



# Oregon

Kate Brown, Governor

Department of Transportation

Active Transportation Section

555 13<sup>th</sup> Street NE, Suite 2

Salem OR 97301

March 10, 2017

Jayne Mercer, Project Manager  
Yamhill County  
535 NE 5th Street  
McMinnville, OR 97128

**Subject: ConnectOregon VI – Notice to Proceed**

**Number: 31632**

**Project Name: Yamhelas Westsider Trail: Bridge Construction**

You should have received a copy of the fully executed agreement number 31632 for your records. You are authorized to begin work as of the last signature date shown on the agreement. Only work performed on the project after the agreement was fully signed and as described in the agreement will be eligible for reimbursement.

From this point forward, your contact for sending monthly invoices, monthly progress reports on your project milestones, and addressing questions or issues on your project is ODOT's Local Agency Liaison (LAL):

Name	Address	Contact Information
Lee Cronemiller	455 Airport Rd; Bldg B; Salem OR 97301	503-986-2779 <a href="mailto:Lee.M.Cronemiller@odot.state.or.us">Lee.M.Cronemiller@odot.state.or.us</a>

Please pay special attention to these items identified in your agreement:

- **Exhibit D – Memorandum of Agreement and Acknowledgement of Assistance –** Recipients must send the signed, notarized original Memorandum of Agreement and Acknowledgement of Assistance to Julie Redden; 555 13<sup>th</sup> Street NE, Suite 2, Salem, OR 97301. Julie will obtain the ODOT Manager's signature and return the original to you for filing with the County. If you have any questions about the Memorandum of Agreement and Acknowledgement of Assistance, contact Julie at 503-986-3153 or [julie.k.redden@odot.state.or.us](mailto:julie.k.redden@odot.state.or.us). Recipients are not eligible to receive reimbursement until they provide a conformed copy of the recorded Memorandum of Agreement and Acknowledgement of Assistance to the ODOT LAL. A copy is also required to be sent to [LGSCConnectOregon@odot.state.or.us](mailto:LGSCConnectOregon@odot.state.or.us) or faxed to 503-986-3290. ODOT will send out a letter indicating that the project is eligible to receive reimbursement for pre-construction costs upon receipt of the conformed Memorandum of Agreement and Acknowledgement of ODOT Assistance.

- **Monthly Progress Reports** – These reports are due the first Wednesday of each Month. You will need to send them to your LAL and the *ConnectOregon* Program Manager. You can obtain the report form at:

[http://www.oregon.gov/ODOT/TD/AT/Pages/Forms\\_Applications.aspx](http://www.oregon.gov/ODOT/TD/AT/Pages/Forms_Applications.aspx)

- **Request For Change Orders** – If you anticipate any of your project milestones will be delayed by more than 90 days, you will need to fill out the Request for Change Order, sign and date it and send it to the LAL. The LAL will evaluate the request and forward it to me for approval. You can obtain the Request For Change Order form at:

[http://www.oregon.gov/ODOT/TD/AT/Pages/Forms\\_Applications.aspx](http://www.oregon.gov/ODOT/TD/AT/Pages/Forms_Applications.aspx)

- **Additional Requirements** – You have additional requirements listed under Exhibit B, Section XIV. As applicable to your agreement you need to comply with all requirements prior to requesting reimbursement as indicated in your agreement:
  - ❖ **Prior Approvals** – must provide documentation of having met all pre-constructon requirements, including meeting all public agency conditions of Project approval and obtaining all Project specific land entitlements and permits.
  - ❖ **Real Property** – must provide documentation of having acquired real property prior to any costs being considered eligible for reimbursement.
  - ❖ **Bicycle-Pedestrian Design** – You must provide design documentation which demonstrates compliance with the American Disabilities Act (ADA) and the current ODOT Bicycle and Pedestrian Design Guide at 30% and 90% design completion.
  - ❖ **Requirements Associated with Use of Federal Transportation Alternative Program Funds** – refer to agreement for details.
- **Administrative Rule OAR 731-035** - Five percent (5%) of funds received from the Multimodal Transportation Fund will be withheld from each reimbursement request and shall be released to grant recipient as the following condition are met:
  - Eighty percent (80%) of funds withheld shall be released to recipient upon final project acceptance by the Department.
  - Twenty percent (20%) of funds withheld shall be released upon receipt and approval by the Department of a project report that, at a minimum, describes project performance measure as a result of the project within 18 months of project acceptance by the Department.

- **Reimbursement/Invoices** – Invoices are to be sent to the LAL listed on this letter. Invoices must be based on the Oregon Department of Administrative Services reimbursement policy and rates. Invoices must include the following:
  - Agreement Number
  - Project Name
  - Invoicing period – start and end date
  - Invoice Number
  - Summarization of expenses and a detailed breakdown of expenditures
- **Project Photographs** - Pre-construction Project photographs must be sent to ODOT's Local Agency Liaison and the *ConnectOregon* Program Manager within thirty (30) days of the execution of this Agreement. Project photographs are also required 30 days after project completion. Send the photographs to ODOT's Local Agency Liaison's email address shown above and to [LGSCoconnectOregon@odot.state.or.us](mailto:LGSCoconnectOregon@odot.state.or.us)

Allow 45 days to receive your reimbursement check. Do not submit more than one invoice per month.

- **Project Acceptance** – The LAL will conduct the final inspection and acceptance of the project. Remember to let us know about any grand opening or project events.
- **ConnectOregon Signs – Reminder:** please send an email letting me know if you will need a *ConnectOregon* sign; or provide proof that you have specified in your program information that the Project is financed with proceeds from the state lottery. The request for sign or proof must be sent to the [LGSCoconnectOregon@odot.state.or.us](mailto:LGSCoconnectOregon@odot.state.or.us). Additional communication will be sent to you regarding the distribution of the sign for your project. Please use the five digit reference number in the subject line of your email when responding.

Again, congratulations on your *ConnectOregon* VI grant award! If you have any questions, please contact me at (503) 986-3327 or email at [marie.a.wright@odot.state.or.us](mailto:marie.a.wright@odot.state.or.us).

Sincerely,

*Marie Wright*

Marie Wright  
ODOT *ConnectOregon*  
Program Manager  
Oregon Department of Transportation