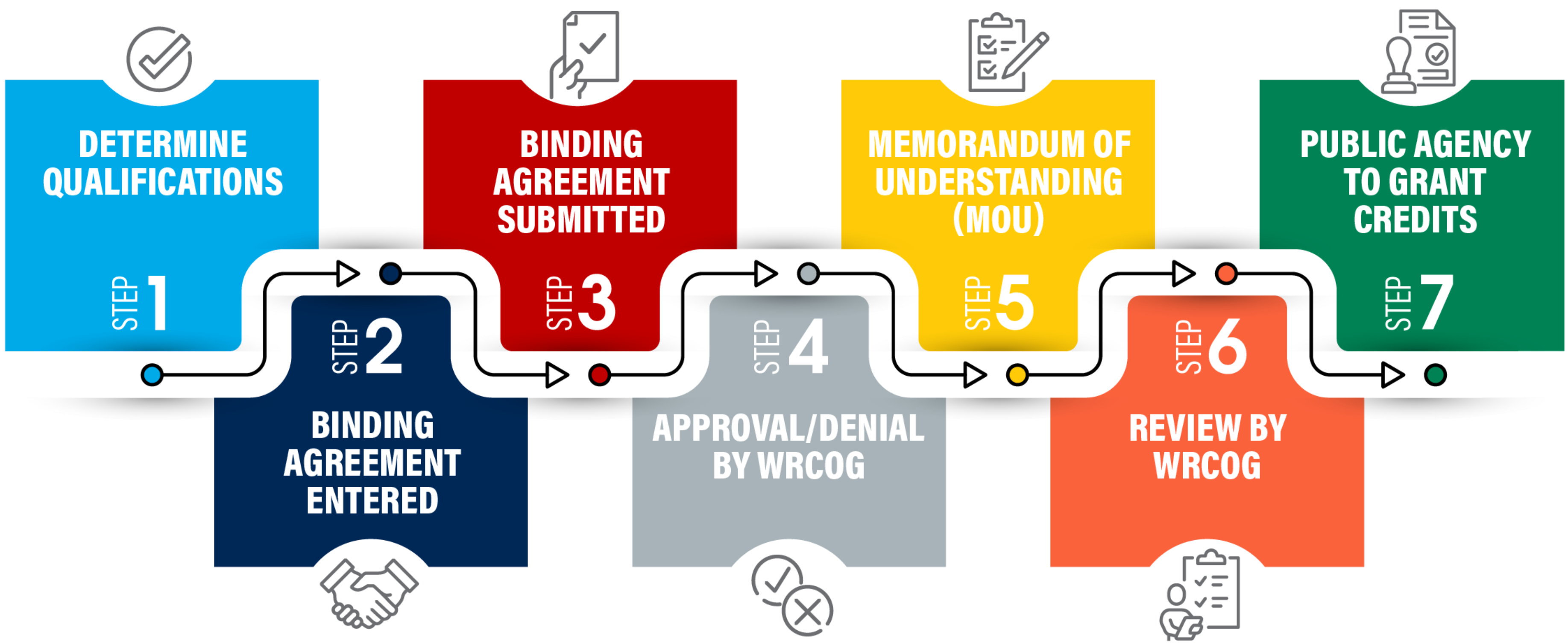
a. **Approved:** The agreement complies with the TUMF Program; or

b. **Denied:** The agreement does not comply with the TUMF Program.
WRCOG will provide reasons agreement does not comply. Denied Credit Agreement In the event WRCOG denies the credit agreement, the public agency may revise and resubmit the credit agreement for approval.

Step 5. Public Agency Grants TUMF Credits

Upon approval of the Credit Agreement, the public agency will initiate the process to issue to the developer TUMF credits against the TUMF obligation paid by the developer.

Figure 4.3: Credit for Monetary Contributions Process



4.3 Credit for Monetary Contributions

For monetary contributions from developers to fund improvements, developers are entitled to a TUMF credit up to 100% of the TUMF obligation, not to exceed the maximum TUMF share as identified in the TUMF Nexus Study.

Provisions for Monetary Contributions

The following provisions apply to the public agency responsible for the monetary contribution:

- The public agency shall be responsible for construction of the improvement for which funding is provided by the developer;
- Improvements for which funding is provided shall not be eligible for TUMF Program prioritization or funding;
- In the event that not all funds contributed by a developer are spent within 3-years of contribution, the public agency shall remit any unspent funds received from the developer to WRCOG. The 3-year term may be extended by action of the WRCOG Executive Committee upon request of the public agency.

The following are the steps to obtain TUMF Credits for Monetary Contributions:

Step 1. Determine if Monetary Contribution Qualifies for TUMF Credits

The public agency shall confirm that the improvement is identified in the TUMF Nexus Study. A developer may receive TUMF credit for monetary contributions funding one of the following types of improvements:

- A Regionally Significant Transportation Improvement, defined as those facilities that typically propose to have six lanes at build-out and extend between multiple jurisdictions, or a discrete useable segment thereof, as determined by WRCOG;
- Any Type 1, 2, or 3 interchange on an interstate or state highway;
- Any railroad crossing with an estimated construction cost of more than
- $10,000,000; and
- Any bridge located on a regionally significant arterial, defined as those facilities that typically propose to have six lanes at build out and extend multiple jurisdictions, or a discrete useable segment thereof, as determined by WRCOG.

Step 2. Binding Agreement with Public Agency

The developer is required to enter into a Binding Agreement for Monetary Contributions with the public agency obligating the developer to provide the funding and to be eligible to receive TUMF Credits.

Step 3. Binding Agreement Submittal to WRCOG

The public agency shall submit the executed Binding Agreement to WRCOG for approval in accordance to the following:

- Binding agreements shall be submitted electronically to WRCOG.

A notice will be sent from WRCOG confirming receipt.

Step 4. Review by WRCOG

Upon receipt of a Binding Agreement, WRCOG will review and provide a written notification to the public agency within stating:

a. **Approved:** The agreement complies with the TUMF Program; or

b. **Denied:** The agreement does not comply with the TUMF Program.
WRCOG will provide reasons agreement does not comply. Denied Credit Agreement In the event WRCOG denies the binding agreement, the public agency may revise and resubmit the binding agreement for approval.

Step 5. Memorandum of Understanding (MOU) with WRCOG

The public agency shall enter a MOU with WRCOG and provide information, as requested by WRCOG, to account for the credit and provide an explanation of why the improvement to be funded with the monetary contribution cannot be constructed by the developer.

Step 6. Approval from WRCOG Executive Director

Upon receipt of the MOU, the WRCOG Executive Director will review and provide a written approval of the MOU. The Executive Director is encouraged to consult with the WRCOG Public Works Committee before approving the award of credit.

In the event the WRCOG Executive Director rejects the MOU, the public agency may revise and resubmit for approval.

Step 7. Public Agency to Grant Credits

Upon approval of the MOU, the public agency will award the construction contract for the TUMF improvement for which the funding is contributed. Credit will only be granted to a developer after the public agency has awarded a construct contract for the improvement for which the funding is contributed has been awarded. Credits will be granted to the developer after the construction contract has been awarded.

4.4 Provisions for Developers Use of Credit

The following additional provisions apply to developers use of credits granted through the TUMF Program: All TUMF credits shall be used first by the developer to offset the TUMF obligation for the project. Credits may not be transferred or sold to other development projects, unless:

- The property to which the credits are being transferred or sold is contiguous to the same TUMF facility and owned and conditioned for improvement by the same developer; and
- The transfer is approved by WRCOG in writing.

WRCOG may place conditions on the use, transfer, or sale of credits in order to maintain the integrity of the TUMF program. In some cases, a public agency may be required to acknowledge that the property is one contiguous project.

Developers must exhaust all credits before they are eligible for reimbursements. Any reimbursement shall be made only in accordance with a reimbursement agreement as discussed in **Section 5, Developer TUMF Reimbursements.**

4.5 Provisions for Public Agencies Use of Credits

The following additional provisions apply to public agencies use of credits granted through the TUMF Program:

- Each public agency shall be responsible for the administration of TUMF credit agreements.
- Each public agency shall transmit all TUMF credit agreements to WRCOG within 60 days of execution by that public agency.
- A public agency may not allow a developer to pay the TUMF obligation fees before entering into a credit agreement with the expectation of receiving a refund.
- Any improvement made to the RSHA that is obligated through an existing fee district (prior to June 1, 2003 shall not be eligible for TUMF credit.
- Should it be determined that a public agency granted credits exceeding the maximum TUMF credit, that public agency shall provide WRCOG payment in the amount equal to the excess credit amount.
- Any project that is exempt from the fee is not entitled to fee credits or reimbursement. Annual review of all credit agreements with member agencies every three (3) months.

4.6 New Financing Districts and Bond Issues

The local jurisdiction shall compare facilities in local fee programs against the RSHA and eliminate any overlap in its local fee program.

A financing district is defined as a community facilities district, a local road and bridge district, or an assessment district. For a financing district created or bonds or other evidence of indebtedness issued on or after June 1, 2003, the local jurisdiction may allow a property owner, in lieu of the payment of TUMF to participate in such a financing district and receive credit against the TUMF obligation if the district is funding the following facilities:

- A Regionally Significant Transportation Improvement – facilities that typically are proposed to have six lanes at build out and extend between multiple jurisdictions, or discrete useable segment thereof, as determined by WRCOG;
- Any Type 1, 2, or 3 Interchange or an Interstate or State Highway;
- Any Railroad Crossing with an estimated construction cost of more than ten million dollars ($10,000,000); and
- Any Bridge located on a regionally significant arterial as defined above.

4.6.1. Credit in Lieu of TUMF Payment

A. Prior to and in lieu of payment of TUMF under other funding programs, the local jurisdiction must do all of the following:

1) Sell bonds within 3 years in an amount sufficient to construct the improvement for which the financing district is created;

2) Receive written approval from the WRCOG Executive Director, or designee; and

3) In the event that a local jurisdiction is unable to satisfy the requirements described in note 1, above, the local jurisdiction may still excuse the payment of bonds if the local jurisdiction enters into an agreement with WRCOG in which it commits to pay the full amount of any excused Fee, plus interest at the average rate earned by WRCOG over the past twelve months, in the event that the bonds may be extended up to an additional 5 years with the approval of the WRCOG Executive Committee.

B. If a local jurisdiction proposed to issue a credit in lieu of requiring the payment of TUMF as provided in this section, then the jurisdiction shall enter into an MOU with WRCOG and provide reasonable information to account for the credit.

C. If credit is issued in lieu of requiring the payment of TUMF as provided in this section, then the jurisdiction shall be responsible for construction of the improvements and those improvements shall not be eligible for TUMF Program prioritization or funding.

D. Any dispute regarding the implementation of this section may be appealed by the local jurisdiction to the WRCOG Executive Committee for a final determination.

E. Where there is an existing financing district or an existing fee program established prior to June 1, 2003, with bonded indebtedness, then the local jurisdiction may credit payment of the TUMF for that portion of the facility identified in both programs. Notwithstanding the previous sentence, a local jurisdiction shall not issue a TUMF credit for any facilities for which bonds have been issued after February 4, 2008, regardless of when the financing district was first created.

This section is not intended to impact the administration of credits as included in this manual.

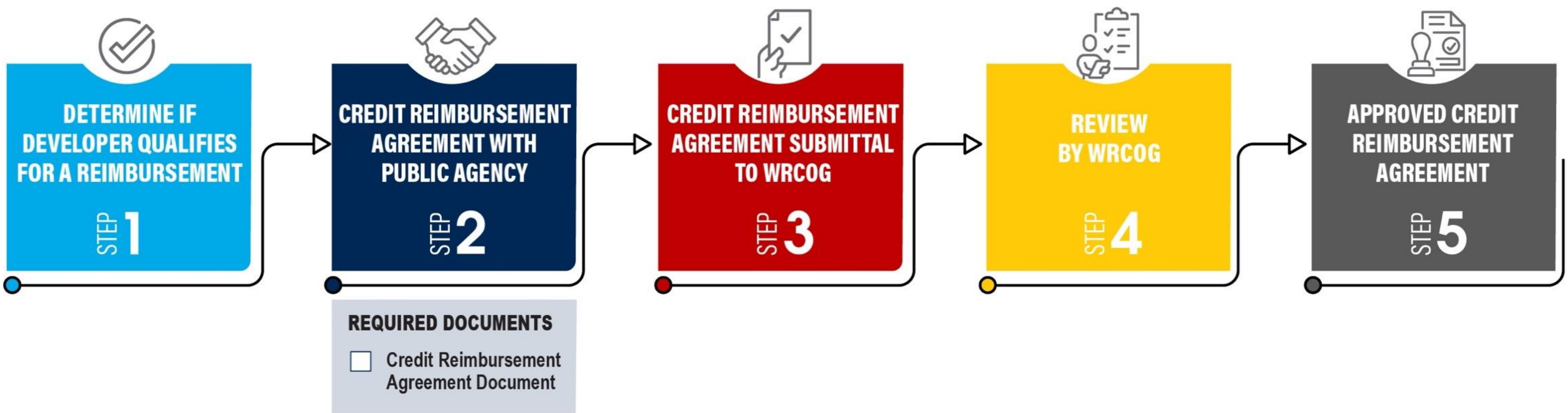
5. DEVELOPER TUMF REIMBURSEMENTS

5. DEVELOPER TUMF REIMBURSEMENTS

Developers may be eligible for reimbursement for the construction of TUMF facilities in certain instances. If a developer constructs TUMF improvements that cost more than the TUMF obligation, the developer may be reimbursed for the actual project costs that exceed the TUMF obligation. Reimbursements shall be made through an agreement between the developer and the public agency, and contingent upon funds being available.

In all cases, reimbursements under such agreements be programmed in the Zone Five-Year Transportation Improvement Program adopted annually by WRCOG for all approved TUMF improvements. **Figure 5.1, Developer TUMF Reimbursement Process**, illustrates the typical TUMF reimbursement process for developers.

Figure 5.1: Developer TUMF Reimbursement Process



5.1 Obtaining a Reimbursement

The following illustrates the steps for developer reimbursements:

STEP 1. DETERMINE IF DEVELOPER QUALIFIES FOR A REIMBURSEMENT

The developer may enter into a reimbursement agreement with the jurisdiction to reimburse the developer/owner for the direct and verifiable costs of constructing improvements to the Regional System of Highways and Arterials (RSHA) when all of the following conditions have been met:

- ✓ All available credits have been exhausted;
- ✓ The improvements received prior approval from the jurisdiction and
- ✓ WRCOG based on review of the TUMF project priority list; and
- ✓ The jurisdiction and WRCOG have reviewed and approved the scope of the project to be constructed.
- ✓ In no event, shall the developer be reimbursed for improvements to the RSHA in excess of the most current approved Maximum TUMF Share for the facility on the TUMF network at the time that the Credit Reimbursement Agreement is executed.

STEP 2. CREDIT REIMBURSEMENT AGREEMENT WITH PUBLIC AGENCY

The developer is required to enter into a Credit Reimbursement Agreement with the Public Agency to be eligible to receive a reimbursement. A model Credit/Reimbursement Master Agreement document template is provided in Section 6, Checklists and Forms.

STEP 3. CREDIT REIMBURSEMENT AGREEMENT SUBMITTAL TO WRCOG

The public agency shall submit the Credit Reimbursement Agreement to WRCOG for review in accordance with the following:

- Credit reimbursement agreements shall be submitted electronically to WRCOG.
- A notice will be sent from WRCOG confirming receipt.

STEP 4. REVIEW BY WRCOG

Upon receipt of a Credit Reimbursement Agreement, WRCOG will review and provide a written notification to the public agency stating:

a. **Approved:** The agreement complies with the TUMF Program; or

b. **Denied:** The agreement does not comply with the TUMF Program. WRCOG will provide reasons agreement does not comply. Denied Credit Reimbursement Agreement In the event WRCOG denies the credit reimbursement agreement, the public agency may revise and resubmit the credit reimbursement agreement for approval.

STEP 5. APPROVED CREDIT REIMBURSEMENT AGREEMENT

Upon approval of the Credit Reimbursement Agreement, the public agency will initiate the payment process for the approved amount to the developer.

5.2 Provisions

The following additional provisions apply to reimbursements granted through the TUMF Program. TUMF Reimbursements shall be in accordance with the following:

A development that is exempt from paying the TUMF is not eligible for reimbursement.

6. CHECKLIST AND FORMS

6. CHECKLISTS AND FORMS

The following Checklists and Forms are provided as model form templates:

- WRCOG TUMF Public Agency Reimbursement Agreement **(Attachment A)***
- WRCOG TUMF Developer Credit and Reimbursement Master Agreement **(Attachment B)***
- Checklist 1: Developer Credit Agreement to Construct TUMF Improvements – List of Documents and Requirements Prior to Construction of TUMF Improvements **(Attachment C)**
- Checklist 2: Developer Credit Agreement to Construct TUMF Improvements – List of Documents and Requirements to Initiate Construction Cost Verification Process **(Attachment D)**
- Checklist 3: Public Agency Reimbursement – Invoice Packet Forms List **(Attachment E)**
- Form Template 1 and 2: Invoice Cover Letter (MS Word) **(Attachment F)**
- Form Template 3: Progress Report (MS Word) **(Attachment G)**
- Checklist 4: Developer Construction Credit Closeout – List of Documents and Requirements for Project Closeout **(Attachment I)**

** Latest versions found at https://wrcog.us/199/Administration-Fees*

ATTACHMENT A

WRCOG TUMF Public Agency Reimbursement Agreement

Latest versions found at found at https://wrcog.us/199/Administration-Fees

ATTACHMENT B

WRCOG TUMF Developer Credit and Reimbursement Master Agreement

Latest versions found at found at https://wrcog.us/199/Administration-Fees

ATTACHMENT C

Checklist 1: Developer Credit Agreement to Construct TUMF Improvements

List of Documents and Requirements Prior to Construction of TUMF Improvements

Latest versions found at found at https://wrcog.us/199/Administration-Fees

Checklist 1

Developer Credit Agreement to Construct TUMF Improvements

List of Documents and Requirements Prior to Construction of TUMF Improvements

DEVELOPER must provide the following:

1) Bid package prepared per bidding processes and requirements of Public Agency public works department

2) Copies of plans, cost estimate, specifications, and contract documents showing that contractor will pay prevailing wages and comply with applicable provisions of the Labor Code, Governments Code, and Public Contract Code relating to Public Works Projects

3) Copies of the contract(s) for the construction of TUMF improvements awarded to the lower responsible bidder(s) for the construction of such facilities in accordance with the public agency's requirements and guidelines

4) Copies of contractor(s) proof of insurance coverage throughout the duration of construction

5) Copy of Surety Bond, Letter of Credit, or other form of security permitted under the Credit Agreement and acceptable to the Public Agency and WRCOG

ATTACHMENT D

Checklist 2: Developer Credit Agreement to Construct TUMF Improvements

List of Documents and Requirements to Initiate Construction Cost Verification Process

Checklist 2

Developer Credit Agreement to Construct TUMF Improvements

List of Documents and Requirements to Initiate Construction Cost Verification Process

DEVELOPER must provide the following:

1) Complete construction by DEVELOPER of all TUMF Improvements in accordance with the approved Plans and Specifications

2) Satisfaction by DEVELOPER of the PUBLIC AGENCY's inspection punch list for constructed TUMF improvements

3) Final inspection release letter from PUBLIC AGENCY to DEVELOPER after final inspection and approval of completed TUMF improvements

4) Notice of Completion with respect to the TUMF Improvements pursuant to Section 3093 of the Civil Code filed by PUBLIC AGENCY at the County Recorder's Office; PUBLIC AGENCY should submit a copy of the Notice of Completion to WRCOG

5) DEVELOPER should submit copies of the As-Built plans for the TUMF improvements to the PUBLIC AGENCY

6) DEVELOPER should submit copies of all permits or agreements that may have been required by various resource/regulatory agencies for construction, operation, and maintenance of any TUMF Improvements to the PUBLIC AGENCY

7) DEVELOPER should submit a documentation package to the PUBLIC AGENCY to determine the final cost of the TUMF Improvements, which shall include, at a minimum, the following documents related to the TUMF Improvements:

   - Plans, specifications, and DEVELOPER's Civil Engineer's cost estimates; or Engineer's Report showing the cost estimates
   - Contracts/agreements, insurance certificates and change orders with each vendor or contractor
   - Invoices from all vendors and service providers
   - Copies of cancelled checks, front and back, for payments made to contractors, vendors, and service providers
   - Final lien releases from each contractor and vendor (unconditional waiver and release)
   - Certified contract workers' payroll for PUBLIC AGENCY verification of compliance with prevailing wages
   - A total cost summary, in spreadsheet (MS Excel), showing a breakdown of the total costs incurred; the summary should include for each item claimed, the check number, cost, invoice numbers, and name of payee

ATTACHMENT E

Checklist 3: Public Agency Reimbursement Invoice Packet Forms List

Checklist 3

Public Agency Reimbursement

Invoice Packing Forms List

1) Invoice Cover Letter (FORM TEMPLATE 1 AND 2)
2) Progress Report (FORM TEMPLATE 3)
3) Detailed Consultant/Contractor Invoices
4) Documents Showing Payment of Consultant/Contractor Invoices by Public Agency

ATTACHMENT F

Form Template 1 and 2:
Invoice Cover Letter

Form Template 1

Sample Cover Letter to WRCOG

Date

Western Riverside Council of Governments
1955 Chicago Avenue
Riverside, California 92507
Attention: Deputy Executive Director
ATTN: Accounts Payable

Re: Project Title - Invoice #_

Enclosed for your review and payment approval is the AGENCY's invoice for professional and technical services that was rendered by our contractors in connection with the 2002 Measure "A" Local Streets and Roads Funding per Agreement No. ________ effective___(Month/Day/Year)__. The required support documentation received from each contractor is included as backup to the invoice.

Invoice period covered is from___Month/Date/Year__to___Month/Date/Year__.

Total Authorized Agreement Amount:	$0,000,000.00
Total Invoiced to Date:	$0,000,000.00
Total Previously Invoiced:	$0,000,000.00
Balance Remaining:	$0,000,000.00
Amount due this Invoice:	$0,000,000.00
	===========

I certify that the hours and salary rates charged in this invoice are the actual hours and rates worked and paid to the contractors listed.

By: ______________________________
Name
Title

cc:

Form Template 2

Sample Cover Letter from Contractor to AGENCY

Month/Date/Year

Western Riverside Council of Governments
1955 Chicago Avenue
Riverside, California 92507
Attention: Deputy Executive Director
Attn: Accounts Payable — Invoice #____________

For **[type of services]** rendered by **[contractor name]** in connection with **[name of project]** This is per agreement No. XX-XX-XXX effective __Month/Date/Year__.

Invoice period covered is from __Month/Date/Year__ to __Month/Date/Year__.

Total Base Contract Amount:	$000,000.00
Authorized Extra Work (if Applicable)	$000,000.00

TOTAL AUTHORIZED CONTRACT AMOUNT:	$000,000.00
Total Invoice to Date:	$000,000.00
Total Previously Billed:	$000,000.00
Balance Remaining:	$000,000.00
Amount Due this Invoice:	$000,000.00
	==========

I certify that the hours and salary rates charged in this invoice are the actual hours and rates worked and paid to the employees listed,

By: ____________________
Name
Title

ATTACHMENT G

Form Template 3:
Progress Report

Form Template 3

Progress Report

REPORTING PERIOD: Month/Date/Year to Month/Date/Year
PROGRESS REPORT: #1

A. Activities and Work Completed during Current Work Periods

TASK 01 – 100% PS&E SUBMITTAL

1. Responded to Segment 1 comments from Department of Transportation
2. Completed and submitted Segment 1 final PS&E

B. Current/Potential Problems Encountered & Corrective Action

Problems	Corrective Action
None	None

C. Work Planned Next Period

TASK 01 – 100% PS&E SUBMITTAL

1. Completing and to submit Traffic Signal and Electrical Design plans
2. Responding to review comments

ATTACHMENT H

Checklist 4: Developer Construction Credit Closeout – List of Documents and Requirements for Project Closeout

Checklist 4

Developer Credit Agreement to Construct TUMF Improvements

List of Documents and Requirements for Project Closeout

DEVELOPER must provide the following:

All Items provided in both **Checklist 1** and **Checklist 2** including:

- Final inspection release letter from PUBLIC AGENCY to DEVELOPER after final inspection and approval of completed TUMF improvements
- Notice of Completion with respect to the TUMF Improvements pursuant to Section 3093 of the Civil Code filed by PUBLIC AGENCY at the County Recorder's Office
- As-Built plans for the TUMF improvements

Public Agency to provide documents originally provided by DEVELOPER to determine the final cost of the TUMF Improvements, which shall include, at a minimum, the following documents related to the TUMF Improvements:

- Plans, specifications, and DEVELOPER's Civil Engineer's cost estimates; or Engineer's Report showing the cost estimates
- Contracts/agreements, insurance certificates and change orders with each vendor or contractor
- Invoices from all vendors and service providers
- Copies of cancelled checks, front and back, for payments made to contractors, vendors, and service providers
- Final lien releases from each contractor and vendor (unconditional waiver and release)
- Certified contract workers' payroll for PUBLIC AGENCY verification of compliance with prevailing wages
- A total cost summary, in spreadsheet (MS Excel), showing a breakdown of the total costs incurred; the summary should include for each item claimed, the check number, cost, invoice numbers, and name of payee

Original Executed Master Credit Agreement Approved by WRCOG

Project Invoices

Final Project Construction Cost

7. FREQUENTLY ASKED QUESTIONS (FAQ)

7. FREQUENTLY ASKED QUESTIONS (FAQ)

1. What is WRCOG's TUMF Program?

   WRCOG's Transportation Uniform Mitigation Fee (TUMF) Program is a regional fee program designed to provide transportation and transit infrastructure that mitigates the impact of new growth in Western Riverside County. Each of WRCOG's member jurisdictions and the March JPA participates in the TUMF Program through an adopted ordinance, collects fees from new development, and remits the fees to WRCOG. As administrator of the TUMF Program, WRCOG allocates TUMF funds to the Riverside County Transportation Commission (RCTC), the Riverside Transit Agency (RTA), the Western Riverside Regional Conservation Authority (RCA), and groupings of jurisdictions—referred to as TUMF zones. Collected fees are used for planning, engineering, right-of-way acquisition, and construction of eligible TUMF facilities and acquisition of open space.

2. How are TUMF fees determined?

   In order for a fee program like TUMF to be established, State law requires that a "Nexus Study" be prepared to establish the relationship between new growth and transportation improvements needed to mitigate traffic impacts. The most recent Nexus Study for the TUMF Program was adopted by the Executive Committee of the Western Riverside Council of Governments (WRCOG) in September 2024. Fees are set based on the impacts that different land use vehicle trips generate.

3. How can I estimate TUMF fees for a development project?

   The WRCOG TUMF fee calculator tool allows stakeholders to input project-specific information and receive fee obligation estimates for development projects.

   The Fee Calculation Handbook can also assist in the calculation.

4. Are there exemptions to the TUMF fees?

   Yes, several development types are exempt from the TUMF, such as: low income residential housing, government and public buildings, public and private schools (K-12 not for profit), rehabilitation or reuse of an existing building, development agreements prior to July 2003, and the sanctuary building of church or house of worship, to name a few.

5. Where can I find the current TUMF fees?

   The current TUMF fee schedule can be found on WRCOG's website (https://wrcog.us/199/Administration-Fees), and in the TUMF Nexus Study.

6. What is the TUMF Network?

The TUMF Network is the system of roadways that serve inter-community trips within Western Riverside County. The TUMF Network (also known as the Western Riverside County Regional System of Highways and Arterials) represents the extents of the network of highways and roadways that are eligible for TUMF funded improvements.

7. What is the Maximum TUMF Share?

The Maximum TUMF Share is the maximum amount of a project's total cost that is eligible for funding through the TUMF Program. The TUMF Nexus Study provides cost calculations for each segment on the TUMF Network along with the maximum TUMF share.

8. Are all project costs eligible for TUMF reimbursement?

The TUMF Administrative Plan provides a list of specific project costs eligible for TUMF reimbursement. These costs are also summarized in Section 2 of this TUMF Credit/Reimbursement Manual.

9. Are Developers eligible for a TUMF reimbursement?

Developers are eligible for TUMF reimbursement for the construction of TUMF facilities in certain instances. If a developer constructs TUMF improvements that cost more than the TUMF obligation, the developer may be reimbursed for eligible expenses based on actual project costs. This process is summarized in Section 5 of this TUMF Credit/Reimbursement Manual.

10. How are TUMF obligations met?

Developers may choose, with member agency approval, to meet their TUMF obligation through one of the following options:

1) Pay TUMF directly to member agency
2) Construct TUMF improvements to receive credit against TUMF obligation
3) Provide 100% of the funding for the construction of a regionally significant TUMF improvement such as an interchange.
4) Participation in a financing district that will construct a regionally significant TUMF improvement to receive credit.
5) The process to obtain TUMF credit for constructing a TUMF improvement is outlined in the flowchart titled
6) "Improvements in Lieu of TUMF Payment"

11. What is a credit agreement?

If a developer, as a requirement of the Conditions of Approval, constructs improvements identified on the Regional System of Highways and Arterials, the developer is entitled to a TUMF credit up to 100% of the TUMF obligation, not to exceed the Maximum TUMF Share, if the developer follows the requirements outlined in this TUMF Credit/Reimbursement Manual and the WRCOG Administrative Plan. The developer shall enter into a credit agreement with the member jurisdiction that will identify the maximum TUMF credit to be granted upon completion of the project. A jurisdiction shall not grant TUMF credits unless the credit agreement has been approved in writing by WRCOG.

The unit costs shall be based on the fee in effect at the time the agreement is approved and the maximum TUMF value for the facility(ies) on the Regional System of Highways and Arterials and shall remain fixed through the completion of the project/improvement(s) identified in the agreement.

12. What benefits are there to entering into a credit agreement?

Developers choosing to meet TUMF obligations by constructing TUMF improvements must have an executed credit agreement between the jurisdiction and the developer. A jurisdiction may not allow a developer to pay the TUMF obligation and at a later date enter into a credit agreement with the expectation of receiving a refund.

13. Who is responsible for tracking development done under a credit agreement?

Each member jurisdiction shall be responsible for the administration of TUMF credit agreements and for tracking development done under a credit agreement.

14. When should a Public Agency submit invoices for TUMF reimbursement?

Public agencies should submit reimbursement invoices to WRCOG quarterly beginning in September of each fiscal year.

15. How does an agency access funding from the TUMF Program?

Unlike other funding programs, TUMF funding is tied to specific projects based on the adopted Nexus Study. The Nexus Study identifies specific amounts of funding that the Program provides for each transportation project included in the Nexus Study. The general process is therefore as follows:

1) The agency requests that a project be included in the Nexus Study
2) The agency requests funding through the TUMF Zone
3) The agency executes a formal Reimbursement Agreement for the project The agency implements the project and submits invoices for reimbursement WRCOG reimburses the agency for actual costs incurred

16. How do TUMF projects get prioritized?

Member agencies can request that TUMF funding be programmed on the WRCOG Transportation Improvement Program (TIP). This request is then forwarded to other agencies in the Zone for their review and approval. Decisions on the level of funding and timing of that funding occurs at the Zone level.

17. How does the reimbursement process work?

The TUMF Program operates on a reimbursement basis. What that means is that the agency must first perform the action, such as laying pavement, prior to requesting reimbursement. The agency is required to consolidate invoices from contractors and then submit these invoices to WRCOG. WRCOG staff and consultants review these invoices and recommend whether they are compliant with the Program requirements and eligible for repayment. Once invoices are verified, WRCOG will remit payment to the jurisdiction.

18. What if I don't agree with WRCOG's review of submitted invoices?

WRCOG staff makes every effort to work with member agencies to process payment on invoices as soon as possible. In many cases, items in question often only require clarification or documentation. As an example, if an agency was required to install a particular feature to obtain a permit from Caltrans, then the expense associated with that feature would be eligible for reimbursement. Therefore, agencies should make sure that they document their expenses and submit their requests for reimbursement in a timely fashion, which should facilitate their review.

19. What if I don't agree with the amount of reimbursement?

The TUMF Nexus Study sets the maximum amount of reimbursement for every project in the TUMF Program. Reimbursement values are set by reviewing recent construction costs throughout the region for similar projects. This approach ensures that all agencies are treated in a fair and equitable manner. The downside to this approach is that it does not have the flexibility to accommodate an instance in which an agency may incur additional expenses for a specific project. In some instances, the Program provides for a 15% contingency factor which can be used for these unforeseen expenses. If member agencies require additional funding, agencies like WRCOG and RCTC are available to assist with securing additional funds.

20. What do I do if I think my agency has not received sufficient TUMF funding?

The first step is to make sure your agency has projects included in the TUMF Nexus Study. The next step is to review the Zone 5-Year TIP. The Zone 5-Year TIP allocates near-term TUMF funds which agencies can draw from. The third step is to ensure that your agency has active Reimbursement Agreements in place for projects on the Zone 5-Year TIP. The fourth step is to verify that your agency has completed the work and submitted invoices for reimbursement to WRCOG. In many instances, specific projects may not be progressing because of various delays, including those under control of the agency and those associated with external agencies. Regardless, TUMF is a reimbursement program, and funds will only be provided to an agency when work is completed. Lastly, an agency should make sure that they are involved and engaged in their respective TUMF Zone.

21. How can I find out more about WRCOG's TUMF Program?

To learn more about WRCOG's TUMF Program, please refer to the TUMF Annual Report (2023 Edition) and on the WRCOG TUMF website.

22. Can unused pre-construction funds be utilized in the construction phase?

Yes, WRCOG will allocate unused pre-construction funds to construction.