RAP Online
Training Manual

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1. Introduction

Effective management of RATA project funds awarded to your county by the County Road Administration Board requires close monitoring and updating of project progress in order to retain eligibility and reimbursements with RATA funds. This manual guides the county RAP Online user (engineer, program manager, accountant, or assistant to any of those functions) in applying for and managing CRAB funded RAP Projects (as well as making sure project costs get reimbursed). While much of it refers to CRAB's policies regarding RAP, for complete policy coverage users should review WAC Title 136, chapters 100 through 210 for details. A 6-page WAC policy summary, "RAP WACs" is offered on the county RAP Online Homepage "Helpful Links" and as an appendix to this manual. For specific questions, contact the Grant Programs Manager at CRAB.

2. The County Road Administration Board's Rural Arterial Program (RAP) slides 1-6.

The program got its start in 1983 after the 1970's oil embargo drove consumption down, and the federal government would no longer subsidize the rail system that rural areas had depended on for freight haul.

The result was that the many freight deficient arterial roads (`12,000 centerline miles) began to bear freight traffic they were not designed to support.

A. RAP Cycle

Each 2-year RAP Funding Cycle begins after the CRABoard determines, in its fall odd-year meeting, whether there is sufficient revenue, RATA fund balance and county capacity to support a call for new projects to be funded in the ensuing biennium.

Call for projects	– January, even years
Preliminary submittals	– March even years
Field reviews	– March through June, even years
Final Prospectus due:	– September 1, even years
Array	– October CRABoard meeting, even years
County 6 Year programs	– December, even year, before funding of new projects
Funding of Projects	– Spring CRABoard meeting, odd years, before biennium starts.

B. RAP Regions

Counties compete within 5 regions statewide for funding from the RAP program:

Northeast Region:
Adams, Chelan, Douglas, Ferry, Grant, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Whitman

Northwest Region:
Clallam, Island, Jefferson, Kitsap, San Juan, Skagit, Whatcom

Puget Sound Region:
King, Pierce, Snohomish

Southeast Region:
Asotin, Benton, Columbia, Franklin, Garfield, Kittitas, Klickitat, Walla Walla, Yakima

Southwest Region
Clark, Cowlitz, Grays Harbor, Lewis, Mason, Pacific, Skamania, Thurston, Wahkiakum

C. RAP Funding

The RATA is 0.58 cents per gallon of the total statewide fuel tax. This yields approximately $38 Million in revenue every biennium. The regional distribution of the fuel tax is adjusted every July of odd years as a new biennium commences and is based on the rural land area and rural arterial centerline mileage each region bears in regard to the statewide total.

3. Introduction to RAP Online

A. Browser Support

Currently RAP Online can be used in either Firefox, Chrome, or Internet Explorer. If you're still using the older IE 8 and IE 9 versions, these must be in compatibility mode for all parts of the application to work correctly. Earlier versions than IE 8 are not supported. Chrome and Firefox don't have the compatibility issues.

B. Finding RAP Online on the Web

The URL for logging on to RAP Online is: https://www.crab.wa.gov/crabrap/

The RAP Online login page can also be accessed from the CRAB website by the following.

1. Navigate to the CRAB homepage at http://www.crab.wa.gov/
2. Hold the mouse over "Funding" on the main menu bar at the top of the page.
3. Click "Grant Programs"
4. Click "RAP Program" in the "Grant Links" menu list on the left of the page.
5. Click "RAP Online Login" from the "Related Links" menu list on the left of the page.

C. Logging In

RAP Online is a secure system that requires a valid user name and password. User names and passwords can only be obtained by contacting the CRAB Grant Programs Manager. After receiving a valid user name and password, simply enter them on the RAP Online login screen and click "Log In."

D. CRAB Forms compatibility

CRAB web forms are maintained at the most recent browser software development level, while most state forms retain older versions that are not always compatible with current Browser (Internet Explorer) software. To use CRAB forms (spending plan, vouchers) in **Internet Explorer**, you must remove "wa.gov" if it is in your Compatibility View setting in your browser. Selecting "Tools" on your IE browser, then "Compatibility View" settings, will get you to the right location to remove the setting (Figures 3.1, 2).

Figure 3.1

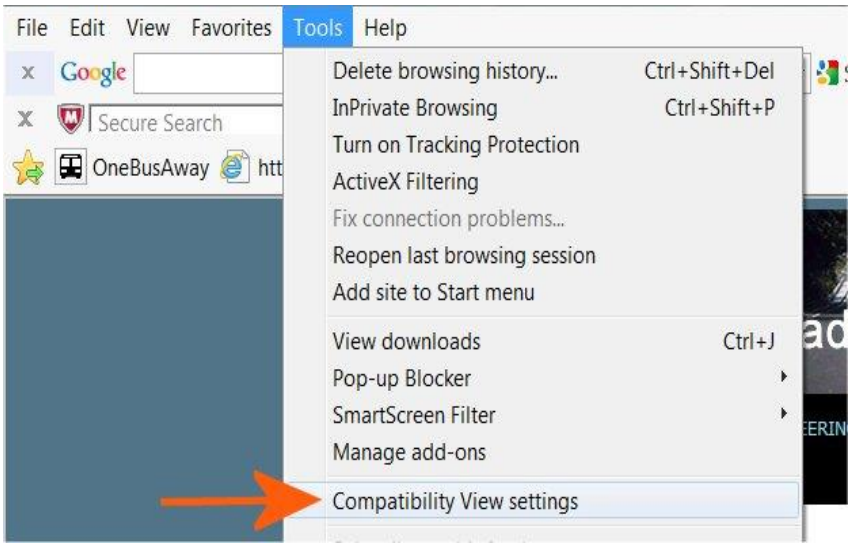
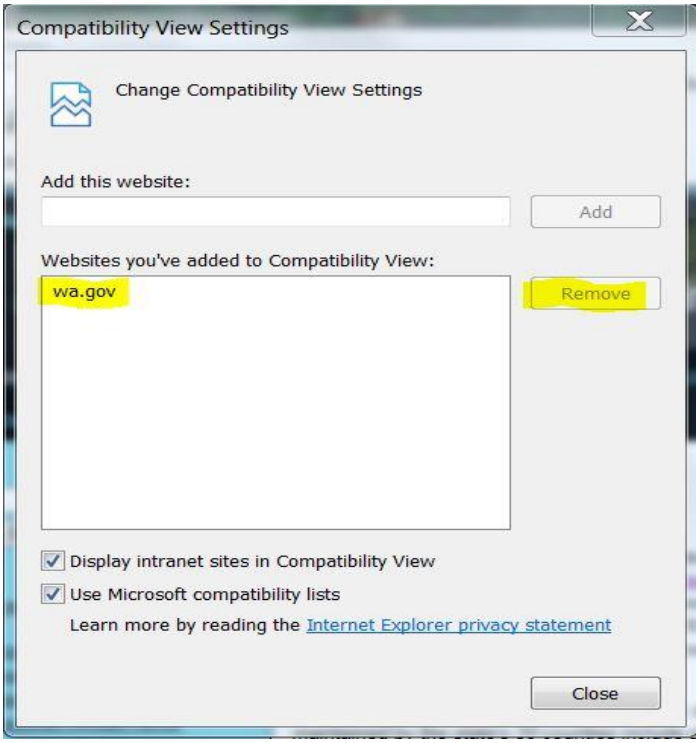


Figure 3.2

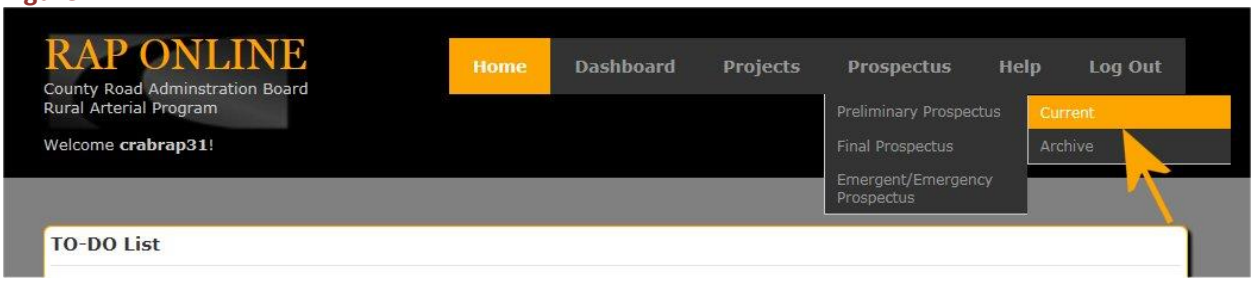


4. Prospectus

A. Preliminary Prospectus slides 7-16

The preliminary prospectus home screen can be accessed from the main menu by holding the mouse over "Prospectus"/ "Preliminary Prospectus"/"Current" then clicking "Current". (Figure 4.A.1).

Figure 4.A.1



Normally, after the CRABoard has issued a "Call for Projects", preliminary prospectuses can be created and submitted between mid-January and March 1st (the deadline) of each even year, to be considered for funding in the following biennium. After the deadline, the preliminary prospectus home screen will display the "Preliminary Prospectus Submittal is Closed" message as shown in figure 4.A.2.

Figure 4.A.2 - Preliminary Prospectus Home Screen – Submittal Closed

RAP ONLINE
County Road Adminstration Board
Rural Arterial Program

Home | Dashboard | Projects | Prospectus | Help | Log Out

Welcome **crabrap31**!

Home > Prelim. Prospectus Home

Preliminary Prospectus

You can continue an incomplete preliminary prospectus, review a complete preliminary prospectus, or start a new preliminary prospectus below.

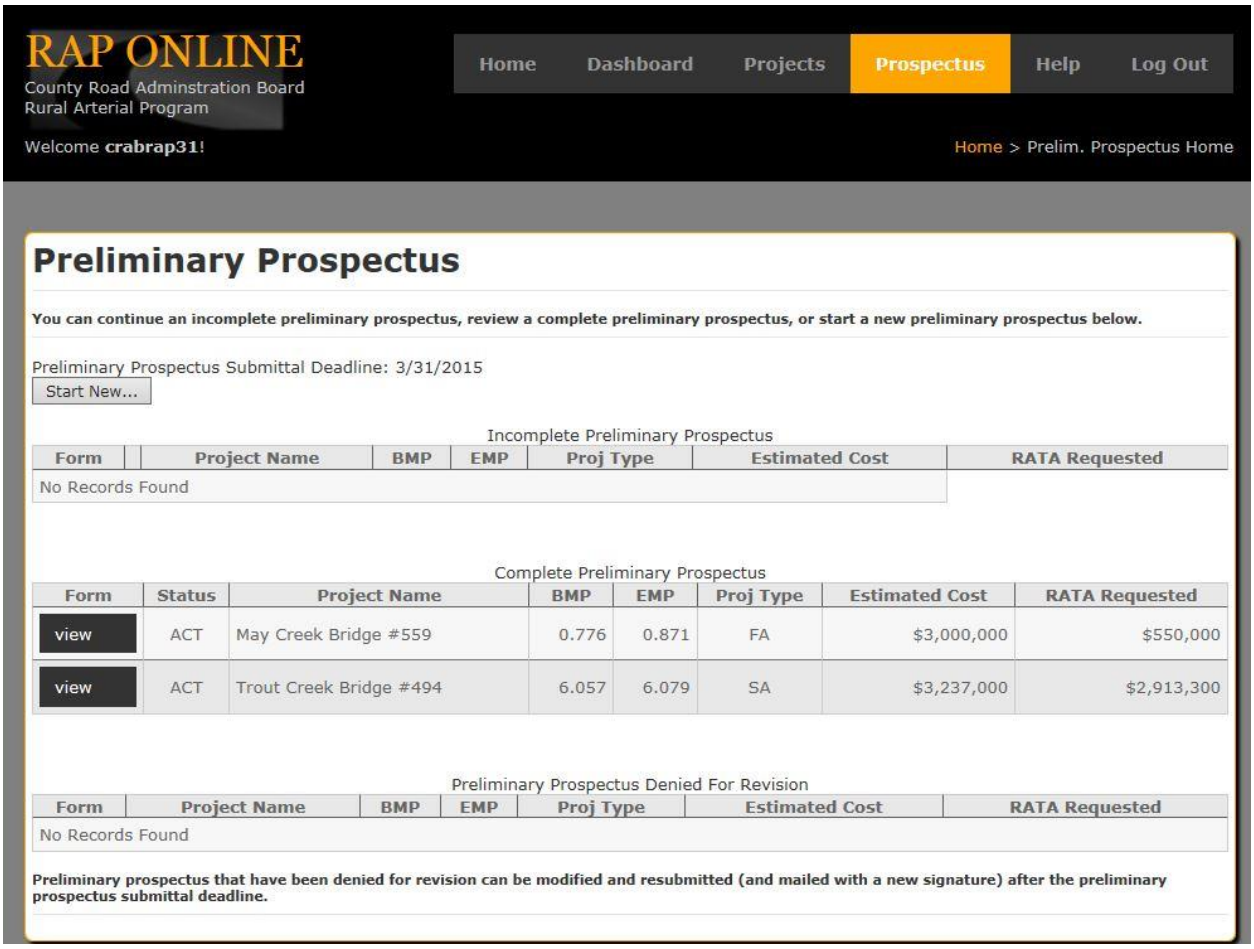
!!Preliminary Prospectus Submittal is Closed!!

Complete Preliminary Prospectus

Form	Status	Project Name	BMP	EMP	Proj Type	Estimated Cost	RATA Requested
view	ACT	May Creek Bridge #559	0.776	0.871	FA	$3,000,000	$550,000
view	ACT	Trout Creek Bridge #494	6.057	6.079	SA	$3,237,000	$2,913,300

If the preliminary prospectus submittal deadline has not yet passed the preliminary prospectus home screen will contain three lists to manage the county's preliminary prospectuses for the biennium as well as the opportunity to start a new preliminary prospectus (Figure 4.A.3).

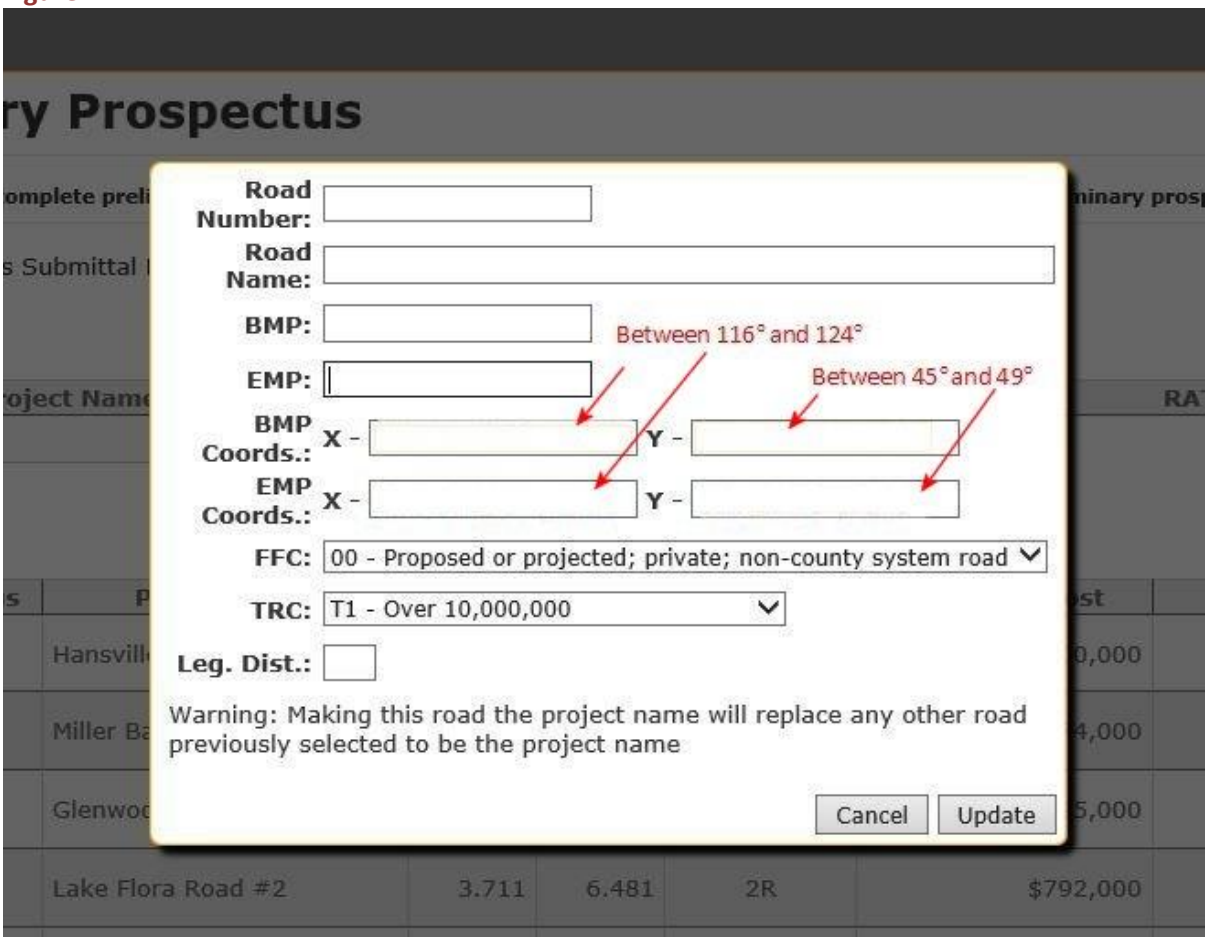
Figure 4.A.3 - Preliminary Prospectus Home Screen – Submittal Open



Starting a New Preliminary Prospectus:

- Click "Start New…" from the preliminary prospectus home screen.
- A blank Road Data Input form will open (Figure 4.A.4).

Figure 4.A.4



To begin defining the project, add road information, i.e.:

- Road Log Number.
- Road Name – Keep this simple as this will be the project name on contracts and CRAB publications
  - (May add a one or two word descriptor: Resurface, Culvert, Bridge Replacement, etc., Plus a phase number).
- The beginning milepost (BMP) and ending milepost (EMP).
- X (Easting) and Y (Northing) in Decimal Degrees: X ~ 122…. Y ~ 46…..
- Federal function classification (FFC),
- Truck route classification (TRC)
- The predominant state legislative district.
-

Select "Cancel" if you aren't ready to continue or want to start over. If the information is complete and accurate, select "Update" to continue. The new Road information and the Preliminary Prospectus input form will appear (Figure 4.A.5)

Figure 4.A.5 – Form input screen

Preliminary Prospectus
Biennium: 2015 - 2017

IDENTIFICATION

Road Information

		Road Number	Road Name	BMP	EMP	BMP X	BMP Y	EMP X	EMP Y	FFC	TRC	Leg. Dist.
delete	edit	12345	trial road	0.000	1.000	123.1110000000	45.1120000000	124.0000000000	45.5550000000	06	T3	12

Add Road Info

6 yr T.I.P. Priority #: *

*Optional for Prospectus Submittal. Project must appear on 6 Yr program starting with December 31, 2014 submittal in order to remain on the funding array.

Describe the **IMPORTANCE** of the project and the **DEFICIENCIES** to be improved

VICINITY MAP (CLICK HERE TO VIEW SAMPLE)

* PDF and image files only

Select File

ESTIMATED FUNDING

Round to and report Estimated Total Cost $'s to the nearest thousand, i.e., 2,235,500=2,236,000.
Round to and report RATA Amount Requested Cost $'s to the nearest hundred, i.e., 2,235,550=2,235,600.

Phase	Estimated Total Cost	RATA Amount Requested	Maximum RATA
Design/Prelim. Eng.			
Right of Way			
Construction			
TOTAL:			

PROJECT TYPE

Project Type: 3R - Rehabilitate, Resurface, Restore

READ BEFORE SAVING OR SUBMITTING

If you would like to save the changes to this preliminary prospectus, but not submit it for CRAB review, click "Save Changes." If you have completed this preliminary prospectus and would like to submit it for CRAB review click "Submit." All preliminary prospectus must be signed and dated by the County Engineer prior to CRAB review. After clicking submit you will be redirected to a confirmation page where the preliminary prospectus can be printed. If another copy is needed, the preliminary prospectus can be printed anytime from the main preliminary prospectus page.

- To modify the **Road information** click “edit” at the left side. If the road information needs to be removed, click “delete”.
- If adding an additional road log segment as part of the project such as a RAP eligible leg of an intersection project, or to reflect a milepost equation, select “Add Road Info”. In the new dialogue box, the “project name” selection chooses this new segment as the project name in future reports and lists. This is particularly useful for projects that consist of more than one road (they must be adjacent however, to be RAP eligible). When finished click “Update” again and the additional segment road information will appear.
- Provide the County 6 Year Transportation Improvement Program priority number for the project, if there is one at the time of preliminary submittal. The project must be on the 6 year TIP beginning the year of potential funding by CRAB, and remain until the project is built.
- Summarize the **importance of the project** to your county and the transportation deficiencies that will be addressed by the project. (Greater detail will be provided in the final prospectus).
- Attach a **vicinity map** for the project by clicking “Select File” in the vicinity Map section. A vicinity map can be a .jpg, .gif, or .pdf file. After successfully uploading a vicinity map (from your computer) a hyperlink that reads “Vicinity Map Attached: view/download” will appear. Click this link to open the attached vicinity map.
- Enter the **Estimated Total Cost and the Rural Arterial Program funds requested** for each phase of the project (Design, Right of Way, and Construction). The RAP funds requested cannot exceed 90% of the total estimated cost for each phase.
- Identify the **Project Type**, for example, a RC-reconstruction or a 3R-rehabilitate, resurface, restore.
- *Contact the Grant Programs Manager before submitting if you have questions about the information or process. While information is being added and saved, the Grant Programs Manager can review the data before submittal.*
- If the preliminary prospectus has been completed to satisfaction click “Submit.” This will generate printable version of the preliminary prospectus with a signature line at the bottom for the county engineer (Figure 4.A.6). If the preliminary prospectus is not complete, or not ready to submit for any reason, simply click “Save Changes.” Clicking “Save Changes” will move the prospectus to the “Incomplete Preliminary Prospectus” grid (Figure 4.A.3) on the preliminary prospectus home screen for completion and submittal at a later time.
- After “Submit” is selected, CRAB’s Grant Programs Manager will receive a digital notification and can review the submittal in advance of mailing out the signed preliminary prospectus.

Figure 4.A.6

STATE OF WASHINGTON - COUNTY ROAD ADMINISTRATION BOARD

RURAL ARTERIAL PROGRAM
PRELIMINARY PROSPECTUS

Biennium 2015 - 2017

Region: PS **County:** Snohomish

IDENTIFICATION

State Legislative District: 39 **Six-Year T.I.P. Priority No:**

Road Number(s)	Road Name(s)	FFC(s)	TRC(s)	BMP(s)	EMP(s)
54100	May Creek Bridge #559	09	99	0.776	0.871

DESCRIPTION OF PROPOSED IMPROVEMENTS PURPOSE AND DEFICIENCIES TO BE IMPROVED

The existing bridge was built in 1975 and is restricted to one lane with stop controlled two-way traffic because the downstream end of the substructure is unsafe due to scour. The substructure has been coded "Scour critical" with a "Scour code = 2" due to shallow pile tip elevations in erosive granular soil. The streambed elevation has dropped about five to six feet since 2008/2009 when heavy flooding caused the creek to undercut two existing weirs. One pile tip is now exposed. The meandering creek is threatening the approaches. The existing timber pile structure will be replaced by a much longer single span concrete deck bulb tee girder structure supported by piles due to the meandering nature and the erosive forces of May Creek. The structure will also be wider to meet current design standards. The May Creek Bridge #559 received Federal funding in 2012. The County is requesting the 20% match in this funding application.

(Use additional sheets as necessary, ATTACH VICINITY MAP)

ESTIMATED FUNDING

Phase	Est Total Cost	RATA Amount
Design/Prelim. Engr.	$573,000	$114,600
Right of Way	$50,000	$0
Construction	$2,377,000	$435,400
TOTAL	$3,000,000	$550,000

PROJECT TYPE

*Project Type: FA - Federal-Aid Bridge

LOCAL PROJECT APPROVAL

RAP Preliminary Prospectus prepared under the supervision of: _____

Signature - County Engineer / Date

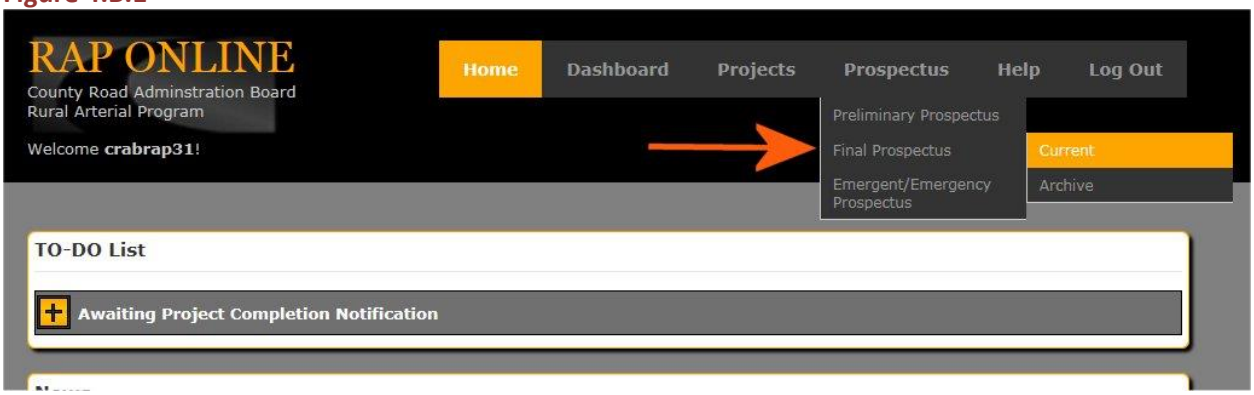
* If FA, Federal funding must be acquired prior to final prospectus submittal.

- After the county engineer has signed the preliminary prospectus form it must be mailed to the Grant Programs Manager. After receiving the signed form, it will be marked (in RAP Online) as either accepted, rejected, or denied for revision. If denied for revision, the data and information becomes available for the county to revise and resubmit. Rejected forms are usually due to road ineligibility, or at the county's request. If the preliminary prospectus is accepted it will become eligible for the next phase of the RAP Funding Cycle, the final prospectus.

B. Final Prospectus slides 17-20

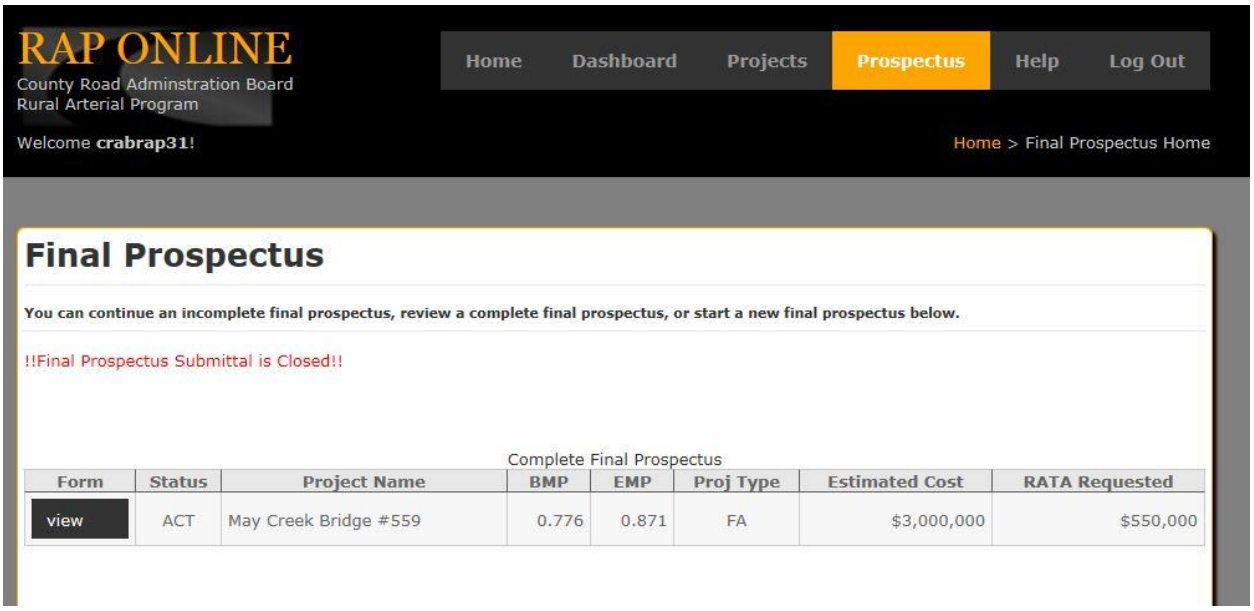
The final prospectus home screen can be accessed from the main menu by holding the mouse over "Prospectus", "Final Prospectus" then clicking "Current" (Figure 4.B.1).

Figure 4.B.1



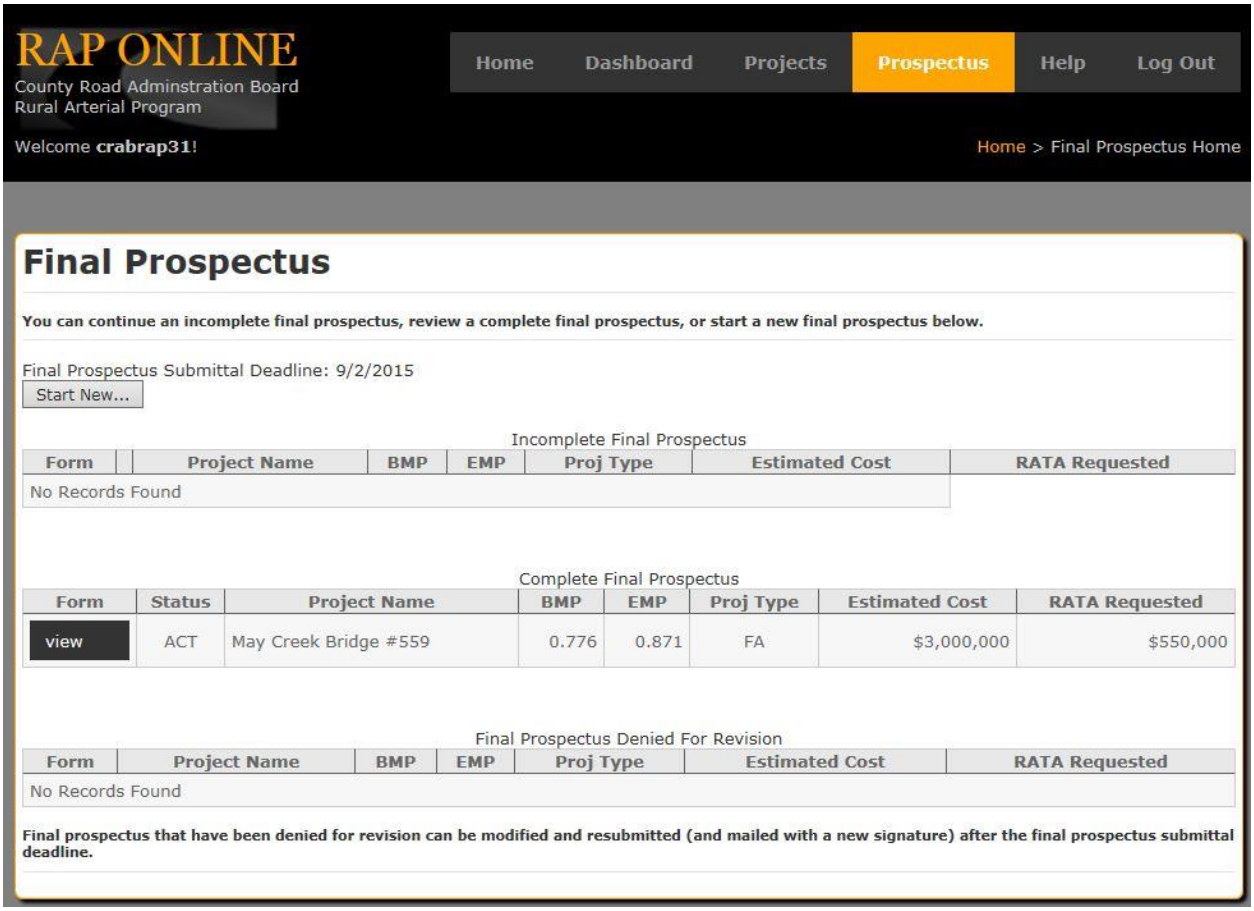
Typically final prospectus can be created and submitted between July 1st and September 1st of an even year in order to be considered for funding in the ensuing biennium. If the deadline has passed for submitting final prospectus for the biennium the final prospectus home screen will display the "Final Prospectus Submittal is Closed" message as shown in figure 4.B.2.

Figure 4.B.2 – Final Prospectus Home screen Submittal Closed



If the final prospectus submittal deadline has not yet passed the final prospectus home screen will contain three lists from which to manage current final prospectuses for the biennium as well as a button to start a new final prospectus (Figure 4.B.3).

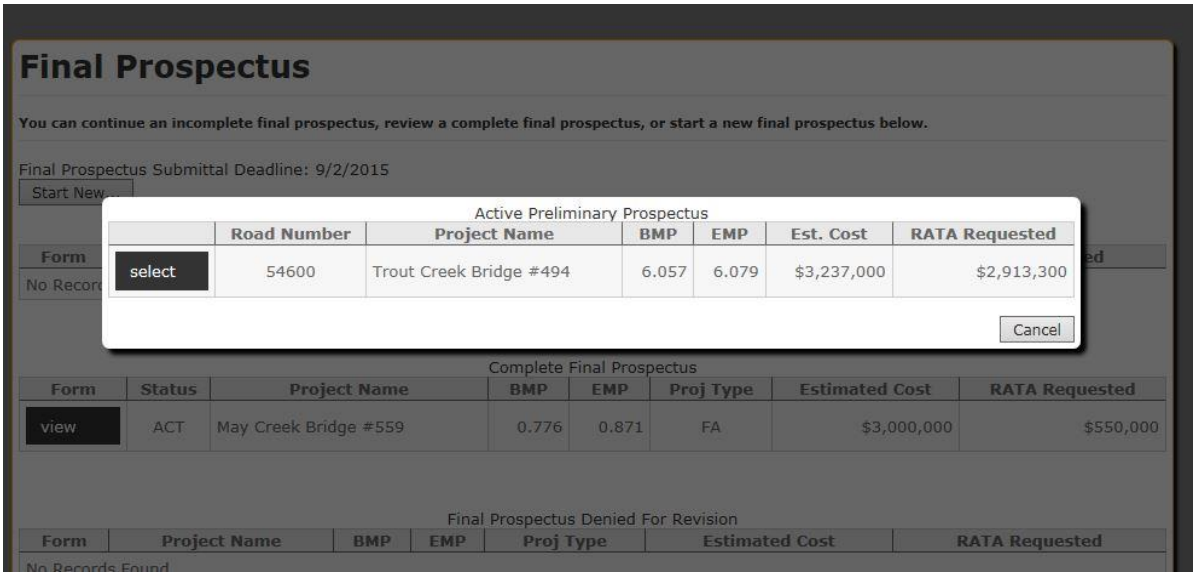
Figure 4.B.3– Final Prospectus Home screen Submittal Open



Starting a New Final Prospectus:

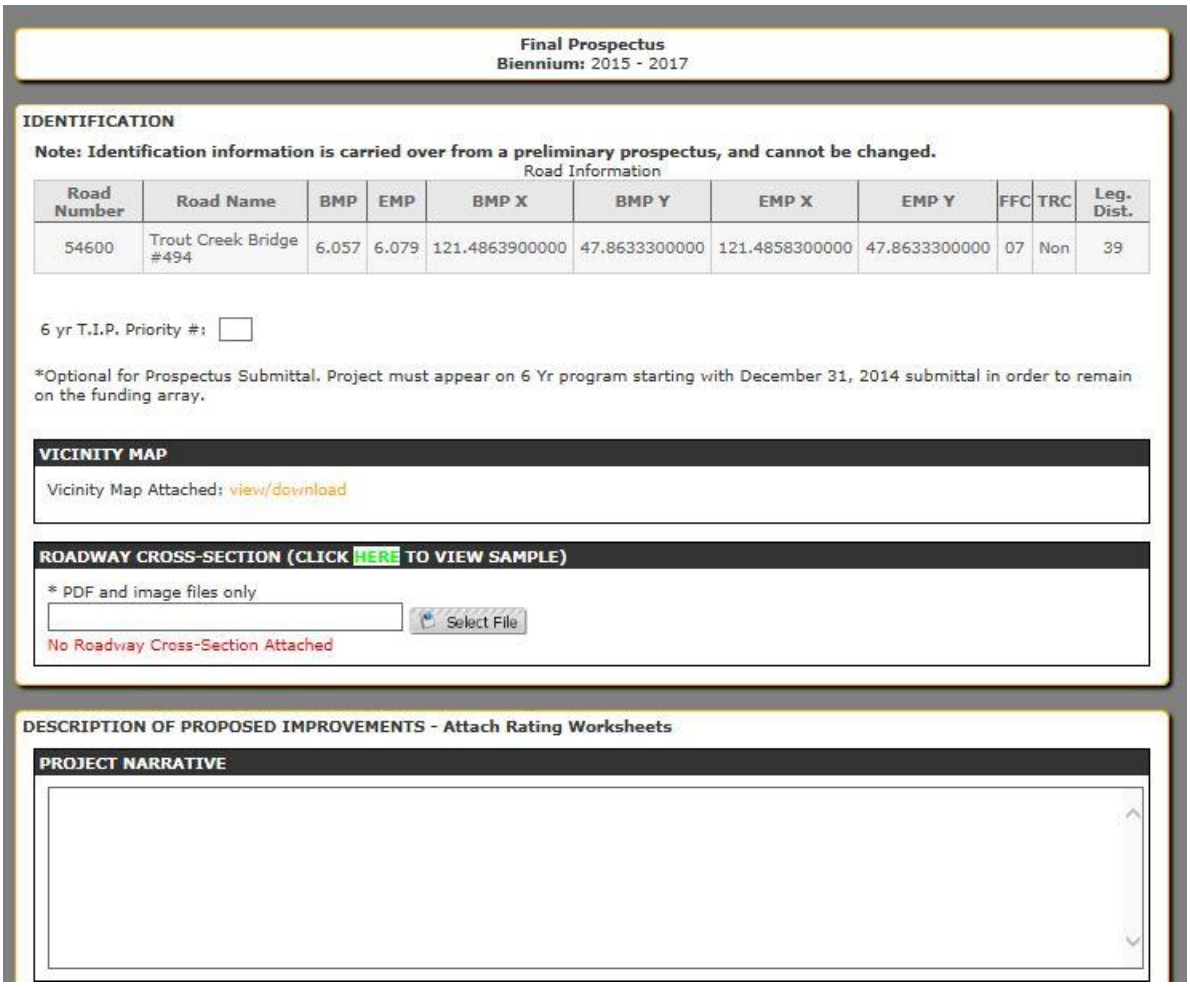
1. Click "Start New…" on the final prospectus home screen.
2. A list will appear showing all available preliminary prospectuses. All final prospectuses must be created from approved preliminary prospectus (Figure 4.B.4). Click "select" next to the preliminary prospectus you wish to develop and move forward as a final prospectus at this time.

Figure 4.B.4



3. A partially filled out final prospectus form will open (Figure 4.B.5). Certain information in the final prospectus is carried over from the preliminary prospectus selected in the previous step. With exception of the estimated funding, this information cannot be changed.

Figure 4.B.5



Final Prospectus
Biennium: 2015 - 2017

IDENTIFICATION

Note: Identification information is carried over from a preliminary prospectus, and cannot be changed.

Road Information

Road Number	Road Name	BMP	EMP	BMP X	BMP Y	EMP X	EMP Y	FFC	TRC	Leg. Dist.
54600	Trout Creek Bridge #494	6.057	6.079	121.4863900000	47.8633300000	121.4858300000	47.8633300000	07	Non	39

6 yr T.I.P. Priority #:

*Optional for Prospectus Submittal. Project must appear on 6 Yr program starting with December 31, 2014 submittal in order to remain on the funding array.

VICINITY MAP

Vicinity Map Attached: view/download

ROADWAY CROSS-SECTION (CLICK HERE TO VIEW SAMPLE)

* PDF and image files only

Select File

No Roadway Cross-Section Attached

DESCRIPTION OF PROPOSED IMPROVEMENTS - Attach Rating Worksheets

PROJECT NARRATIVE

4. Under the "Identification" section the only new piece of information required is a roadway cross-section and the 6 Year T.I.P number if there is one. Click the button labeled "Select File" in the Roadway Cross-Section box to attach a PDF copy of the proposed Roadway Section." Navigate to the folder containing the roadway cross-section file. This file must be a .jpg or .pdf file type. Double click the file or select "Open". A hyperlink will appear after the file has been uploaded that reads "Roadway Cross-Section Attached: view/download." Click the link to view the uploaded file.

5. The Project Narrative must include:
    i. The importance and function of the project to the local community and county,
    ii. a detailed description of the deficiencies and
    iii. proposed improvements,

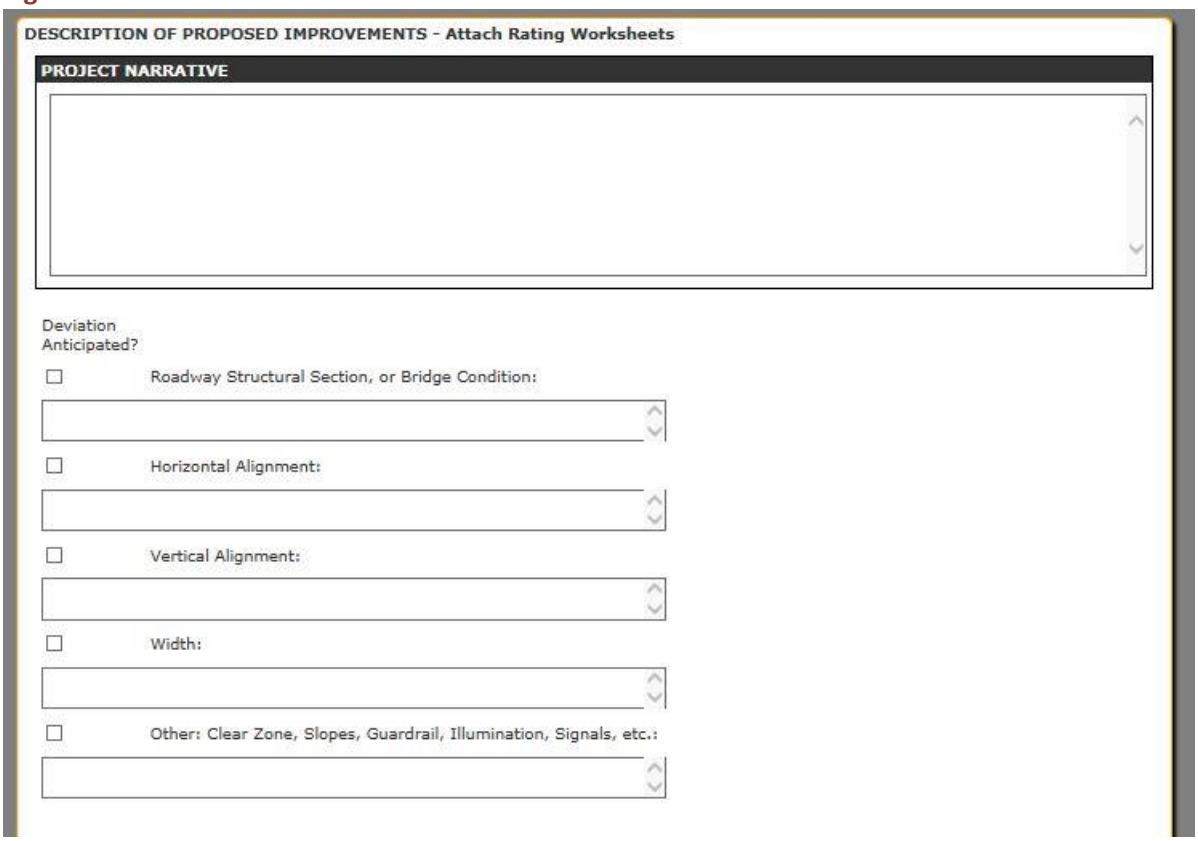
Type the narrative directly into the window provided (Figure 4.B.6) or copy and paste from an existing word document. The view of your text is limited but the entire narrative is saved on CRAB's database for future reference.

6. Describe in *short* detail each of the 5 evaluation categories by their deficiencies and proposed improvements**. Examples:**

- Structural Section: Existing asphalt surface is breaking up and will be replaced by grinding and recycling in place. Crushed surfacing will be added and 0.35 Ft of new HMA will be constructed.
- Horizontal Alignment: Five substandard curves will be improved to 50 mph design speed. Or; all deficient curves will remain unimproved and warning signs will be added /updated.
- Vertical Alignment: All vertical curves in the project section will be built to full design standard.
- Width: The existing 20 ft roadway and 2 ft shoulders will be widened to 22 ft lanes and 3 ft paved shoulders for a total proposed roadway width of 28 feet (see rating worksheet).
- Other: Signage, removal of structures and guardrail will be accomplished where warranted (see rating worksheet).

Verify that each of the above descriptions is based on the scoring worksheets.

Figure 4.B.6



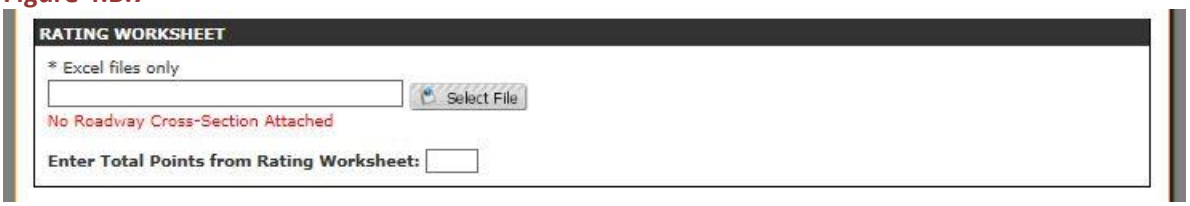
- The "Deviation Anticipated" box at the left of the evaluation category applies only to projects defined as Reconstruction as per the Local Agency Guidelines (LAG) Manual label.

7. A completed project rating worksheet must be attached. The project rating worksheets can be found on the CRAB website at:

   http://www.crab.wa.gov/Library/worksheets.cfm

   Name and save the blank worksheet in an appropriate folder for updating and final attachment. Upload the completed project rating worksheet by clicking "Select File" then attach the appropriate file (Figure 4.B.7). The only accepted file type is the Excel. A hyperlink will appear with the label "Rating Worksheet Attached: view/download." Click the link to view the worksheet.

Figure 4.B.7



8. A copy of "Roadside Hazards" inventory or review and proposed mitigations must be attached (in certain regions for 2R or 3R projects). Attach by clicking "Select File". PDF files only allowed.
9. A copy of "Accident History" is required for the PS Region only. Attach by clicking "Select File". PDF files only allowed.

10. Follow the same process for attachment as the Vic Map, Cross Section and Rating Worksheet forms.

11. The estimated funding information is carried forward (no start or complete dates yet) from the preliminary prospectus and can be updated. The estimated start and end date must be provided for each phase (Figure 4.B.8). Only a MM/YYYY format is accepted. <u>Design phase must be shown as starting no later than one year after the first CRABoard allocation meeting which happens in the spring of odd years.</u>

Figure 4.B.8

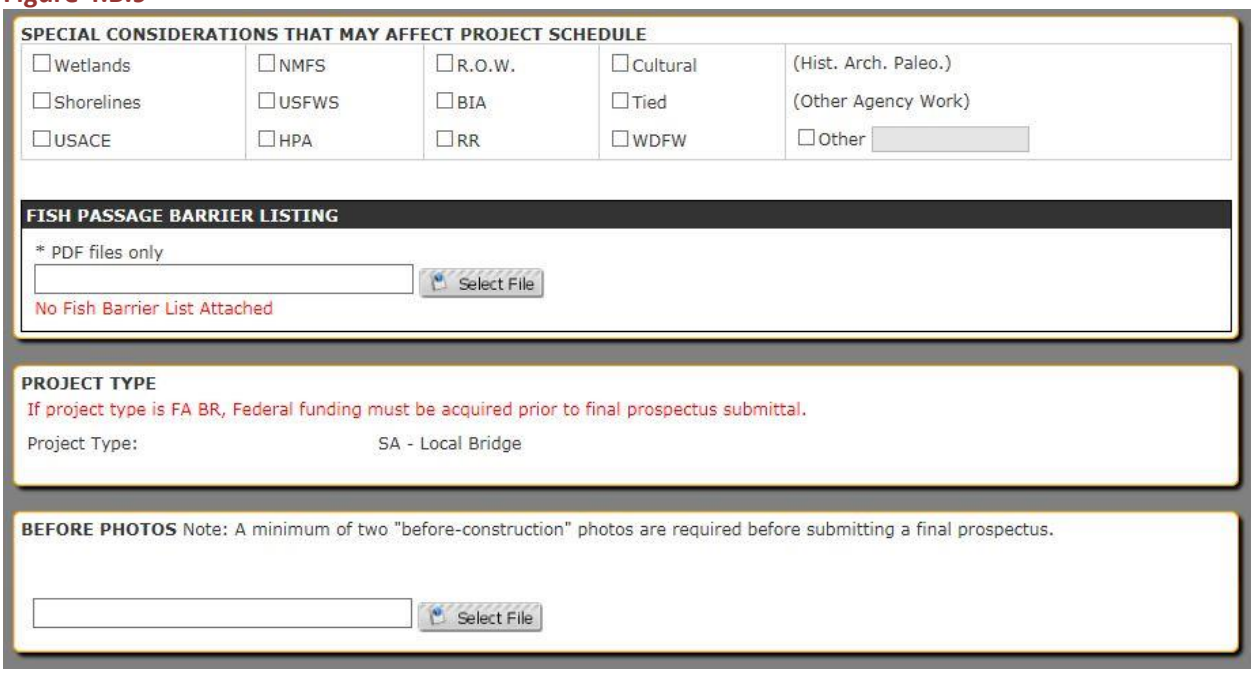
ESTIMATED FUNDING

Round to and report Estimated Total Cost $'s to the nearest thousand, i.e., 2,235,500=2,236,000.
Round to and report RATA Amount Requested Cost $'s to the nearest hundred, i.e., 2,235,550=2,235,600.

Phase	Estimated Total Cost	RATA Amount Requested	Maximum RATA	Est. Start Mo/Year	Est. Complete Mo/Year
Design/Prelim. Eng.	573000	114600	515700	08/2013	09/2016
Right of Way	50000	0	45000	03/2015	01/2016
Construction	2377000	435400	2139300	10/2016	11/2017
TOTAL:	3000000	550000	2700000		

12. If there are any considerations that may affect the project schedule, locate in the list (Figure 4.B.9) and check the corresponding box to the left. If the special consideration for the project isn't listed then check the box to the left of "Other" and briefly describe.

Figure 4.B.9



13. For some regions, a Fish Passage Barrier Listing is required and is uploaded from a file saved on the applicant's computer. If not required by your project, this can be left unfilled.
14. Select "Project Type" from the options provided in the drop down box. In this case SA – Local Funded Bridge has been selected. Project Types available vary based on Region.
15. A minimum of two before photos are required. <u>**Before** Photos depicting deficiencies and taken from the same perspective as potential **after** photos will serve to best describe the improvements when posted on the completed projects web page or CRAB's Annual Report</u>. A maximum of ten before photos will be accepted for every final prospectus. To upload a photo click the "Attach File…" or "Open" button underneath the desired image location.
16. If the final prospectus has been completed to county satisfaction click "Submit." This will generate printable version of the final prospectus with a signature line at the bottom for the County Engineer and the Chair of the Board of County Commissioners or County Executive (Figure 4.B.10). If the final prospectus is not complete, or not ready to submit for any reason simply click "Save Changes." Clicking "Save Changes" will move the prospectus to the "Incomplete Final Prospectus" grid (Figure 4.B.3) on the final prospectus home screen for completion at a later time.

Figure 4.B.10

STATE OF WASHINGTON - COUNTY ROAD ADMINISTRATION BOARD

RURAL ARTERIAL PROGRAM

FINAL PROSPECTUS

Biennium: 2015 - 2017

Region: PS **County:** Snohomish

IDENTIFICATION

State Legislative District: 39 **Six-Year T.I.P. Priority No:** **Total Points:** 35.66

Road Number(s)	Road Name(s)	FFC(s)	TRC(s)	BMP(s)	EMP(s)
54100	May Creek Bridge #559	09	99	0.776	0.871

DESCRIPTION OF PROPOSED IMPROVEMENTS - Attach Rating Worksheets

Roadway Structural Section, or Bridge Condition: ☐ Deviation Anticipated?

Bridge and structure to be replaced, road to be rebuilt and surfaced at approaches.

Horizontal Alignment: ☐ Deviation Anticipated?

Existing alignment meets standards and no improvements are proposed.

Vertical Alignment: ☐ Deviation Anticipated?

Existing alignment meets standards and no improvements are proposed.

Width: ☐ Deviation Anticipated?

The bridge and approach roadway will be widened from 20 ft. wide to 28 ft. curb to curb and 28 ft. between guardrails at roadway.

Other: Clear Zone, Slopes, Guardrail, Illumination, signals etc.: ☐ Deviation Anticipated?

ESTIMATED FUNDING AND TIMING

Phase	Est Total Cost	RATA Amount	Estimated Year Start	Estimated Year End
Design/Prelim. Engr.	$573,000	$114,600	Aug-13	Sep-16
Right of Way	$50,000	$0	Mar-15	Jan-16
Construction	$2,377,000	$435,400	Oct-16	Nov-17
TOTAL	$3,000,000	$550,000		

SPECIAL CONSIDERATIONS THAT MAY AFFECT PROJECT SCHEDULE:

☐ Wetlands ☐ NMFS ☑ R.O.W. ☐ Shorelines ☐ USFWS ☐ BIA ☑ HPA ☐ RR ☐ USACE
☐ WDFW ☐ Cultrual (Hist. Arch. Paleo.) ☐ Tied (Other agency work) ☐ Other

PROJECT TYPE

Project Type: FA - Federal-Aid Bridge

LOCAL PROJECT APPROVAL

RAP Project Prospectus prepared under the supervision of:

Vic. Map and typical cross sections attached? _____

Signature - County Engineer / Date

RAP Project Prospectus submitted to CRAB with the approval of:

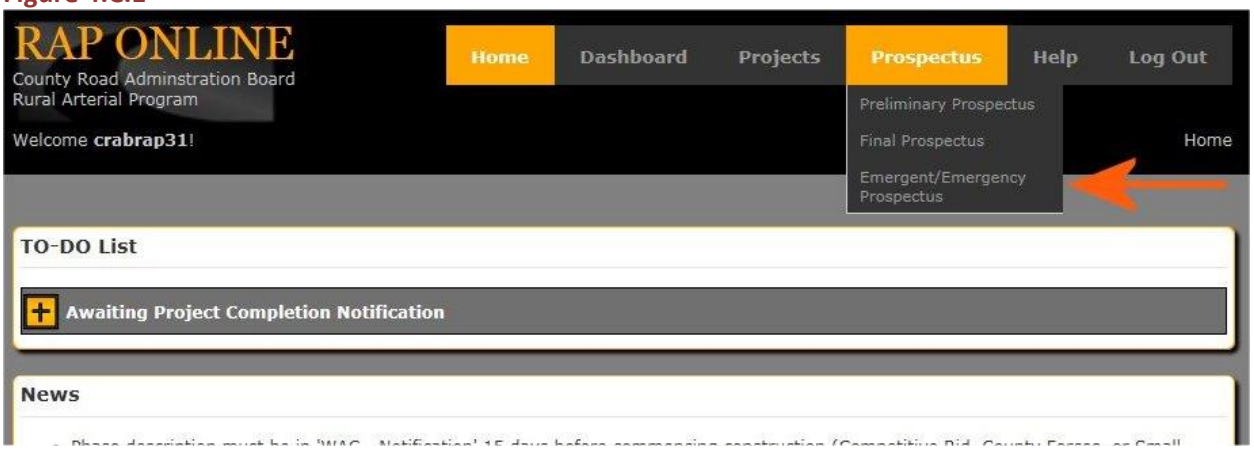
Signature of Chair of the Board of County Commissioners or County Executive / Date

17. After the final prospectus form has been signed it needs to be mailed to the CRAB Grant Programs Manager. After the signed form has been received it will be reviewed and either rejected, denied for revision, or accepted. If the final prospectus is accepted it will be placed into the RAP project priority array and funded according to its' ranking by the CRABoard.

C. Emergency Prospectus slide 22

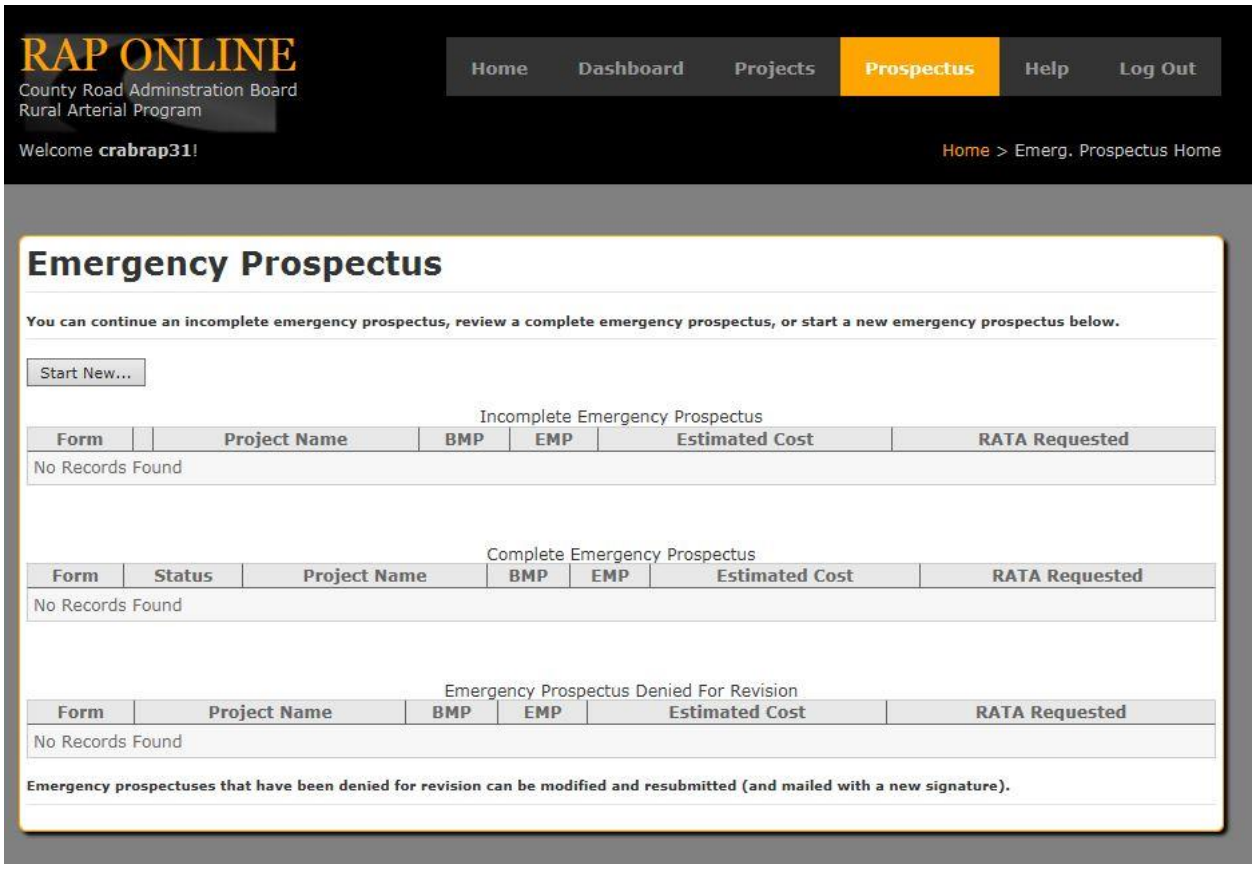
Emergency prospectus can be submitted at any time. Emergency prospectuses are submitted by counties that are part of a statewide or federal declaration of emergency only after such state or federal funding is approved. However, a county also can submit an Emergency Prospectus if an emergency has been declared only by the county. In this case the county must declare the emergency by resolution, citing that the road(s) has suffered damage which requires it (them) to be closed or severely restricted. The emergency prospectus home screen can be accessed by clicking "Prospectus" on the main menu, then clicking "Emergency Prospectus" (Figure 4.C.1).

Figure 4.C.1



Three lists are provided to manage emergency prospectuses on the emergency prospectus home screen (Figure 4.C.2).

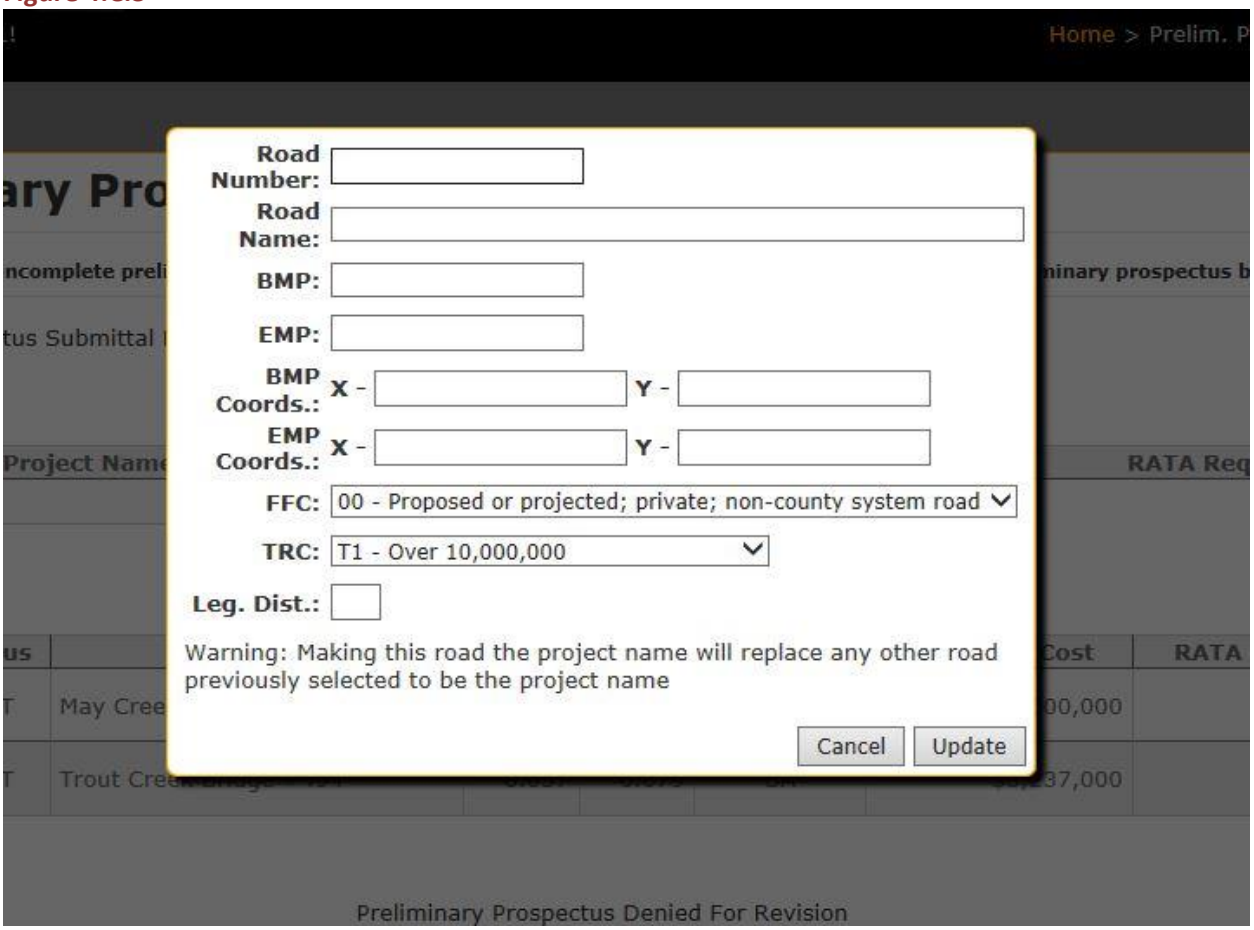
Figure 4.C.2


RAP ONLINE
County Road Adminstration Board
Rural Arterial Program
Welcome crabrap31!
Home
Dashboard
Projects
Prospectus
Help
Log Out
Home > Emerg. Prospectus Home
Emergency Prospectus
You can continue an incomplete emergency prospectus, review a complete emergency prospectus, or start a new emergency prospectus below.
Start New...
Incomplete Emergency Prospectus
Form
Project Name
BMP
EMP
Estimated Cost
RATA Requested
No Records Found
Complete Emergency Prospectus
Form
Status
Project Name
BMP
EMP
Estimated Cost
RATA Requested
No Records Found
Emergency Prospectus Denied For Revision
Form
Project Name
BMP
EMP
Estimated Cost
RATA Requested
No Records Found
Emergency prospectuses that have been denied for revision can be modified and resubmitted (and mailed with a new signature).

Creating an Emergency Prospectus:

1. Click "Start New…" from the final prospectus home screen.
2. A Road Detail information form will open similar to the preliminary prospectus (Figure 4.C.3).

Figure 4.C.3

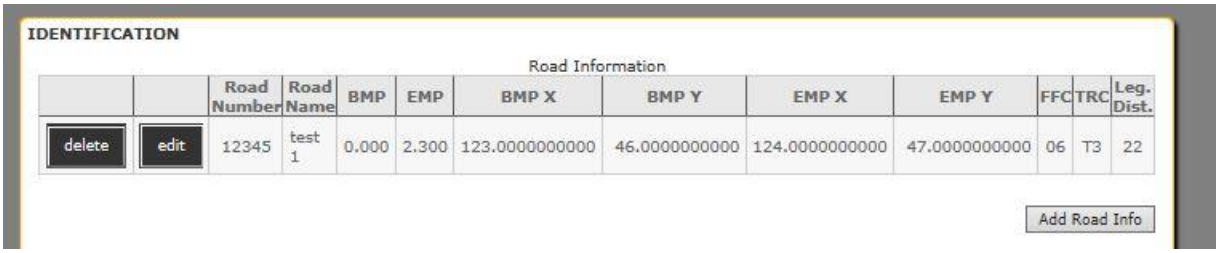


To begin defining the project add road information, i.e.:

- Road Log Number.
- Road Name – Keep this simple as this will be the project name on contracts and CRAB publications
  - (May add a one or two word descriptor: Resurface, Culvert, Bridge Replacement, etc., Plus a phase number).
- The beginning milepost (BMP) and ending milepost (EMP).
- X (Easting) and Y (Northing) in Decimal Degree: X ~ 122…. Y ~ 46…..
- Federal function classification (FFC),
- Truck route classification (TRC)
- The predominant state legislative district.

If complete, select "Update". Select "Cancel" to start over. Road information and the Prospectus input form will appear (Figure 4.C.4)

Figure 4.C.4



IDENTIFICATION

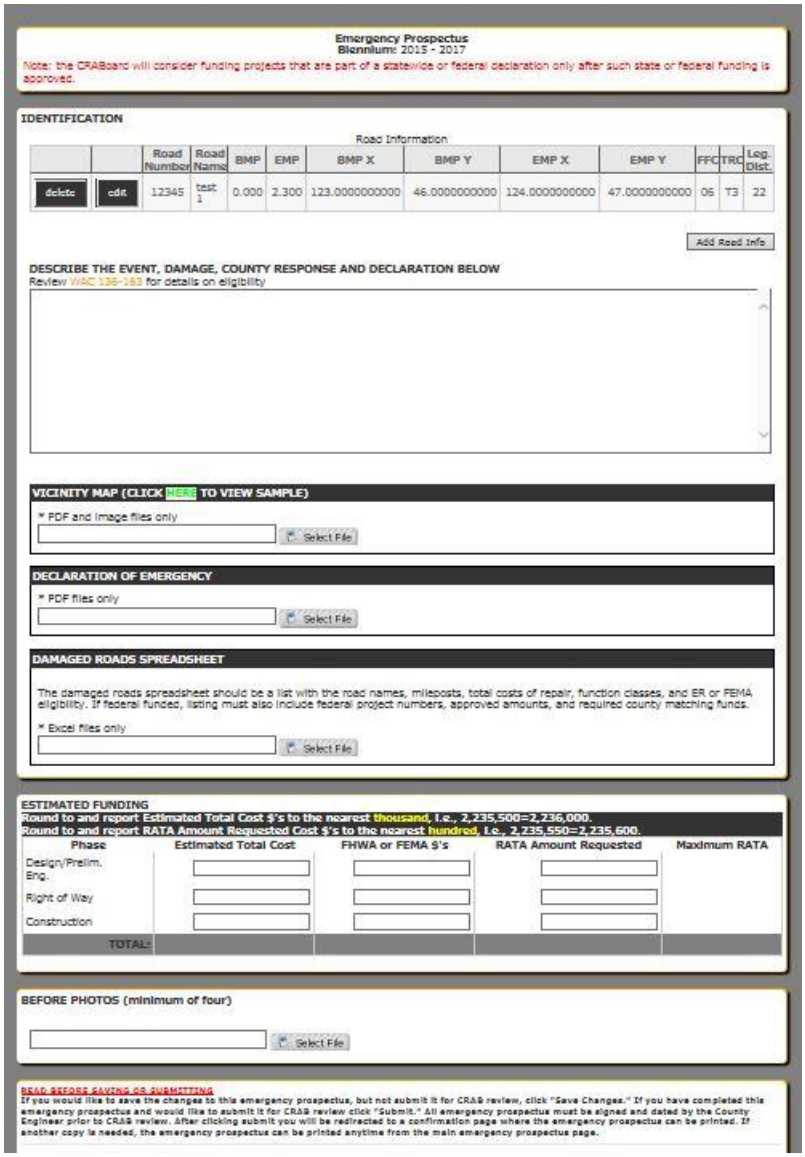
Road Information

		Road Number	Road Name	BMP	EMP	BMP X	BMP Y	EMP X	EMP Y	FFC	TRC	Leg. Dist.
delete	edit	12345	test 1	0.000	2.300	123.0000000000	46.0000000000	124.0000000000	47.0000000000	06	T3	22

Add Road Info

1. To modify the **Road information** click “edit” at the left side. If the road information needs to be removed, click “delete”.
2. <u>If adding an additional road log segment or multiple damaged (and cited) roads as part of the emergency prospectus</u>, select “Add Road Info”. In the dialogue box, the “project name” selection chooses this new segment as the project name in future reports and lists. When finished click “Update” again and the additional segment road information will appear.

Figure 4.C.5



Emergency Prospectus
Biennium: 2015 - 2017

Note: the CRABoard will consider funding projects that are part of a statewide or federal declaration only after such state or federal funding is approved.

IDENTIFICATION

Road Information

		Road Number	Road Name	BMP	EMP	BMP X	BMP Y	EMP X	EMP Y	FFC	TRC	Leg. Dist.
delete	edit	12345	test 1	0.000	2.300	123.0000000000	46.0000000000	124.0000000000	47.0000000000	06	T3	22

Add Road Info

DESCRIBE THE EVENT, DAMAGE, COUNTY RESPONSE AND DECLARATION BELOW
Review WAC 136-163 for details on eligibility

VICINITY MAP (CLICK HERE TO VIEW SAMPLE)
* PDF and image files only
Select File

DECLARATION OF EMERGENCY
* PDF files only
Select File

DAMAGED ROADS SPREADSHEET
The damaged roads spreadsheet should be a list with the road names, mileposts, total costs of repair, function classes, and ER or FEMA eligibility. If federal funded, listing must also include federal project numbers, approved amounts, and required county matching funds.
* Excel files only
Select File

ESTIMATED FUNDING
Round to and report Estimated Total Cost $'s to the nearest thousand, i.e., 2,235,500=2,236,000.
Round to and report RATA Amount Requested Cost $'s to the nearest hundred, i.e., 2,235,550=2,235,600.

Phase	Estimated Total Cost	FHWA or FEMA $'s	RATA Amount Requested	Maximum RATA
Design/Prelim. Eng.				
Right of Way				
Construction				
TOTAL:				

BEFORE PHOTOS (minimum of four)
Select File

READ BEFORE SAVING OR SUBMITTING
If you would like to save the changes to this emergency prospectus, but not submit it for CRAB review, click "Save Changes." If you have completed this emergency prospectus and would like to submit it for CRAB review click "Submit." All emergency prospectus must be signed and dated by the County Engineer prior to CRAB review. After clicking submit you will be redirected to a confirmation page where the emergency prospectus can be printed. If another copy is needed, the emergency prospectus can be printed anytime from the main emergency prospectus page.

1. Describe in detail the event, the damage caused by the event, the county response, and the emergency declaration in the text area provided as shown in Figure 4.C.5. Review WAC 136-163 for details on emergency projects eligible for RAP funding.
2. Attach a vicinity map for the project by clicking "Select File" in the Vicinity Map section. A vicinity map can be a .jpg, .gif, or .pdf file. After successfully uploading a vicinity map a hyperlink that reads "Vicinity Map Attached: view/download" will appear. Click this link to open the attached vicinity map.
3. To be eligible for RATA funding the county must pass a resolution declaring the emergency. Attach that resolution as a PDF file.
4. Attach an excel file listing the affected road(s) proposed for funding. If a state or federal emergency was declared, use the Damage Survey Report as the basis for this listing. Enter the estimated total cost for the project, the funding received from the Federal Highway Administration plus the Federal Emergency Management Agency if a presidential declaration

has made, and the Rural Arterial Program funds requested for each phase of the project (Design, Right of Way, and Construction). RAP funds requested cannot exceed 90% of the total estimated cost for each phase.

5. A minimum of two before photos are required. Photos depicting the most severe damage are appreciated. A maximum of ten before photos will be accepted for every emergency prospectus. To upload a photo, click the "Select File…" in the Before Photos box.
6. If the emergency prospectus has been completed to satisfaction click "Submit." This will generate a printable version of the emergency prospectus with a signature line at the bottom for the County Engineer and the Chair of the Board of County Commissioners or County Executive (Figure 4.C.6). If the emergency prospectus is not complete, or not ready to submit for any reason simply click "Save Changes." Clicking "Save Changes" will move the prospectus to the "Incomplete Emergency Prospectus" grid (Figure 4.C.2) on the emergency prospectus home screen for completion at a later time.

Figure 4.C.6

STATE OF WASHINGTON - COUNTY ROAD ADMINISTRATION BOARD

RURAL ARTERIAL PROGRAM
EMERGENCY PROSPECTUS

Biennium 2011 - 2013

Region: SE **County:** Yakima

IDENTIFICATION

State Legislative District: 12

Road Number(s)	Road Name(s)	FFC(s)	TRC(s)	BMP(s)	EMP(s)
15000	Test	06	T3	0.000	1.000

DESCRIPTION OF THE EVENT. DAMAGE, COUNTY RESPONSE, AND DECLARATION

Review WAC 136 - 163 for details on eligibility

test

(Use additional sheets as necessary, ATTACH VICINITY MAP)

ESTIMATED FUNDING

Note: the CRABoard will consider funding projects that are part of a statewide or federal declaration only after such state or federal funding is approved.

Phase	Est Total Cost	FHWA OR FEMA $	RATA Requested
Design/Prelim. Engr.	$25,000	$5,000	$20,000
Right of Way			
Construction	$750,000	$400,000	$350,000
TOTAL	$775,000	$405,000	$370,000

LOCAL PROJECT APPROVAL

RAP Emergency Prospectus prepared under the supervision of:

Signature - County Engineer / Date

Vicinity Map Attached? ☐

RAP Emergency Prospectus submitted to CRAB with the approval of:

Signature of Chair of the Board of County Commissioners or County Executive / Date

9. After the emergency prospectus form has been signed it needs to be mailed to the CRAB Grant Programs Manager. After the signed form has been received it will be reviewed and either

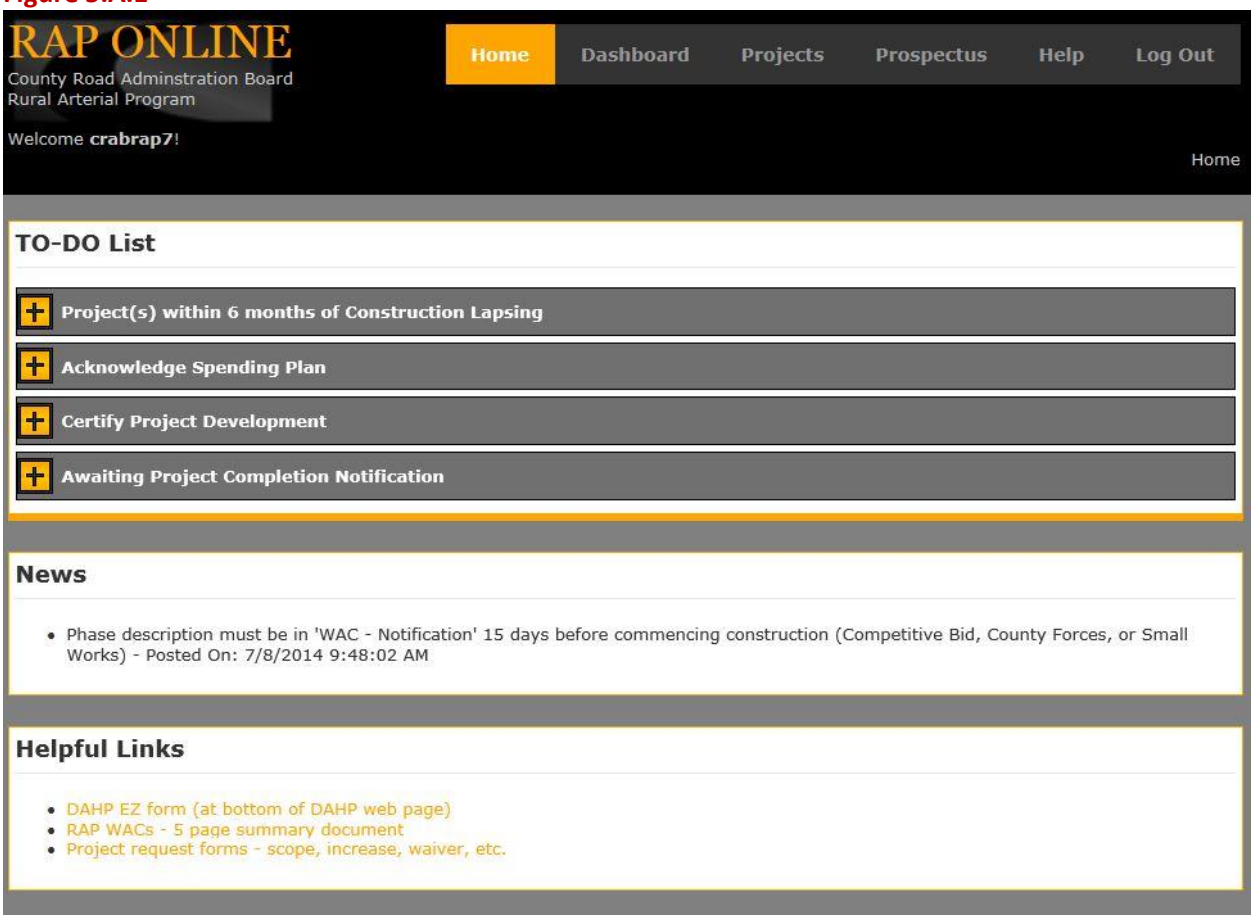
accepted, denied for revision or rejected. If accepted, the project will be scheduled for CRABoard hearing.

5. Funded Projects slides 22-27

a. Basic Navigation

The initial Home Screen (Figure 5.A.1) displays a "To-Do List" that directs the county engineer and program/manager to items the county must address to assure WAC compliance and RATA reimbursement eligibility, and meet RATA fund management needs via detailed project scheduling.

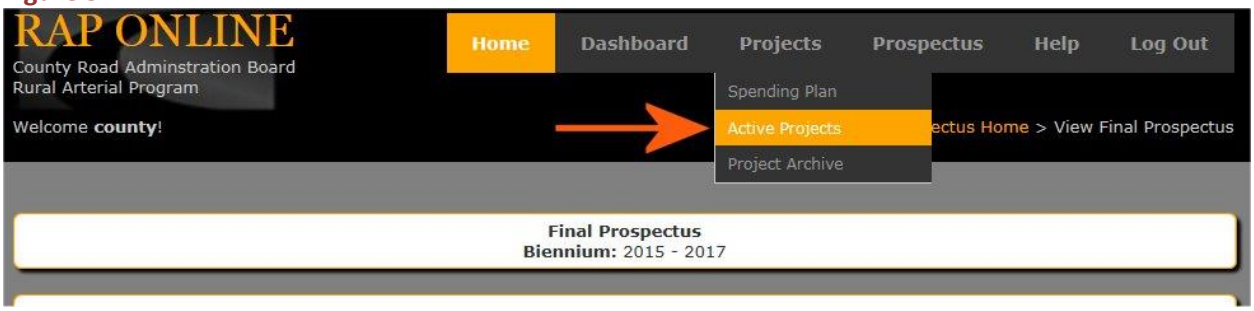
Figure 5.A.1



Except for "Acknowledging the Spending Plan", clicking the "+" next to a listed item displays a link to the specific projects needing attention.

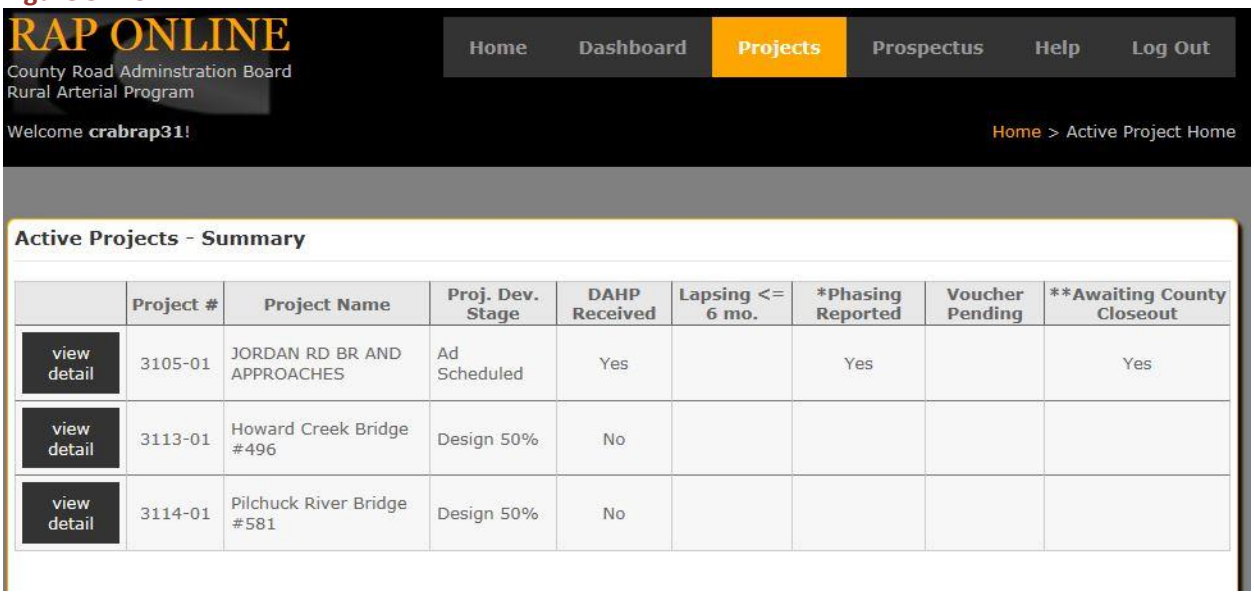
Projects are managed from the **Projects/Active Projects** page. Navigate to this page by holding the mouse over "Projects" and clicking "Active Projects" from the pop down menu (Figure 5.A.2).

Figure 5.A.2



All of the county's current active RAP contracts are located in the list titled "Active Projects – Summary" (Figure 5.A.3).

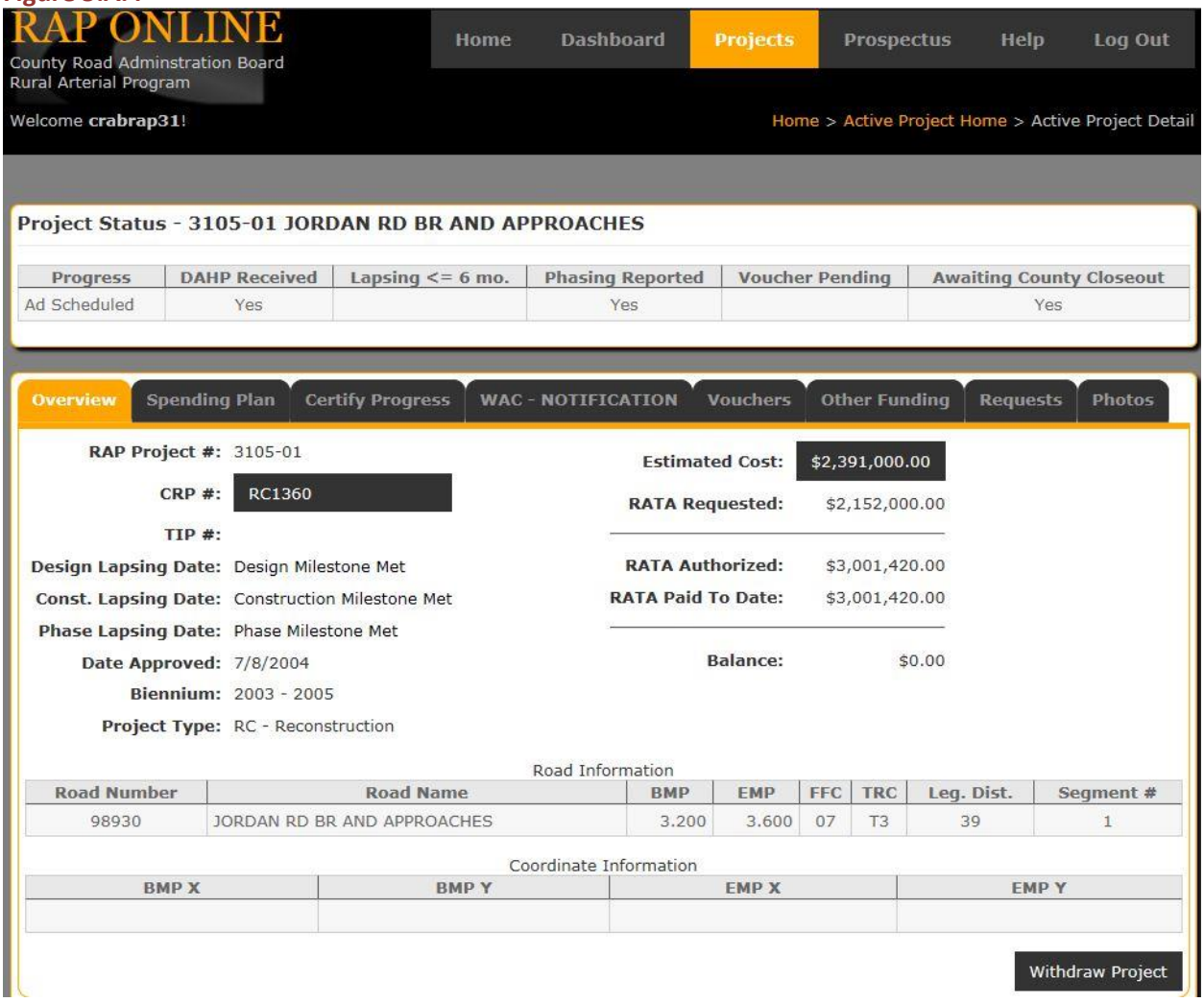
Figure 5.A.3



	Project #	Project Name	Proj. Dev. Stage	DAHP Received	Lapsing <= 6 mo.	*Phasing Reported	Voucher Pending	**Awaiting County Closeout
view detail	3105-01	JORDAN RD BR AND APPROACHES	Ad Scheduled	Yes		Yes		Yes
view detail	3113-01	Howard Creek Bridge #496	Design 50%	No				
view detail	3114-01	Pilchuck River Bridge #581	Design 50%	No				

Click "view detail" next to the contract to enter the "Project Status" page (Figure 5.A.4).

Figure 5.A.4



After the Project Status summary line at the top, several TAB options are available to assist the county in managing RATA funding requirements for the project. These are done via:

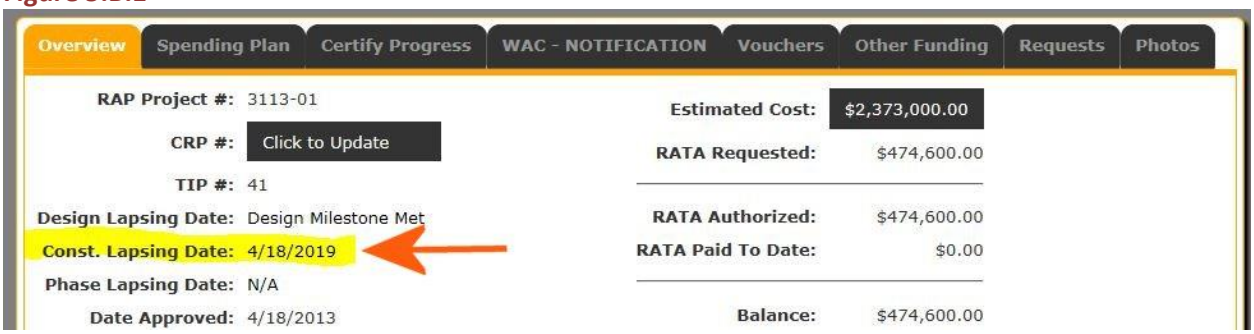
- Spending Plan – when the county will be able to receive reimbursements for all development phases
- Certify Project Progress – Helps CRAB advance payments to projects most ready to go to Construction, CN, or potentially delay CN reimbursement for projects that are not meeting intended project development milestones.
- WAC – Notification
    - **Governor's Exec. Order 05-05** requires Section 106 (Historical and Cultural impacts) type review on CRAB funded projects through the Department of Archaeological and Historical Preservation.
    - Splitting a project is allowed via a request letter to CRAB - **WAC 136-170-060**
    - Phasing of the construction stage - **WAC 136-170-030**
    - Completion notification details - **WAC 136-170-030**

b. Lapsing Dates and Project Milestones slide 28

There are three categories of contract lapsing in RAP: Design Lapsing, Construction Lapsing, and Phase Lapsing. Monitoring contract lapsing is crucial because a lapsed contract will result in future billings being denied, or even loss of funding and the possible payback of RAP funds received. See WAC 136-167-040

A date will display of when the contract is due to lapse for each category. Certain criteria can be met for each category to satisfy the terms of the contract and disable the lapsing for the category. When the lapsing criteria for the category have been met, a message displays in place of the date indicating so. The contract lapsing status can be viewed from the "Contract Detail" tab of the active contract management page. See Figure 5.B.1 for an example of lapsing status.

Figure 5.B.1

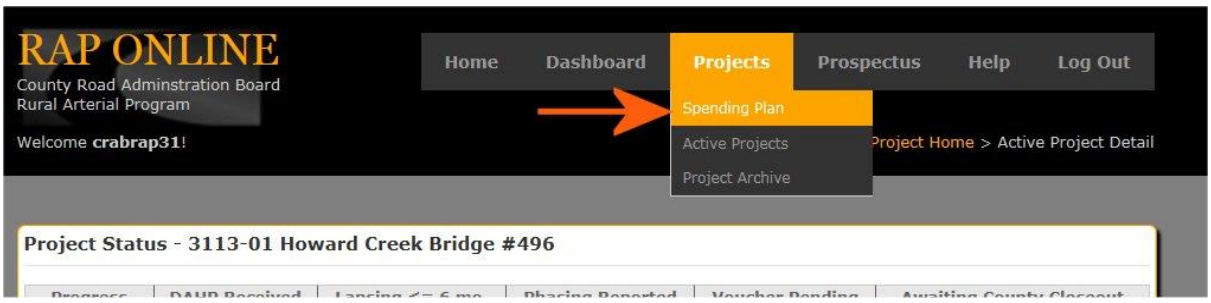


c. Spending Plan

The RAP spending plan is developed and maintained by the CRAB Grant Programs Manager. It assists CRAB in programming for the larger demands of construction costs as they arise.

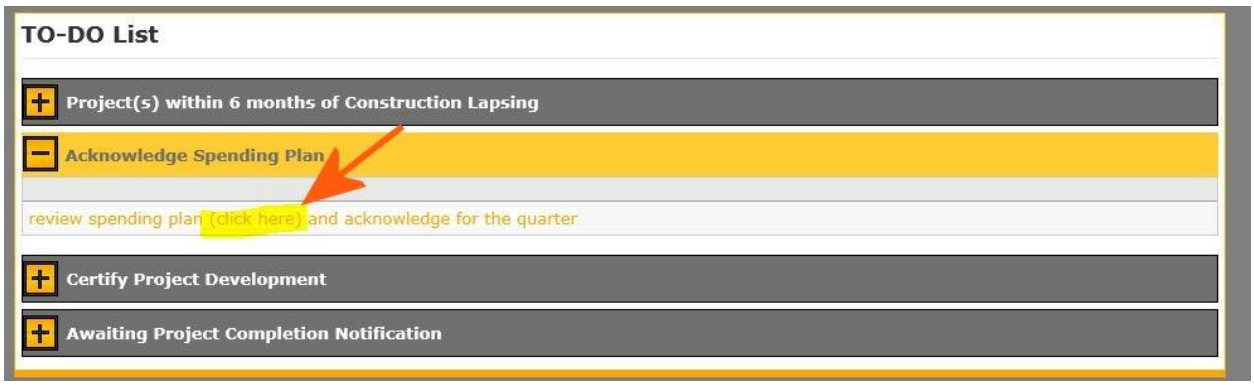
1. **Acknowledge the spending plan**. The Spending Plan must be acknowledged once each quarter if the county seeks any reimbursements during that time. To do so, select "Spending Plan" from the "Projects" drop down window (Figure 5.C.1)

Figure 5.C.1



Or select from the To-Do List - "Acknowledge Spending Plan" if it hasn't been acknowledged yet. (Figure 5.C.2)

Figure 5.C.2

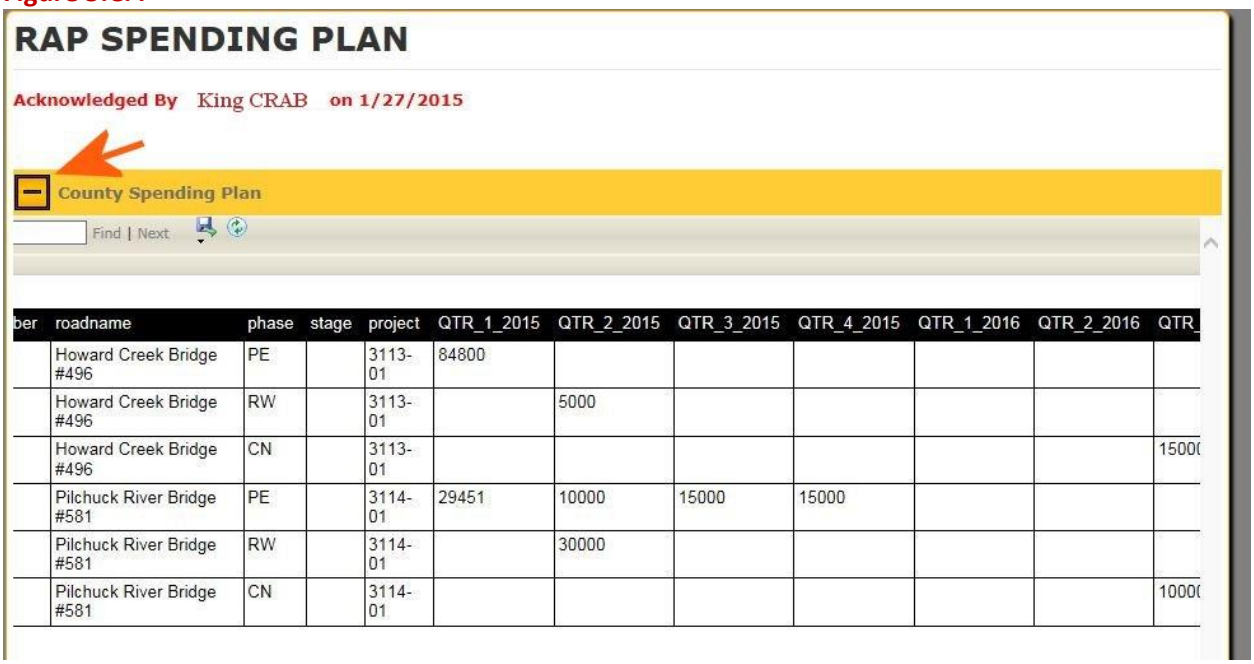


If the County has already acknowledged the Spending Plan for this quarter, this will be noted (Figure 5.C.3) and no action at this location is required.

Figure 5.C.3

If the RAP user wants to view the overall county RAP reimbursement plan, this can be done at this location (Figure 5.C.4) by selecting the "+" next to "County Spending Plan", allowing the programmer, accountant or engineer to compare with current county programming and potential match commitments involving all RAP projects.

Figure 5.C.4



RAP SPENDING PLAN

Acknowledged By King CRAB on 1/27/2015

County Spending Plan

Find | Next

ber	roadname	phase	stage	project	QTR_1_2015	QTR_2_2015	QTR_3_2015	QTR_4_2015	QTR_1_2016	QTR_2_2016	QTR_
	Howard Creek Bridge #496	PE		3113-01	84800						
	Howard Creek Bridge #496	RW		3113-01		5000					
	Howard Creek Bridge #496	CN		3113-01							15000
	Pilchuck River Bridge #581	PE		3114-01	29451	10000	15000	15000			
	Pilchuck River Bridge #581	RW		3114-01		30000					
	Pilchuck River Bridge #581	CN		3114-01							10000

If the plan is accurate enough to acknowledge (after conferring other managers and the county engineer, etc.), select "Acknowledge Spending Plan" (Figure 5.C.5), and CRAB will be notified of your acknowledgment.

Figure 5.C.5

RAP SPENDING PLAN

The County Road Administration Board is requiring each county to review the RAP spending plan and notify CRAB staff of any delays on a quarterly basis. Follow the steps below to complete this process.

STEPS FOR ACKNOWLEDGING THE QUARTERLY RAP SPENDING PLAN

1. Review the RAP Spending Plan by county and/or region below.
2. Notify CRAB Staff of desired changes to the spending plan (e.g., delays, advancement requests, phase reallocation requests) through "Active Project Detail."
    1. Expand "Projects" menu item in menu bar at the top of this page
    2. Click "Active Projects" submenu item
    3. Select the project that you would like to notify CRAB of spending plan change requests by clicking "view detail" next to the appropriate project in the grid
    4. Click the "Spending Plan" tab in the tab control
    5. Follow the instructions under "Requested Spending Plan" to notify CRAB Staff of desired changes.
3. After updating the spending plan for each project, Click "Acknowledge Spending Plan" below.

If you have any questions contact the CRAB Grant Programs Manager, Randy Hart, at 360-350-6081, or email randy@crab.wa.gov.

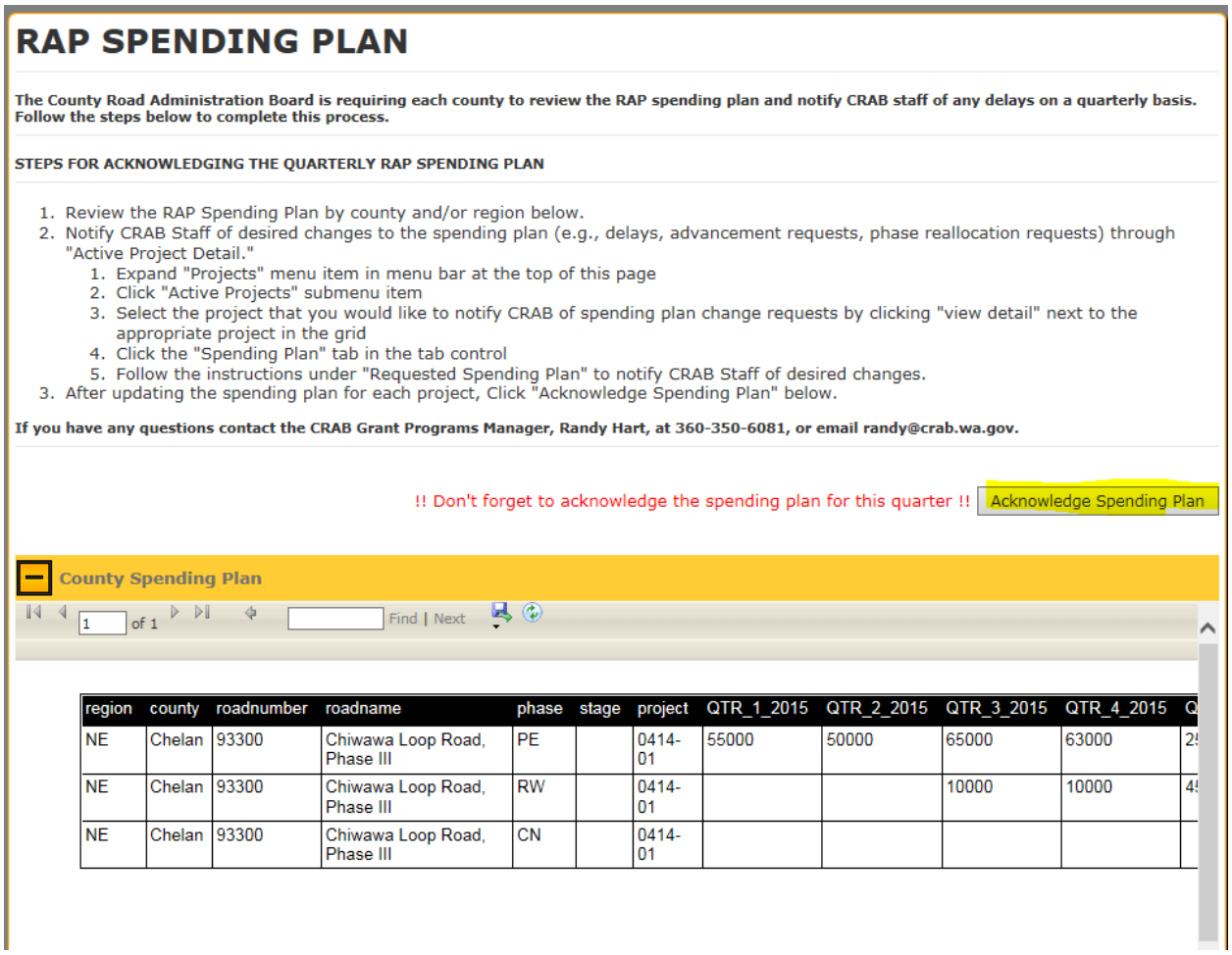
!! Don't forget to acknowledge the spending plan for this quarter !! [Acknowledge Spending Plan]

[+] **County Spending Plan**

[+] **Regional Spending Plan**

To view the Spending Plan, select “+” next to County Spending Plan. This yields the view shown in Figure 5.C.6.

Figure 5.C.6



RAP SPENDING PLAN

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3. After updating the spending plan for each project, Click "Acknowledge Spending Plan" below.

If you have any questions contact the CRAB Grant Programs Manager, Randy Hart, at 360-350-6081, or email randy@crab.wa.gov.

!! Don't forget to acknowledge the spending plan for this quarter !! Acknowledge Spending Plan

County Spending Plan

1 of 1 Find | Next

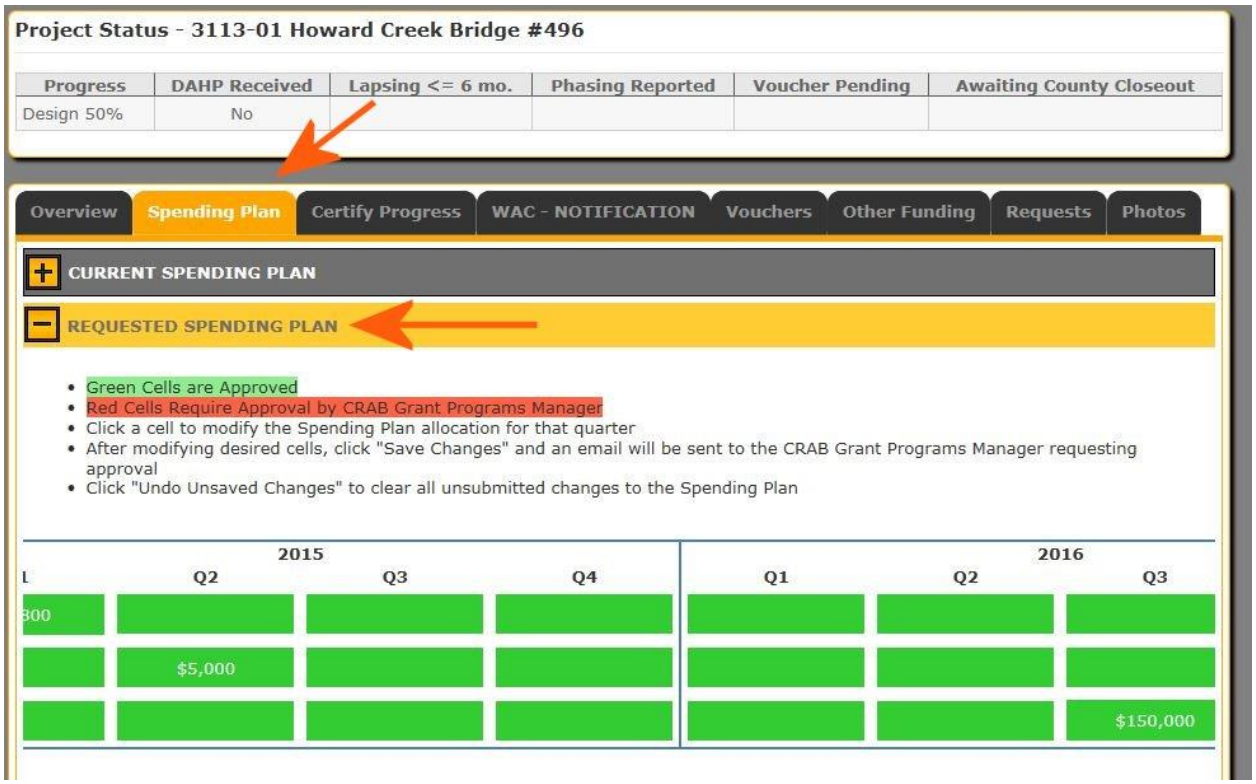
region	county	roadnumber	roadname	phase	stage	project	QTR_1_2015	QTR_2_2015	QTR_3_2015	QTR_4_2015	Q
NE	Chelan	93300	Chiwawa Loop Road, Phase III	PE		0414-01	55000	50000	65000	63000	2
NE	Chelan	93300	Chiwawa Loop Road, Phase III	RW		0414-01			10000	10000	4
NE	Chelan	93300	Chiwawa Loop Road, Phase III	CN		0414-01					

Acknowledge the Spending Plan by selecting the highlighted button.

2. **Adjusting the spending plan**.

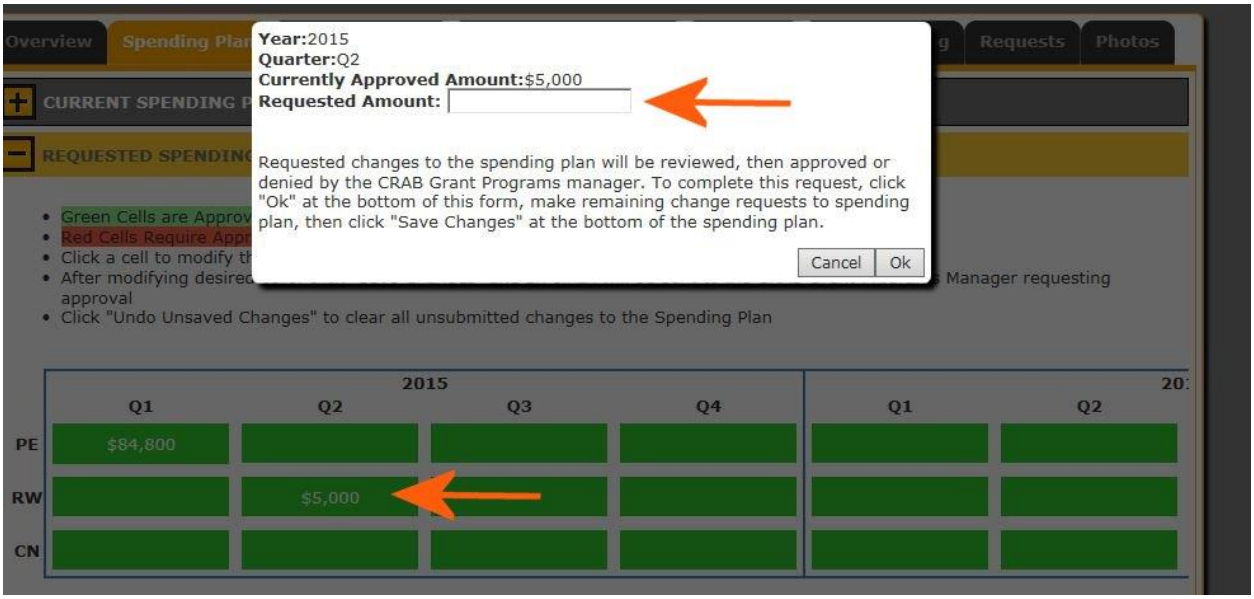
If adjustments to the Spending Plan are needed, the county can request these of the Grant Programs Manager for each project by going back to the "Active Projects"/"Project Detail"/ "Spending Plan" TAB and selecting the "Requested Spending Plan "+" button (Figure 5.C.7).

Figure 5.C.7



Requested adjustments are made by selecting any green cell and typing the new dollar amount desired for that phase in the dialogue box that appears - PE, RW or CN (figure 5.C.8).

Figure 5.C.8 - Spending Plan change dialogue box



The revised cell becomes orange (revised from $5,000 to $10,000) as shown in Figure 5.C.9, and other cells can be edited in the same manner. Note that the "Need to Schedule" line now shows minus $130,005. This means the spending plan is now over programmed and $130,005 needs adjusted out of other payout amounts, such as later quarter CN amounts.

Figure 5.C.9 - Request Spending Plan Change

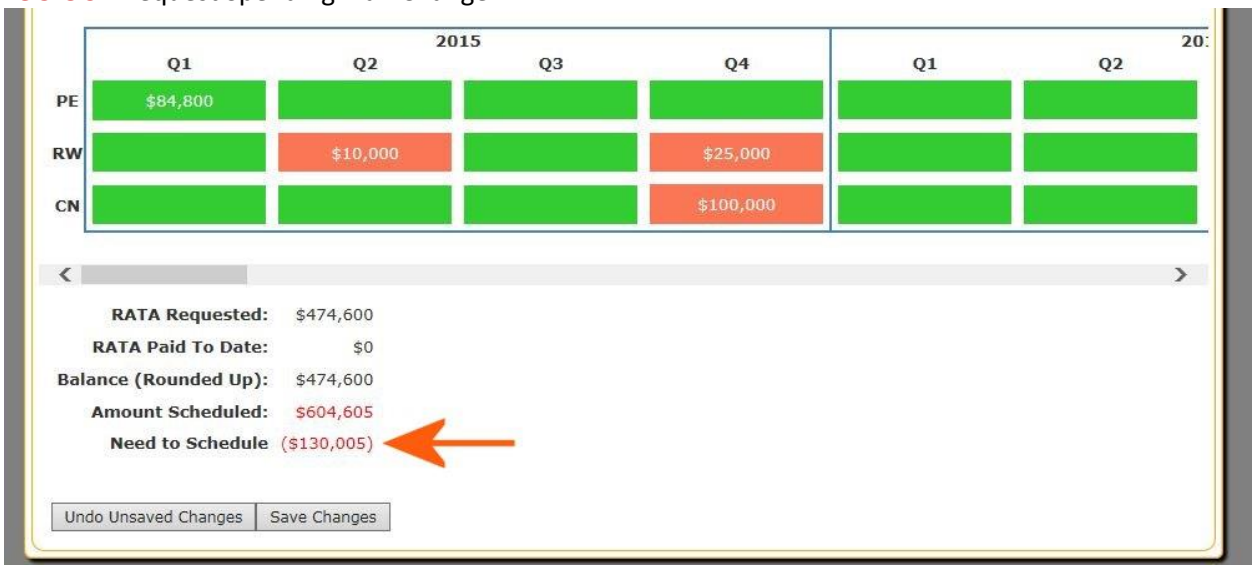
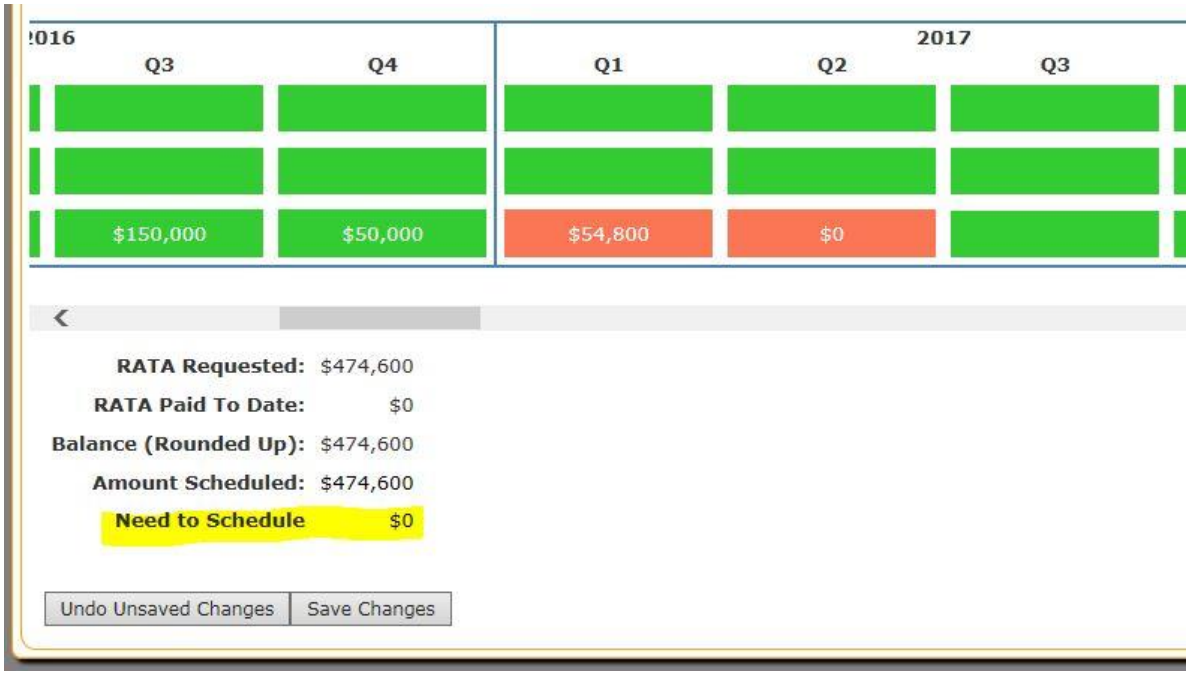


Figure 5.C.10 shows where this correction might be made, by deleting 100,005 from 2017 Q2, and adjusting 2017 Q1 back to 54,800, which resets the "Need to Schedule" amount to $0.

Figure 5.C.10



Selecting "Save Changes" will forward the requested adjustment to CRAB for the Grant Programs Manager's consideration and approval.

d. Certify Project Progress

As shown above in Figure 5.A.1, project progress certification appears in the HOME Screen To-Do list if any of the active projects have not been certified for the quarter. Select the Certify Project Development button (Figure 5.D.1) to see the list of projects not yet certified. **Note, No vouchers can be processed on any project even if only one project remains uncertified.**

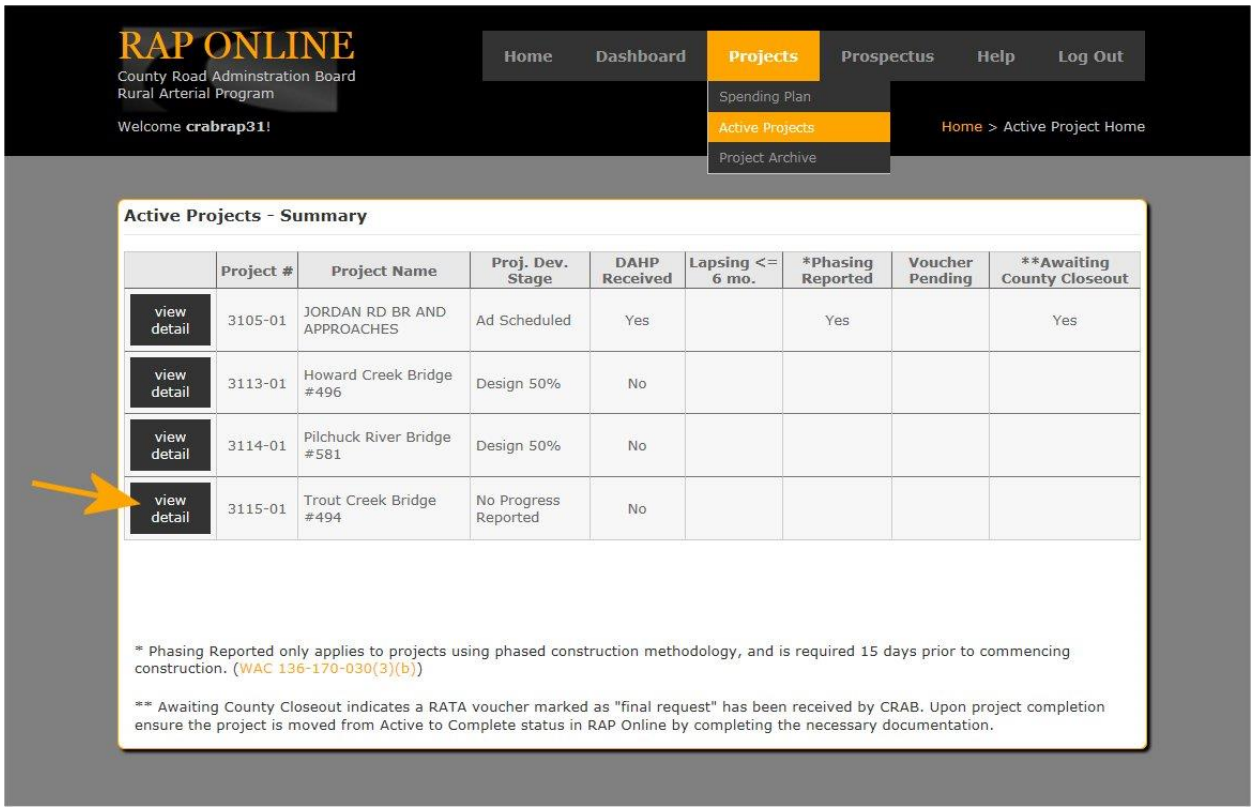
Figure 5.D.1

Road Number	Project Name
92330	TUCANNON ROAD
22290	LYONS FERRY ROAD
13250	SOUTH TOUCHET ROAD
10530	Whiskey Creek Road
91060	Lower Hogeye Road

Selecting any Project Name will take you to the "Certify Progress" tab for that project (Figure 5.D.3).

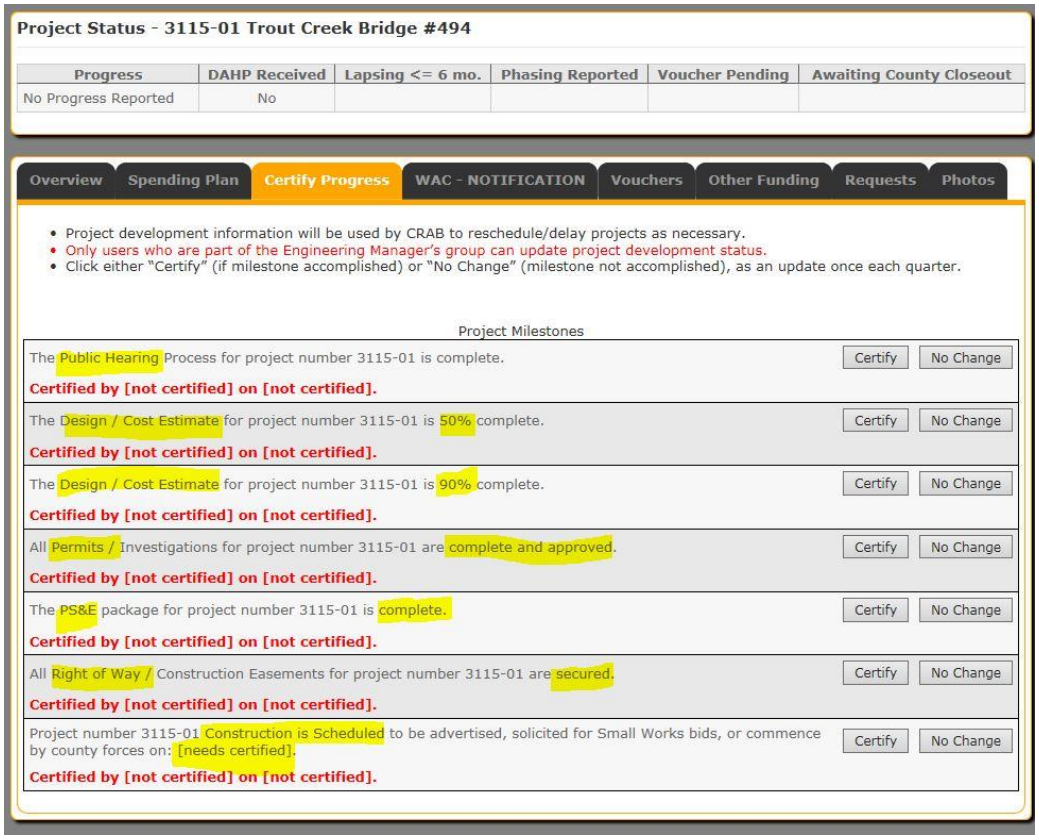
Or you can go to Projects/Active Projects from the main menu and select the project you wish to inspect by selecting "View Detail" (Figure 5.D.2).

Figure 5.D.2



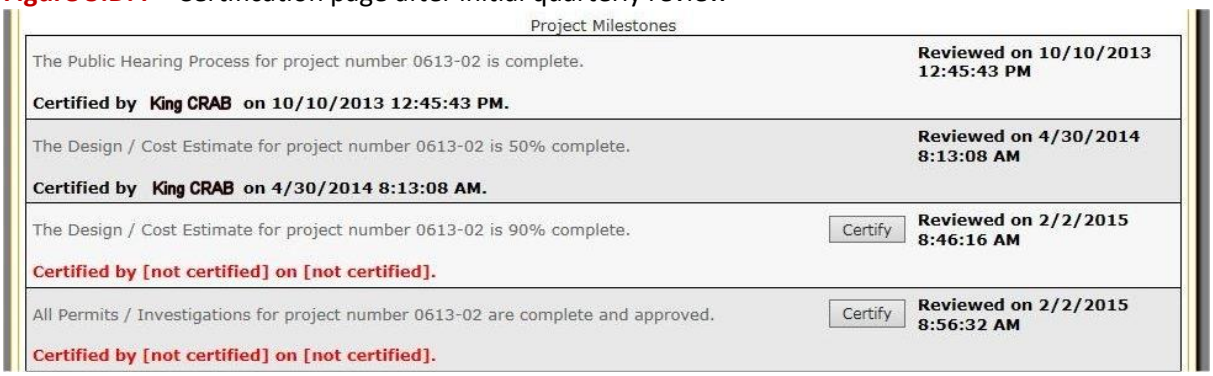
	Project #	Project Name	Proj. Dev. Stage	DAHP Received	Lapsing <= 6 mo.	*Phasing Reported	Voucher Pending	**Awaiting County Closeout
view detail	3105-01	JORDAN RD BR AND APPROACHES	Ad Scheduled	Yes		Yes		Yes
view detail	3113-01	Howard Creek Bridge #496	Design 50%	No				
view detail	3114-01	Pilchuck River Bridge #581	Design 50%	No				
view detail	3115-01	Trout Creek Bridge #494	No Progress Reported	No				

Figure 5.D.3



At the beginning of each quarter two options appear for the RAP "Manager" (usually the county engineer) to select when certifying (Figure 5.D.3). Select "Certify" if that the step is complete or select "No Change" if the stage remains incomplete. <u>One of the two selections is required</u> for each stage every quarter. If "No Change" is selected, the "Certify" button remains available throughout the remainder of the quarter (Figure 5.D.4) so that CRAB can be notified if the stage is completed before the next quarter starts.

Figure 5.D.4 – Certification page after initial quarterly review



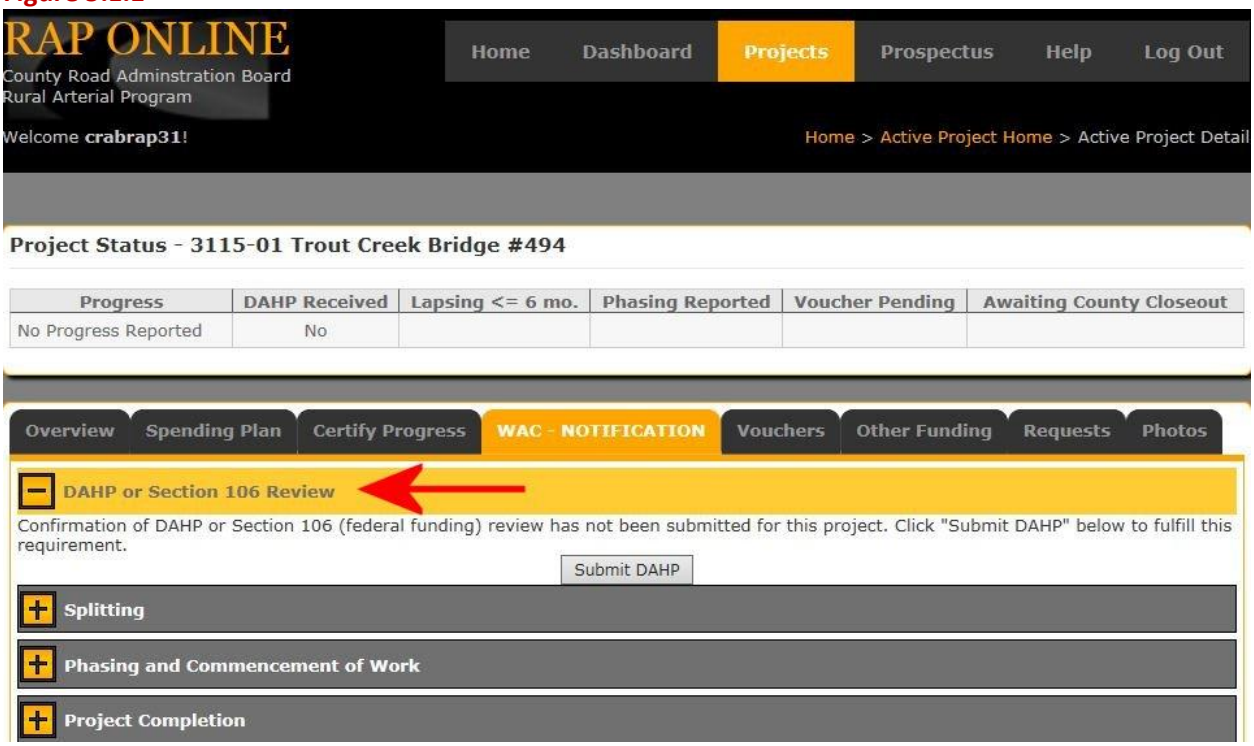
Although all phases are now shown as reviewed for the quarter, some have not been completed and therefore are still open for certification at any time.

To review WAC Notification Requirements status for any project, from the HOME Screen, select Projects/Active Projects, and select View Detail for a specific project. In the Project Status page.

e. DAHP or Section 106 review

Select the WAC – Notification tab, then DAHP "+" button (Figure 5.E.1)

Figure 5.E.1



After all required correspondence with DAHP and Tribes is complete, select the “Submit DAHP” button and a dialogue box (Figure 5.E.2) appears for you to enter the various dates of correspondence with DAHP, any involved Tribal, and final filing of DAHP correspondence in the project files. Note that the form can be saved only after all required notification and correspondence is complete.

Figure 5.E.2

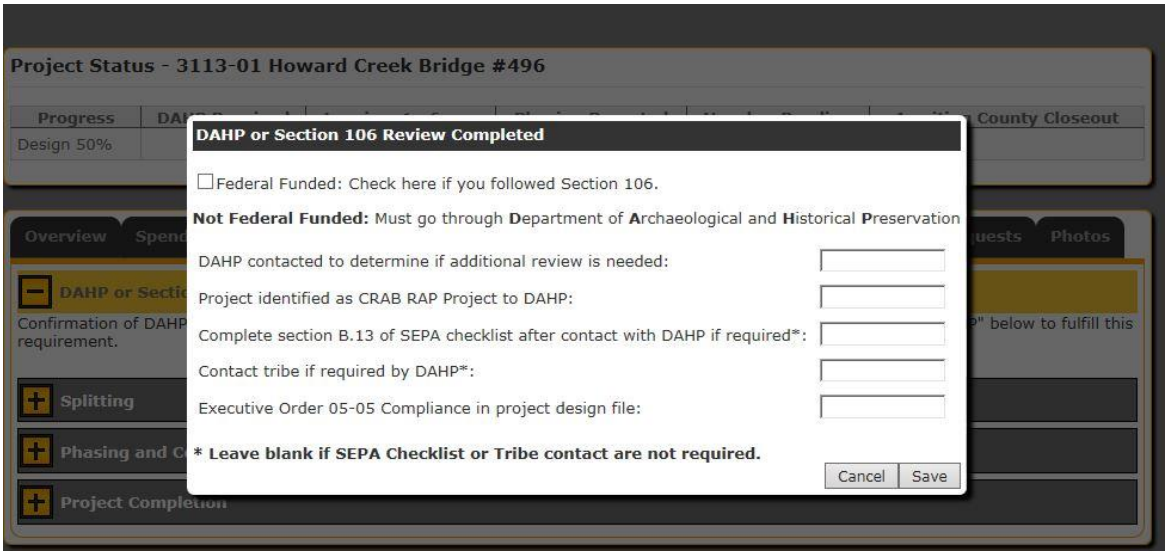
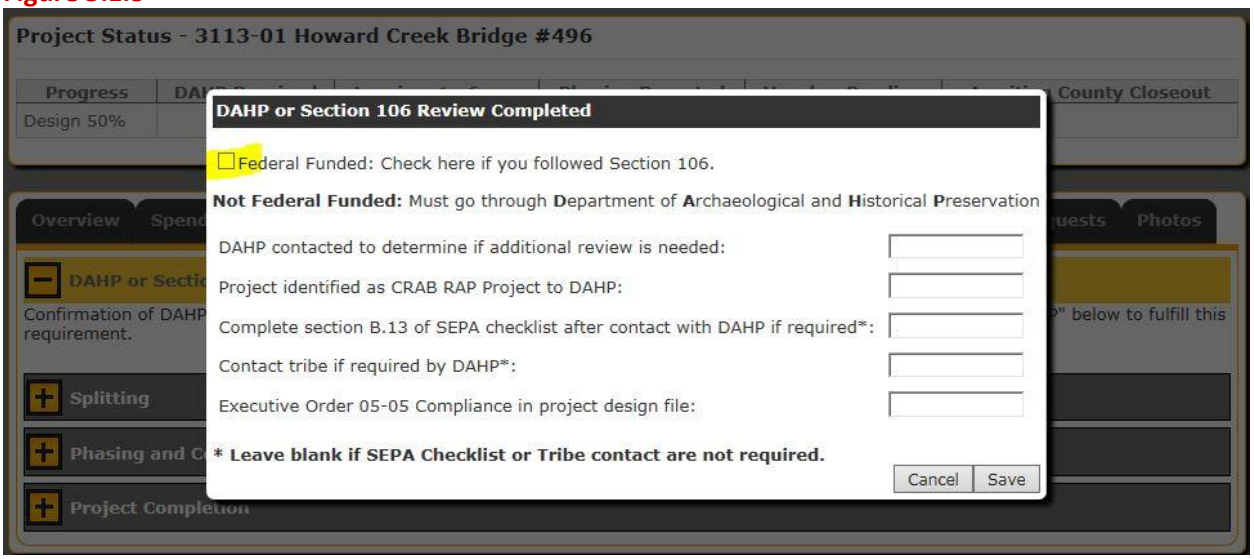


Figure 5.E.3

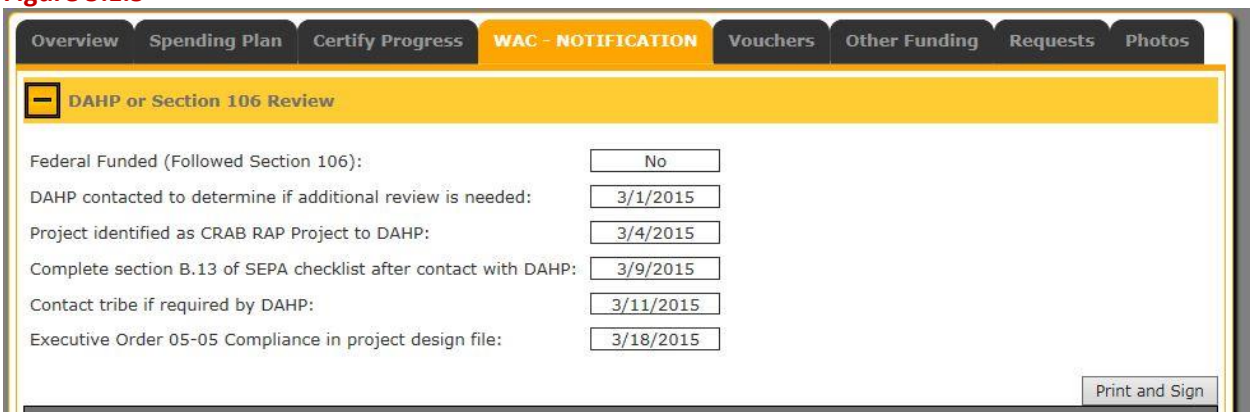


If you are following section 106 due to federal participation simply check the corresponding box shown in Figure 5.E.3

Below are two examples (Figures 5.E.4 and 5.E.5) of saved DAHP, Tribal, and SEPA correspondence requirements.

Figure 5.E.4

Figure 5.E.5



Select "Print and Sign" at bottom right (Figure 5.E.5). The form below (Figure 5.E.6) is then signed by the county engineer, and mailed to the CRAB Grant Programs Manager.

Figure 5.E.6

Executive Order 05-05 Compliance

County: Snohomish

RAP Project Number: 3115-01

Federal Funded (Followed Section 106): No

OR

Not Federal Funded: (Must go through the Department of Archaeological and Historical Preservation)

	DATE:
DAHP contacted to determine if additional review is needed:	02/23/2015
Project identified as CRAB RAP Project to DAHP:	03/02/2015
Complete section B.13 of SEPA checklist after contact with DAHP:	N/A
Contact tribe if required by DAHP:	N/A
Executive Order 05-05 Compliance in project design file:	03/12/2015

County Engineer's Signature

Certification:

f. Splitting a project into distinct segments

The county may wish to split the project into distinct separate segments (each having full usability) for the benefits of: ease of construction, scheduling, or cost savings. Be sure however to review WAC 136-170-060 for complete rules. No input into RAP Online is required of the county. After the CRAB Director receives and approves the county engineer's written request to split the project, a contract amendment describing the split is offered to the county, and CRAB denotes the split (Figure 5.F.1) in RAP Online.

Figure 5.F.1

Overview | Spending Plan | Certify Progress | WAC - NOTIFICATION | Vouchers | Other Funding | Requests | Photos

DAHP or Section 106 Review

Splitting

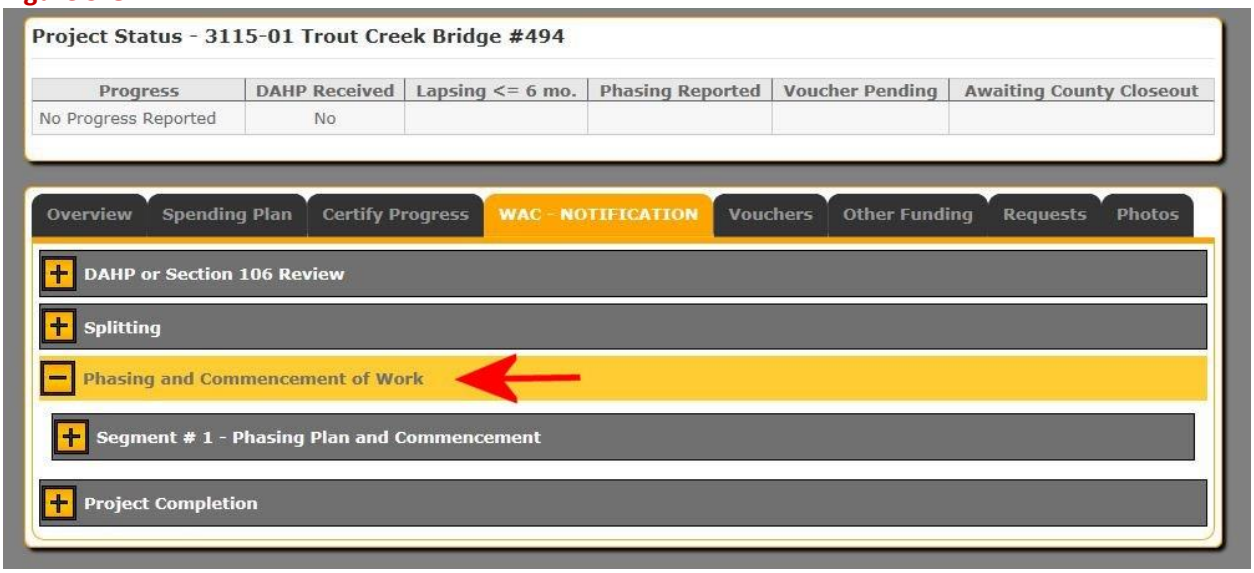
Splitting of a RAP project is defined in WAC 136-170-060. All RAP projects are initially defined as one segment. A RAP project may be split into multiple adjacent project segments upon written request and approval by the Director of the County Road Administration Board. Splitting must be requested and approved **BEFORE** construction commences! For more information regarding the written request refer to the WAC, or contact Randy Hart, P.E. at randy@crab.wa.gov, or by phone at 360-350-6081.

Current Project Segment Definitions

Segment #	Road Number	Road Name	BMP	EMP
1	21300	HAZEL DELL ROAD	0.000	0.150
2	21300	HAZEL DELL ROAD	0.150	1.150

g. Phasing of Construction

Figure 5.G.1



A listing of all approved segments of the project is located on the Project Status / WAC Notification tab as shown in Figure 5.G.1. Upon funding by CRAB, each project has one default segment with a default single phase titled "Incomplete Phase" as shown in Figure 5.G.29. Click "view/edit" next to this default phase to provide the correct information about the phase.

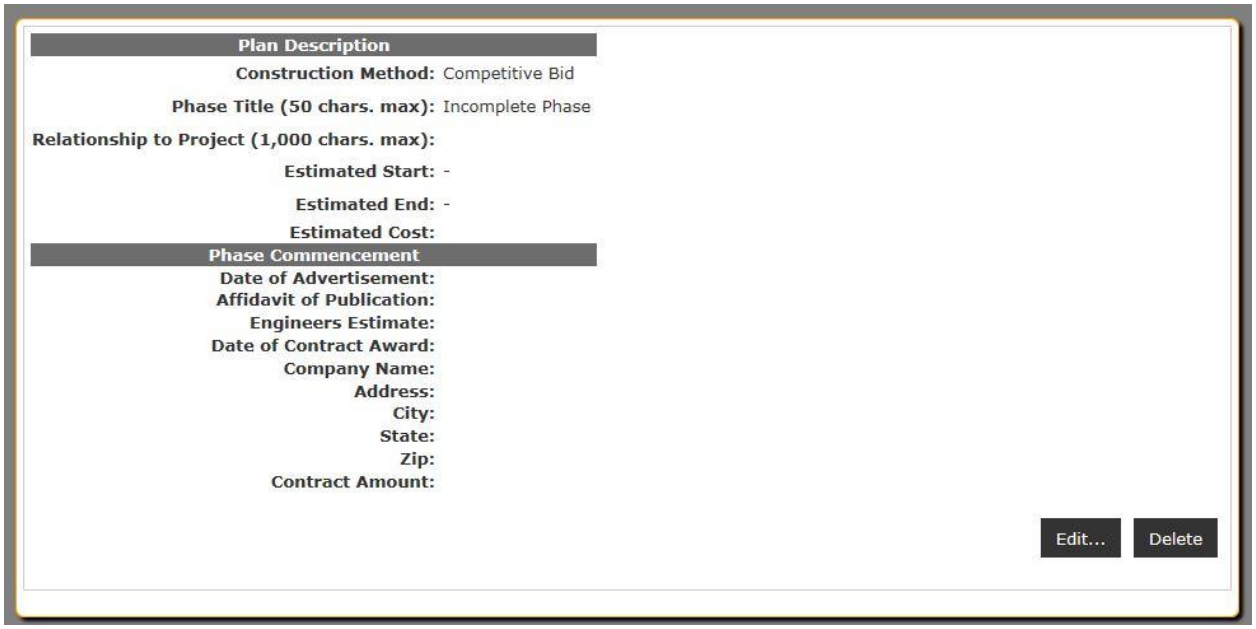
Figure 5.G.2

Important note about phasing construction:

Typically, all construction work is accomplished by awarding the contract to the lowest responsible bidder, who performs all work associated with the project. However, when construction phases (such as: advance materials processing and stockpiling, placement of construction signs, clearing and grubbing, roadway excavation, surfacing, striping, wetland mitigation) are accomplished by multiple entities such as County Forces doing a phase and a private contractor doing another phase, these must be input into RAP Online in advance of any construction. Counties are strongly encouraged to do this early in the project design process, and adjust if necessary, prior to construction.

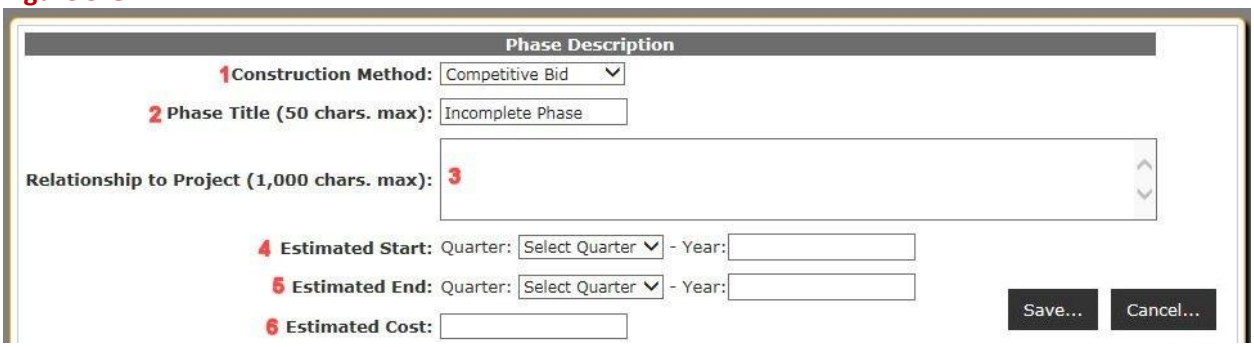
After the summary table opens (Figure 5.G.3), select “Edit”

Figure 5.G.3



The Phase input table (Figure 5.G.4) will open so you may fill out the top half - Phase Description information. Leave the Phase Commencement (bottom half) incomplete until construction commences.

Figure 5.G.4



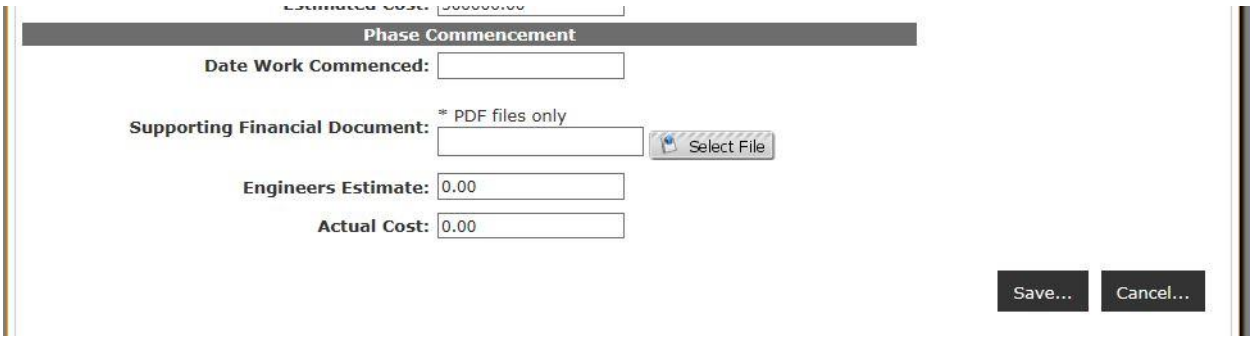
Describing the Phase

1. Select the construction method from the drop down, i.e., competitive bid, small work roster, or county forces construction.
2. Enter a brief Phase Title describing the work to be done in the Phase.”
3. Provide a detailed description on the work that will be accomplished for this phase and how this work relates to the project’s completion.
4. Provide the estimated start quarter and year.
5. Provide the estimated completion quarter and year.
6. Provide the estimated total cost of the phase.
7. Select “Save” at the bottom right of this form when phase description is complete, or “Cancel” to start over.

h. Commencement of Construction

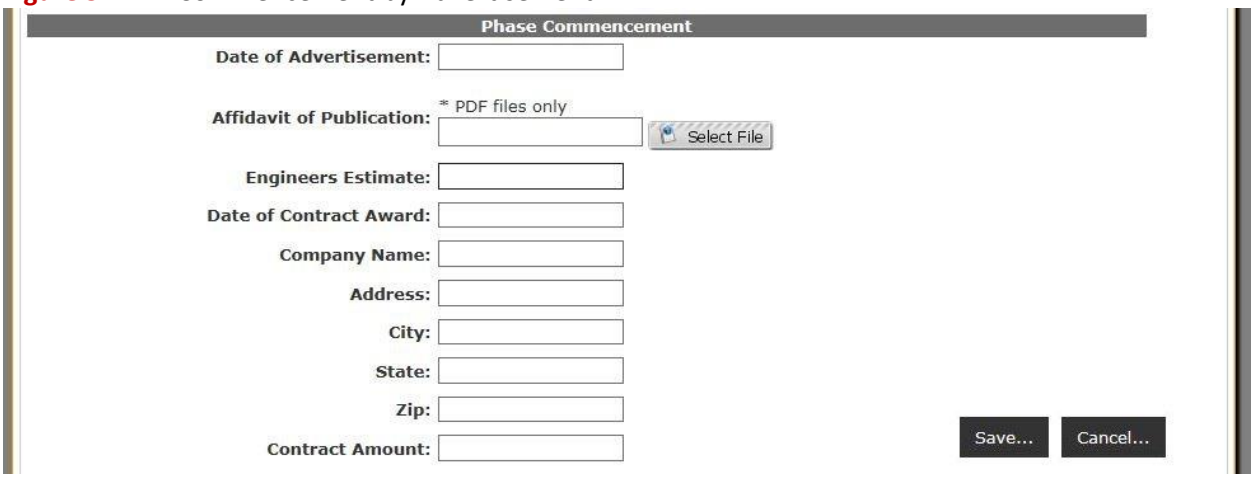
Construction officially commences (WAC 136-170-030) when either work starts (County Forces), bids are solicited from a small works roster (email or other correspondence), or advertisement for construction bids is published (Affidavit of Publication). Upon any of these events, fill in the bottom half of the "Phasing Plan and Commencement" table for County Forces construction (Figure 5.H.1), or for Contract Construction (Figure 5.H.2). (Small Works Roster work is similar to Competitive Bid)

Figure 5.H.1 –Commencement by County Forces



For County Force Work (Figure 5.H.1), list the date work actually started, attach a copy of billing against the County Road Fund, and fill in the engineer's estimate. "Actual Cost" will be input when work is complete. Once this is done, the county may also seek reimbursement for these costs.

Figure 5.H.2 – Commencement by Advertisement



The above form can be partially filled out to the point of Engineer's Estimate (which is known at the time of Advertisement), and saved for later input after the contractor and award amount is known.

Repeat either of the above steps for each phase listed in the Phase Plan (Figure 5.G.2). Once a phase has commenced it can no longer be modified under the "Phase Plan" screen.

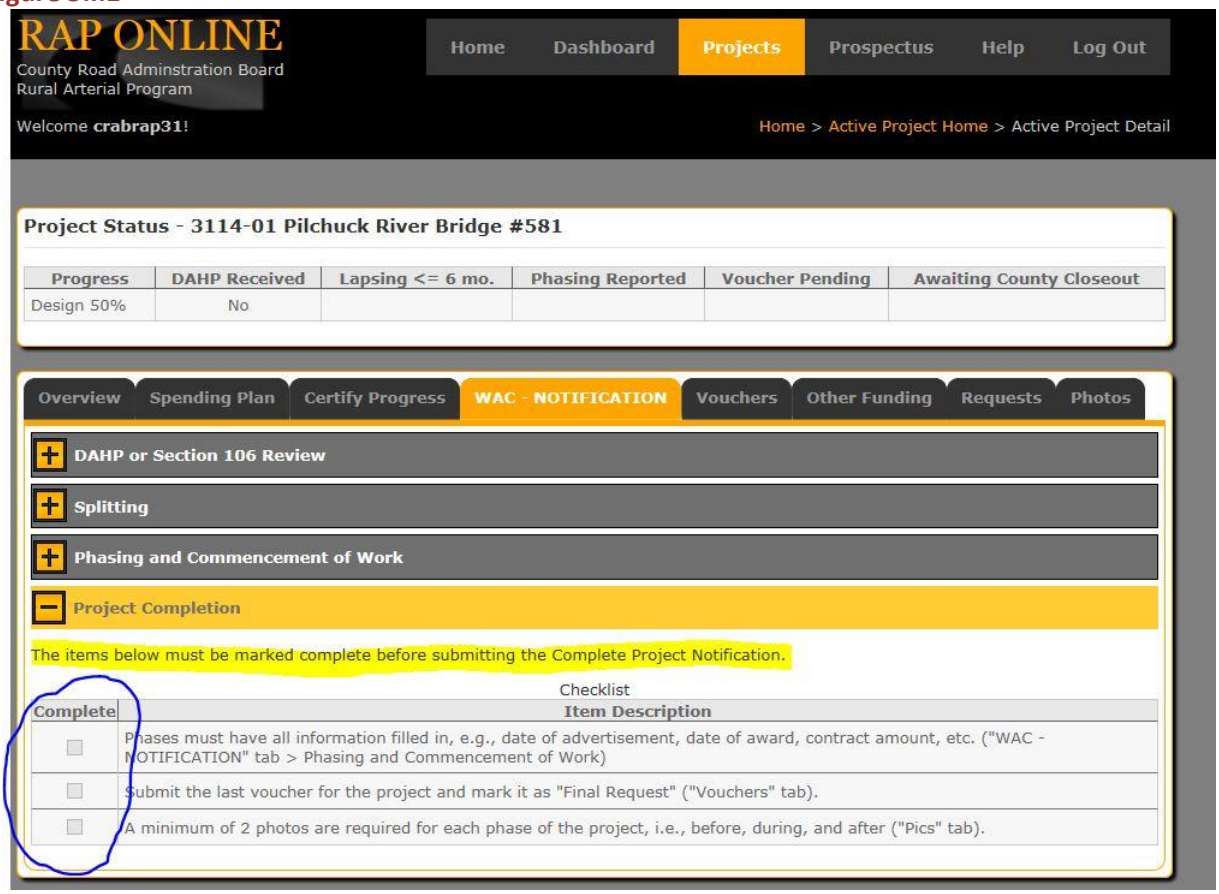
i. Project Completion Notification

Three things are required prior to completing (closing out) a project in RAP Online.

1. All construction phases must have complete information.
2. A voucher must be marked as "Final Request" (See Section 5.F below on Vouchers).
3. Two photos are required for each of the before, during, and after phases.

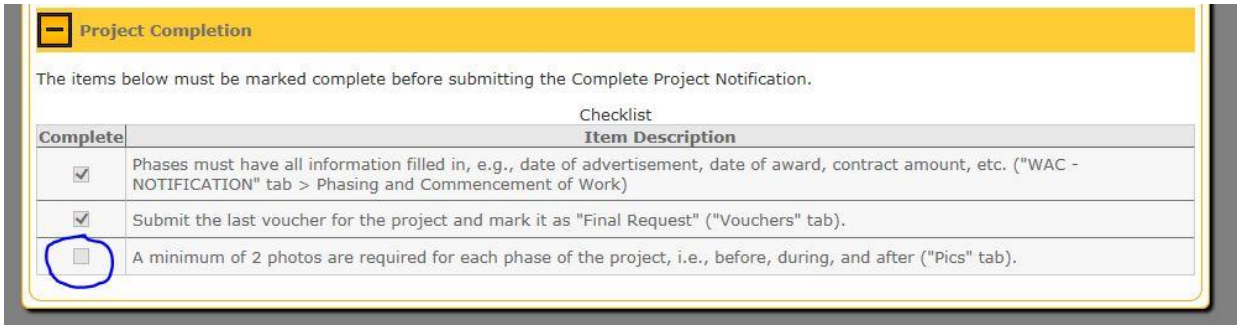
To view completion status of an active project, select "View Detail" from a project on the Active Projects list. Select the "WAC – Notification" tab then "+" adjacent to "Project Completion". If any of the items are lacking, the following status table (Figure 5.I.1) will appear.

Figure 5.I.1



Any unfinished items will remain unchecked (Figure 5.I.2)

Figure 5.I.2

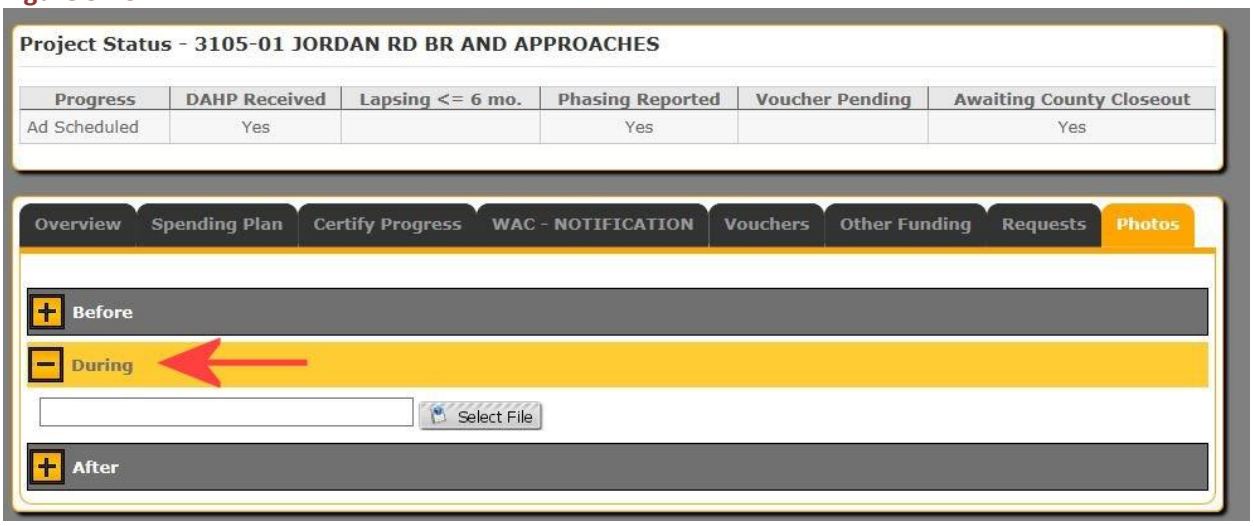


The project is lacking photos. Select "Photos" in the Project Status screen.

Note: Project photos are valuable in communicating to parties not familiar with the project the importance that the project has. CRAB asks that a minimum of two photos for each phase (before, during, and after) be uploaded in RAP Online prior to closing out the contract. "After" photos that show the same perspective and location as the original "Before" photos are best at depicting improvements.

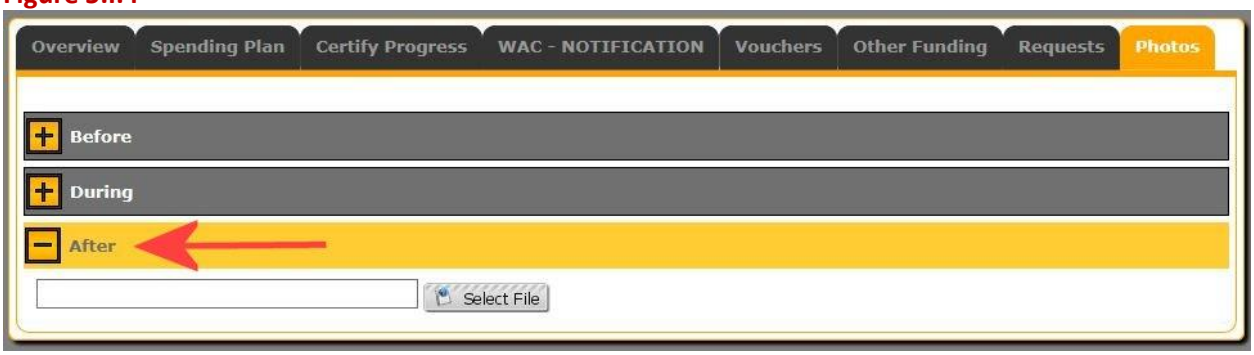
These photos are displayed with the project narrative and RAP funding details on CRAB's website. This information is used by legislature and the public who are interested in county road projects and funding.

Figure 5.I.3



In the above example, "During" (Figure 5.I.3) nor "After" (Figure 5.I.4) photos have not been added.

Figure 5.I.4

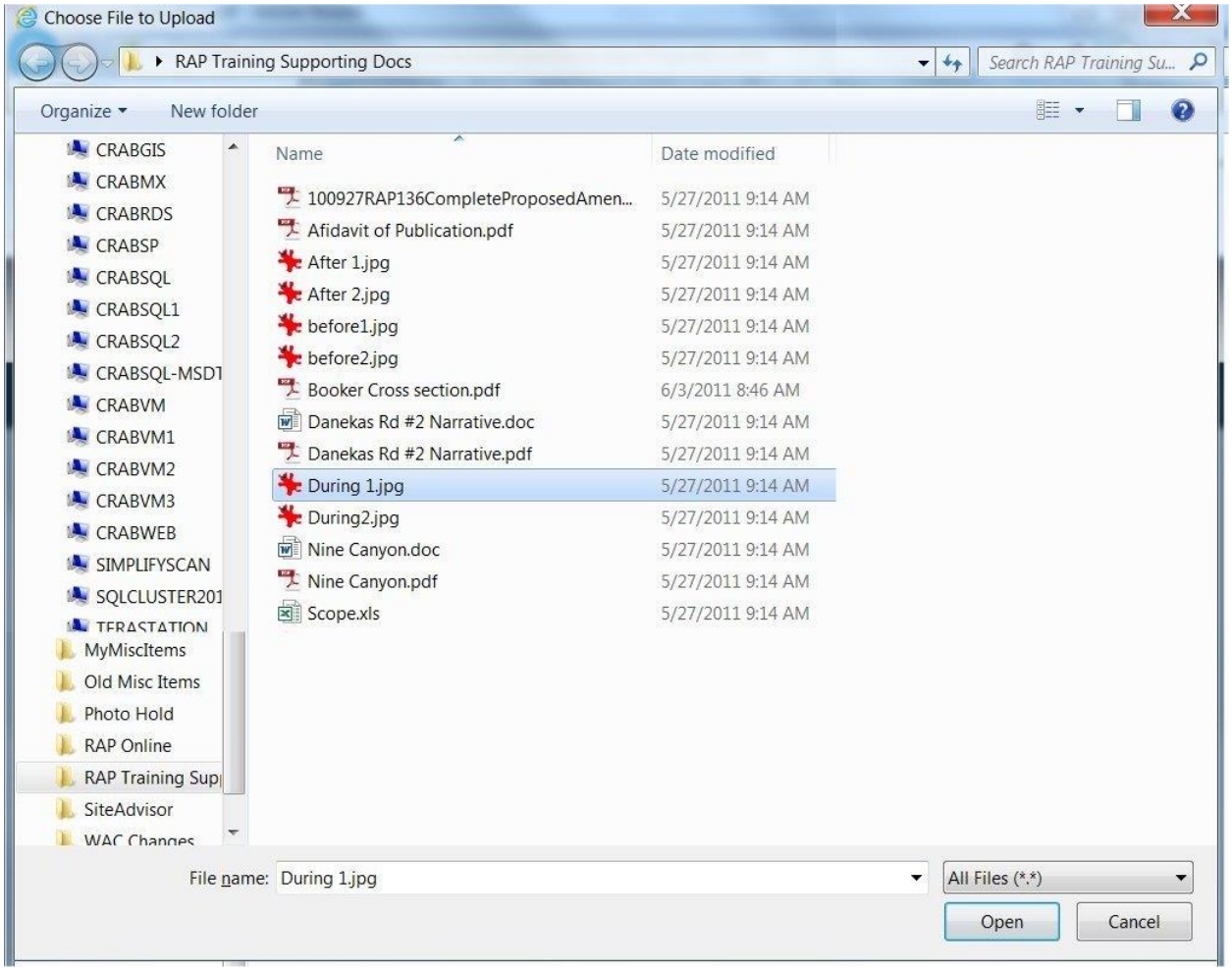


In both cases, select the "Select File" button to add a minimum of two "During" and two "After" photos.

Uploading Photos

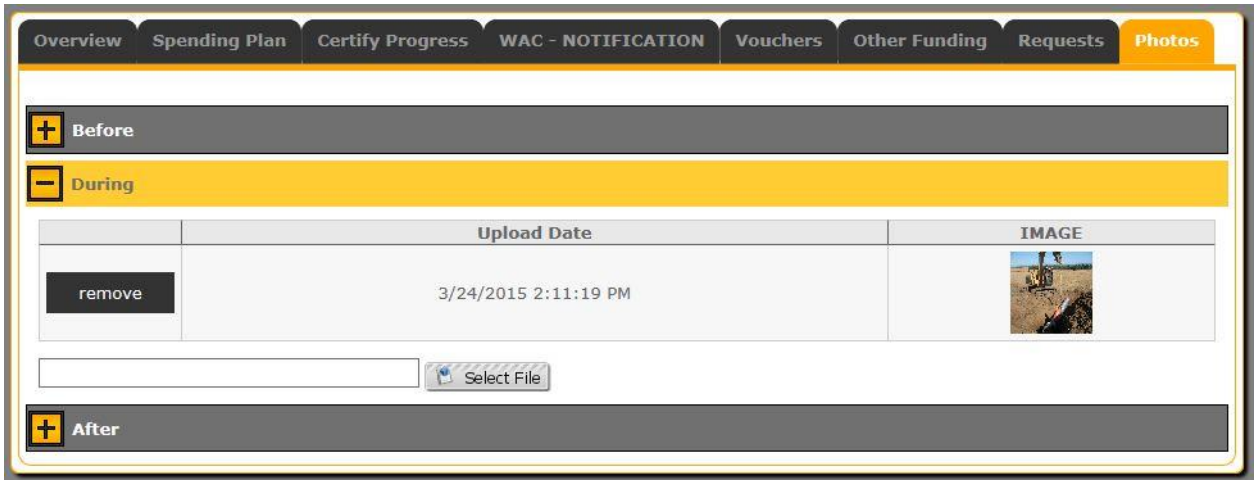
1. Click the "Select File" button Figure 5.I.4.
2. A Window opens at a folder on your computer in search of the file (photo) you wish to attach.

Figure 5.I.5



3. Double click on the file or click on the file and select the "Open" option button

Figure 5.I.6



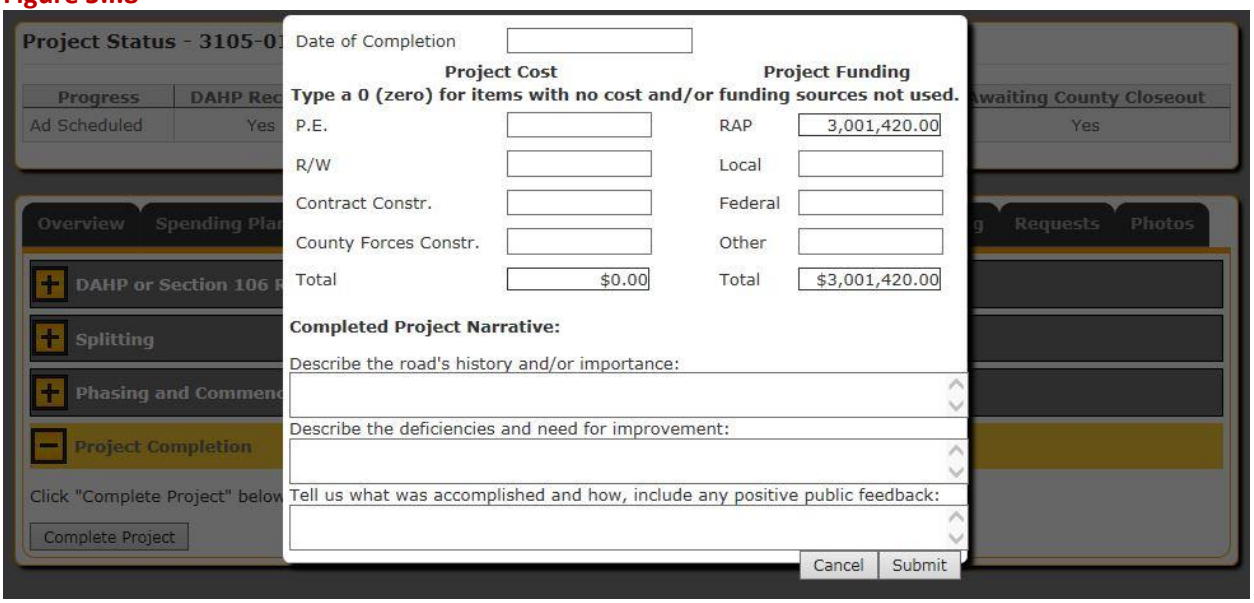
4. The file has uploaded (Figure 5.I.6) and can be removed. More photos can be added. A minimum of 2 are required for each of Before, During and After Construction.
5. Follow the same process for "After" photos by clicking the "+" next to the "After" bar.

After all three required items: final voucher, phase and construction status, and photos are complete, the county has the opportunity to fill out the completion information. At the Project Status/WAC Notification window, or the Home Page a "Complete Project" button is now available (Figure 5.I.7).

Figure 5.I.7

Select "Complete Project" and the following dialogue box (Figure 5.I.8) opens.

Figure 5.I.8



1. Enter the date of completion (last phase for multiple phased construction)
2. Provide the total project cost for preliminary engineering/design, right of way expenditures, contract construction (both competitive bid and small works roster), and the county forces construction costs.
3. Provide the total funding received from local sources, federal sources, and other sources (RAP funding is provided, do not include with other).
4. The total costs and total funding should be equal.
5. Provide a final narrative. Describe the history and importance of the road, the deficiencies needing to be improved, and how the improvements were accomplished.
6. After supplying the information click the “Submit” button.

7. Upon submitting the completed project notification, the screen will be updated displaying the information provided (Figure 5.I.9). The CRAB Grant Programs Manager will review and process the notification. After Completion is done, the Grant Programs Manager will review the information, make any adjustments needed (in consultation with the county) and move the project from active project status to the Archive database.

Figure 5.I.9

Project Completion

This project is pending review of the CRAB Grant Programs Manager before being marked as completed and moved to the archive.

Completion of Project Notification

Date of Completion 3/12/2015

Project Cost		Project Funding	
P.E.	$20,000.00	RAP	$3,001,420.00
R/W	$1,550,000.00	Local	$500,000.00
Contract Constr.	$1,000,000.00	Federal	$500,000.00
County Forces Constr.	$1,431,420.00	Other	$0.00
Total	$4,001,420.00	Total	$4,001,420.00

Completed Project Narrative:

Very Important industrial route that links Vancouver B.C. with Seattle, WA.

The road was falling apart in many ways

The county straightened, flattened and widened the road. Local road users are glad they can now travel safely and efficiently.

j. Vouchers slide 29

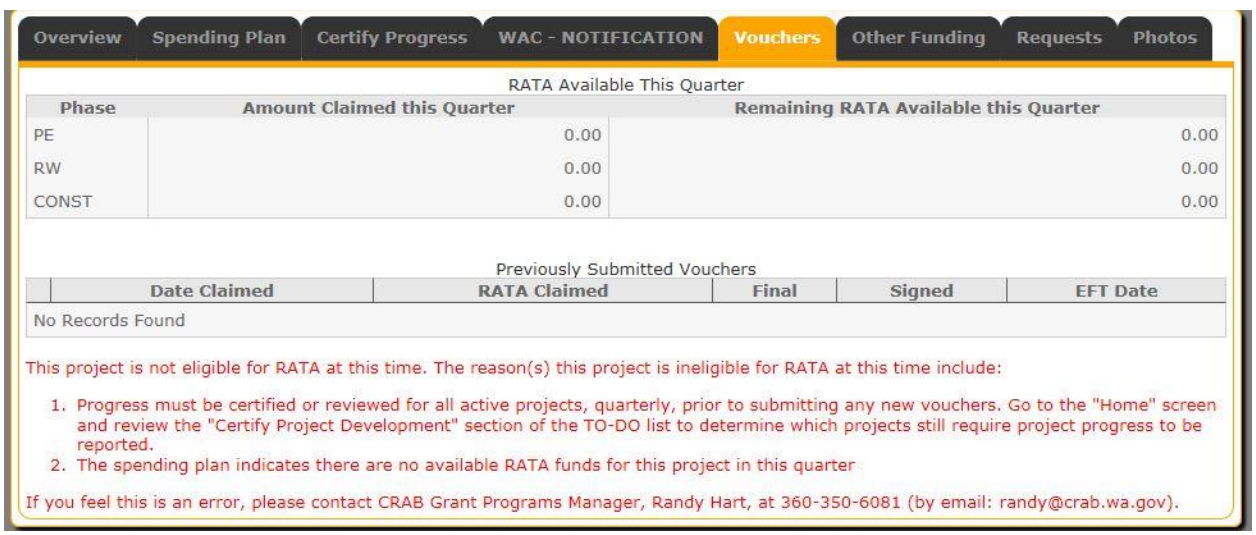
RAP project costs are reimbursed by submitting a voucher form within RAP Online. Submitting the first voucher for a project will satisfy the design milestone criteria preventing design lapsing (within a year after funding). There are several requirements that must be satisfied in order to process a voucher for a project.

1. Every quarter the RAP spending plan must be acknowledged prior to submitting vouchers.
2. Every quarter Project Progress must be certified (See Certify Progress) by the count engineer.
3. Any recently submitted signed vouchers must be received and be processed by the CRAB Grant Programs Manager prior to the next voucher being submitted.
4. No additional vouchers can be submitted after the county has marked a previous one as final.
5. A voucher is automatically designated "final request" when all RATA authorized has been claimed.
6. Vouchers cannot be submitted for a project that does not have funds set up in the current quarter RAP Spending plan (users can request adjustment of spending plan at any time).
7. A voucher cannot be submitted for construction cost reimbursement until CRAB has been notified that a construction phase for the project has commenced (Section 5.H.2).

Submitting Project Voucher

1. Select the project from the "Active Projects – Summary" page list (Figure 5.A.3).
2. Click the "Vouchers" tab

Figure 5.J.1



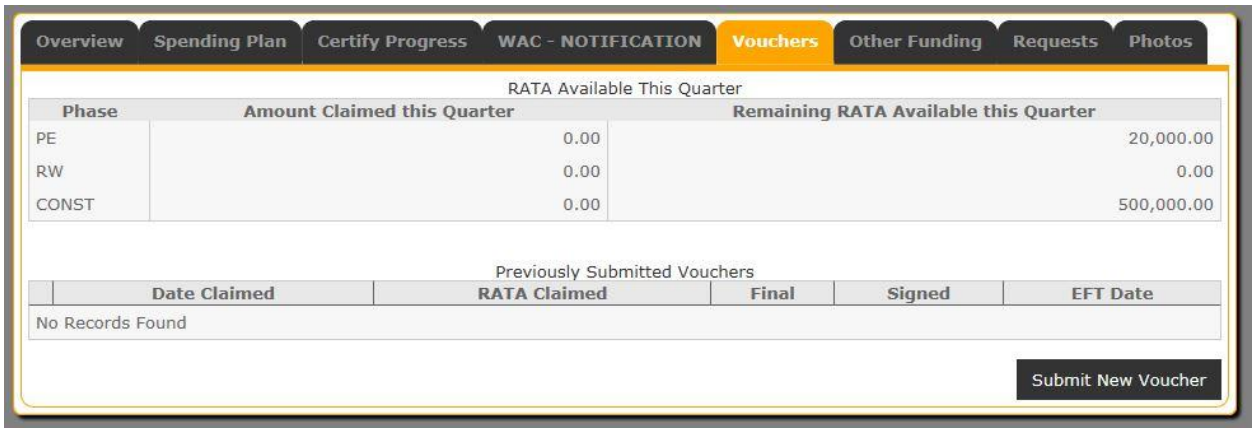
Note in Figure 5.J.1 that the voucher form does not open up for at least one, if not two, reasons:

1. At least one project has not had progress certified yet this quarter.
2. The spending plan has not been acknowledged this quarter.
3. Although not shown, an unacknowledged spending Plan will also prevent vouchers from being processed.

Since we've already covered those topics, hopefully the user won't encounter this information often.

After certification and has been done for all projects, the spending plan has been adjusted (making funds available in the current request quarter) and acknowledged, the window in Figure 5.J.2 will appear.

Figure 5.J.2



3. Click the "Submit New Voucher" button.

4. The voucher dialog will open to show that either; Figure 5.J.3 - construction has not commenced and construction reimbursement is not allowed, or Figure 5.J.4 - construction has commenced and construction reimbursement is allowed.

Even though the engineer may have certified that an advertisement date was set, Figure 5.J.3 states the project is not eligible for CN reimbursement. When commencement of work is added in the Phase Plan Commencement of Work tab (see **Figure 5.H.2**) the voucher can be opened to claim construction charges (Figure 5.J.4).

Figure 5.J.3 – Const. has not started

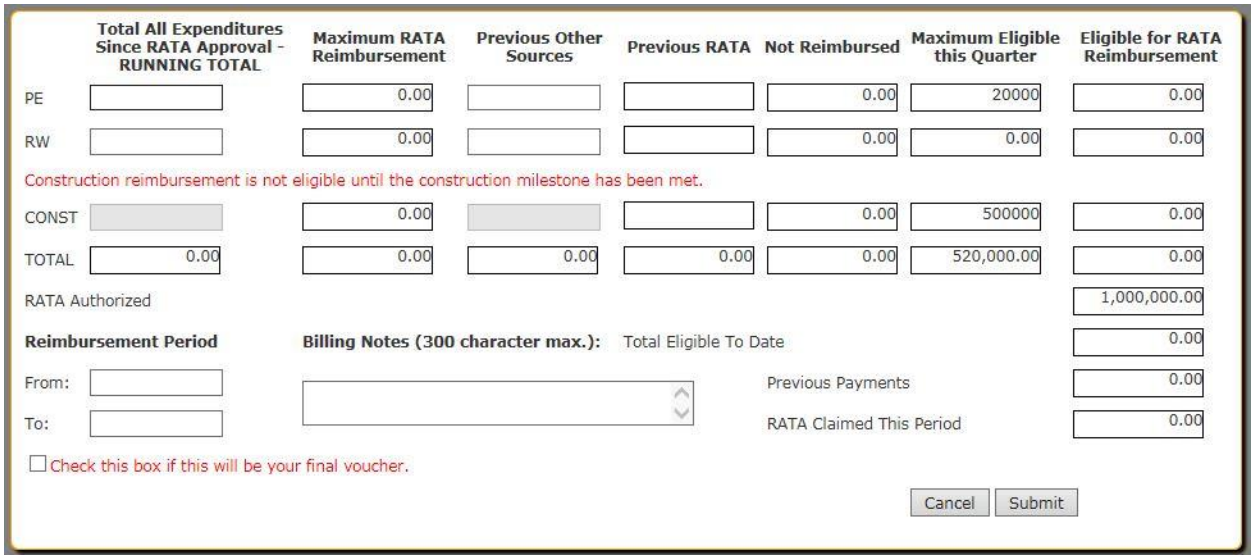


Figure 5.J.4 – Const. has started and Const. costs can be claimed.

	Total All Expenditures Since RATA Approval - RUNNING TOTAL	Maximum RATA Reimbursement	Previous Other Sources	Previous RATA	Not Reimbursed	Maximum Eligible this Quarter	Eligible for RATA Reimbursement
PE		0.00			0.00	20000	0.00
RW		0.00			0.00	0.00	0.00
CONST		0.00			0.00	500000	0.00
TOTAL	0.00	0.00	0.00	0.00	0.00	520,000.00	0.00
RATA Authorized							1,000,000.00
Reimbursement Period		**Billing Notes (300 character max.):**		Total Eligible To Date			0.00
From:					Previous Payments		0.00
To:					RATA Claimed This Period		0.00

☐ Check this box if this will be your final voucher.

Cancel Submit

5. Only two columns require input. The first is the "Total All Expenditure Since RATA Approval…" Enter this total in the row of the appropriate phase, i.e., preliminary engineering (PE), right of way (RW), and project construction (CONST). The other column to enter dollar values is "Previous Other Sources". Enter the total amount of funding other than RAP (if any) received for each phase (PE, RW, and CONST).

   …Note, if other funding is anticipated but not available at this time, entering an anticipated amount ahead of time in "Previous Other Sources" creates a **place holder** for it, and restricts the amount of RATA that is allowed on this voucher. If, at a later time however, the other funds become unavailable, the column can then be zeroed out, and previous unclaimed available RATA will be automatically added back in, as long as there are funds available in the spending plan.

6. The maximum amount of RAP eligible dollars is calculated in column two, "Maximum RATA Reimbursement…(90%)"
7. The amount of previous costs reimbursed from the RAP fund is available in column four, "Previous RATA."
8. The amount not reimbursed (by any sources) is listed in column five, "Not Reimbursed."

9. Column six lists the maximum amount that RAP will reimburse this quarter. This number is supplied from the RAP spending plan which can be adjusted (by request) to assure all eligible costs are claimed.

Figure 5.J.5

	Total All Expenditures Since RATA Approval - RUNNING TOTAL	Maximum RATA Reimbursement	Previous Other Sources	Previous RATA	Not Reimbursed	Maximum Eligible this Quarter	Eligible for RATA Reimbursement
PE	2500	2,250.00	1500		1,000.00	20000	1,000.00
RW	1500	1,350.00	50		1,450.00	0.00	0.00
CONST	345255.12	310,729.61	250000		95,255.12	500000	95,255.12
TOTAL	349,255.12	314,329.61	251,550.00	0.00	97,705.12	520,000.00	96,255.12
RATA Authorized							1,000,000.00
Reimbursement Period		**Billing Notes (300 character max.):**		Total Eligible To Date			96,255.12
From:	12/31/2014				Previous Payments		0.00
To:	1-10-2015				RATA Claimed This Period		96,255.12

☐ Check this box if this will be your final voucher.

Cancel Submit

10. Column seven will list the RAP eligible for reimbursement by submitting this voucher.
11. Enter the date range that the expenditures accrued under "Reimbursement Period."
12. Provide any necessary billing notes.
13. If this voucher is to be the final billing to RAP then check the box labeled "Check this box if this will be your final voucher."
14. Click the "Submit" button.
15. The voucher will appear in the "Previously Submitted Voucher" list (Figure 5.J.6) with the box in the "Signed" column unchecked. This box will remain unchecked until the CRAB Grant Programs Manager receives and processes the hard copy voucher <u>signed by a certified PE and an independent reviewer</u>.

Figure 5.J.6

Overview | Spending Plan | Certify Progress | WAC - NOTIFICATION | Vouchers | Other Funding | Requests | Photos

RATA Available This Quarter

Phase	Amount Claimed this Quarter	Remaining RATA Available this Quarter
PE	1,000.00	20,000.00
RW	0.00	0.00
CONST	95,255.12	500,000.00

Previously Submitted Vouchers

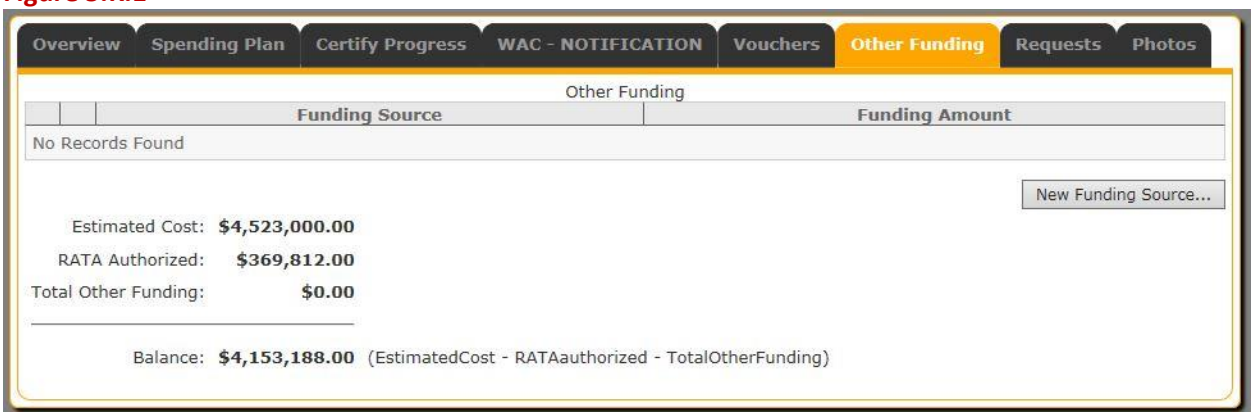
	Date Claimed	RATA Claimed	Final	Signed	EFT Date
view/print	03/20/2015	$96,255.12	☐	☐	

16. To print the voucher for signature, click "view/print" next to the appropriate voucher.
17. A printable PDF version of the voucher will be generated for signatures (2 required) and mailing to CRAB.

k. Other Funding

Often legislators have asked for information describing the mix of multiple funding sources, county state and federal, on RAP projects. The "Other Funding" tab provides this information. Clicking the "Other Funding" tab opens the form shown in Figure 5.K.1.

Figure 5.K.1

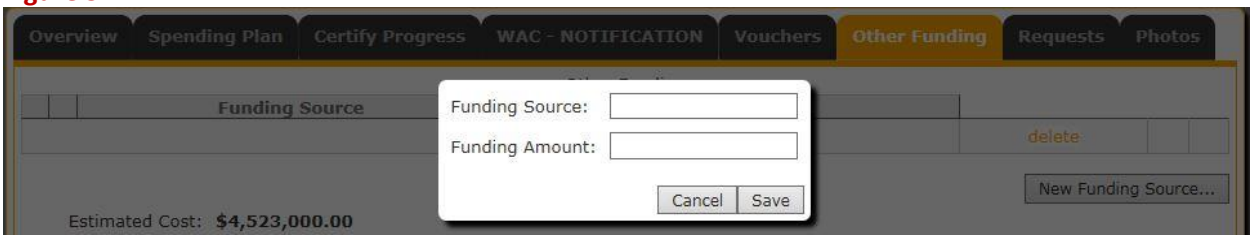


Most often the Other Funding includes:

- County funds that have not been shown yet.
- Federal Funds that have not been approved or otherwise shown.
- Additional RATA funds awaiting approval at a later CRABoard meeting.

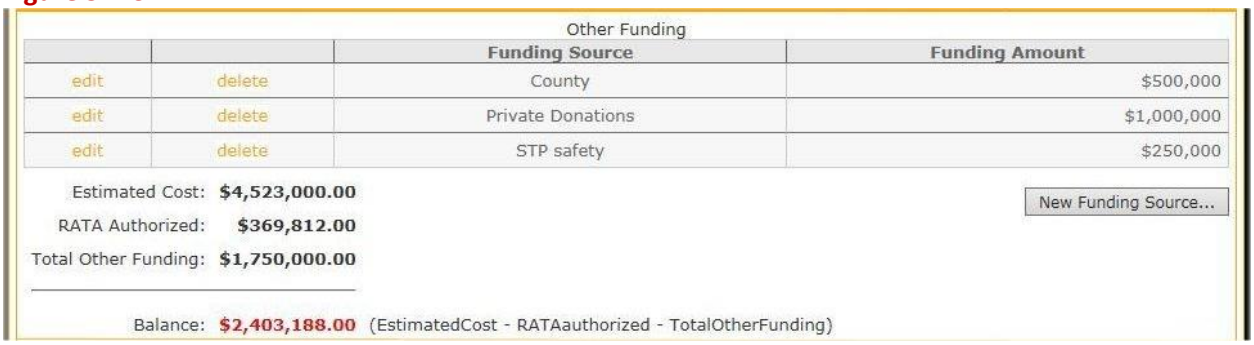
Click on the "New Funding Source" button. The dialogue box shown in Figure 5.K.2 will be opened.

Figure 5.K.2



Every time the "New Funding Source" button is used, new funds can be added so the result will look like Figure 5.K.3.

Figure 5.K.3



Note that there is still room for defining $2,403,188 in funding sources, and that any of the other sources can be edited or deleted. The balance on the Total Other Funding tab should equal $0.00.

I. Requests

Scope Change, Increase, and Waiver of Payback requests require forms to be submitted to CRAB that are available on the CRAB Library at http://www.crab.wa.gov/Library/forms.cfm#1_2. By clicking any of the request items (Figure 5.L.1), the appropriate form can be uploaded (after saving it on your computer or network) into RAP Online and filled out by the county. Once uploaded, an email will automatically be sent to notify CRAB. The Grant Programs Manager can review the form and advise the county to prepare the request cover letter for full consideration of the request. The Waiver request form and associated cover letter require County Commissioner/Executive signatures. The Current Engineer's Estimate is a form the county provides in order to be eligible for a project increase.

Figure 5.L.1

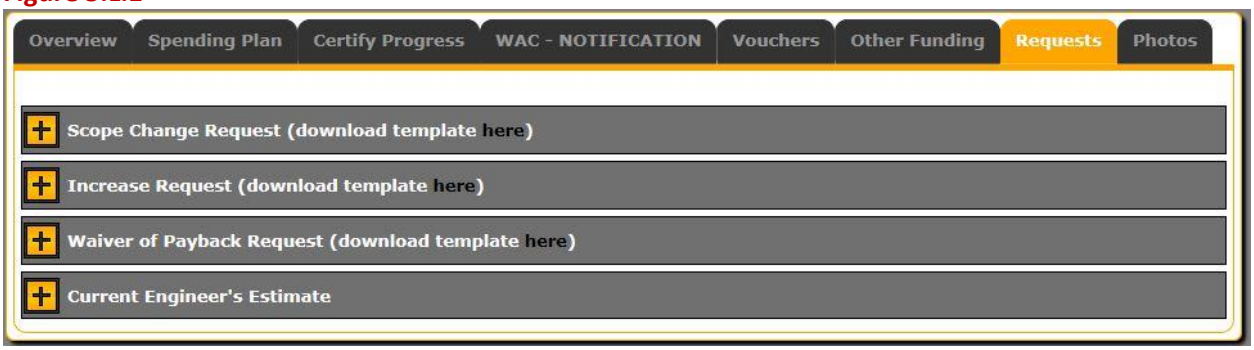
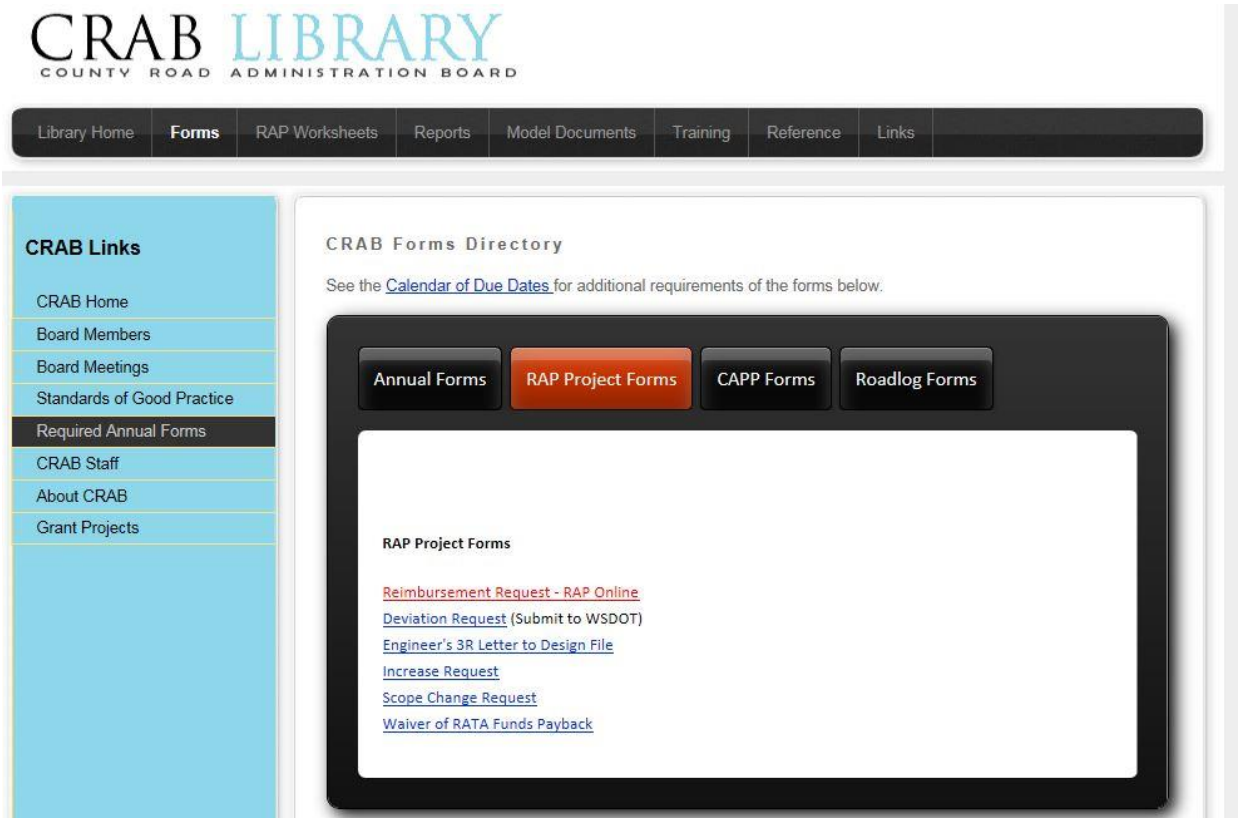


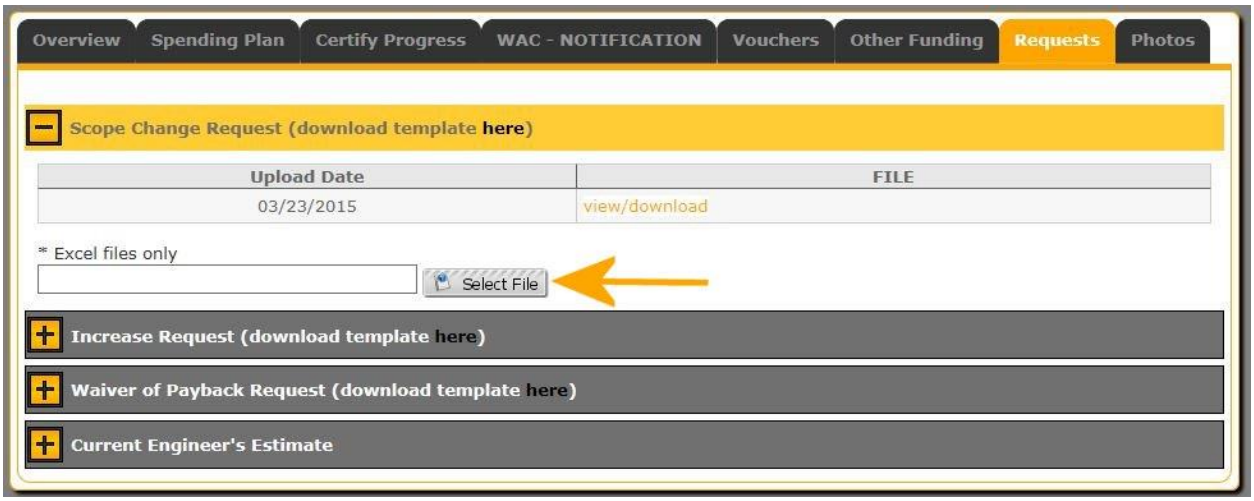
Figure 5.L.2



m. Scope Change Requests

1. Select the "RAP Project Forms" tab (Figure 5.L.2)
2. Select "Scope Change Request" and "Save" the form onto your computer or network, making note its name and folder location.
3. From RAP Online "Projects/Active Projects" select the project that needs the scope change from the "Active Projects - Summary" list (Figure 5.A.3).
4. Select the "Requests" tab (Figure 5.L.1).
5. Select the "+" next to Scope Change Request.
6. Click the "Select File" button (Figure 5.L.3)

Figure 5.L.3



7. Go to the folder containing the saved Scope Change Request file and select or open it.

8. A hyperlink will appear labeled "view Download". To view the attached scope change form click the link (Figure 5.L.3).

9. An email will be sent the CRAB Grant Programs Manager notifying them of the intent to change scope. Before the request can be granted the request form must be printed and signed as indicated, then mailed to CRAB.

n. Increase Requests

This request follows the same process as for Scope changes except that all increase requests must be brought to a quarterly CRABoard meeting for consideration.

1. Select the "RAP Project Forms" tab from the CRAB Library (Figure 5.L.2)
2. Select "Increase Request" and "Save" the form onto your computer or network, making note its name and folder location.
3. From RAP Online "Projects/Active Projects" select the project that needs the scope change from the "Active Projects - Summary" list (Figure 5.A.3).
4. Select the "Requests" tab (Figure 5.H.1).
5. Select the "+" next to the Increase Request bar.
6. Click the "Select File" button (Figure 5.H.3)

o. Waiver of Payback of RATA funds

Uploading the form for waiver requests follows the same process as for Scope changes and increases (see Figures F.H.1, 2 and 3 above). Waiver requests however, can be submitted only after the County Commissioner/Executive has submitted a letter to the CRAB director withdrawing the project. The commissioner/executive must sign the letter and the Waiver Request Form. These can be submitted at the same time. Waiver requests are heard and considered by the CRABoard at one of its' quarterly meetings.

p. Current Engineer's Estimate

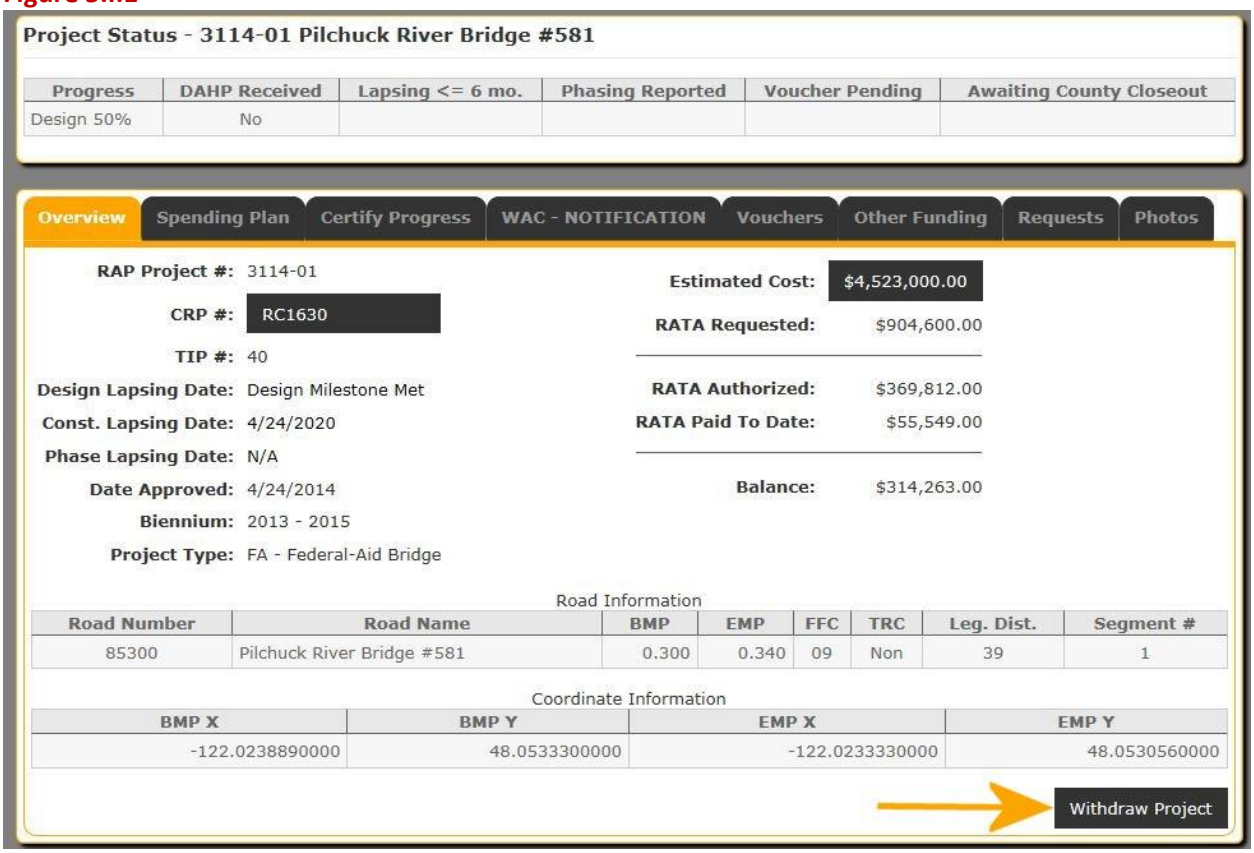
In order to be eligible for a cost increase, should the need arise, the county must provide a current Engineer's Cost Estimate (no earlier than 3 months prior to anticipating commencement of construction) to CRAB via RAP Online. The form is supplied by the county and needs to be in PDF format. The process for uploading is the same as the previous forms (see Figures F.H.1, 2 and 3 above) except that the form originates with the county.

q. Withdrawals

A RAP project may need to be withdrawn by the county for many reasons. To notify CRAB of the intent to withdraw a project:

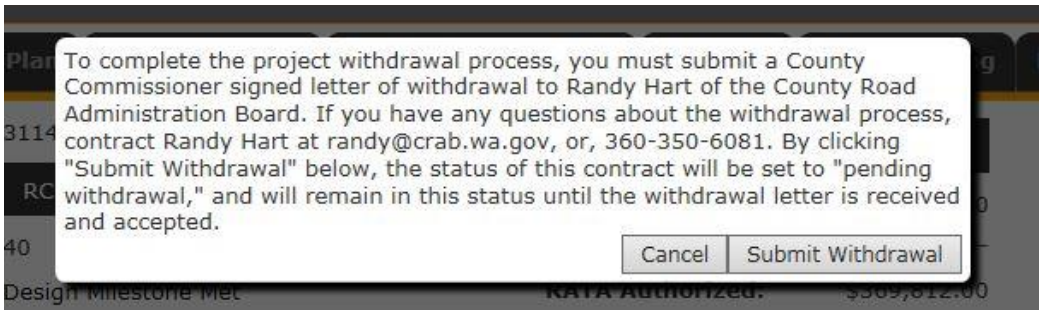
1. Select the project via the "view detail" button in the "Active Projects - Summary" list (Figure 5.A.3).
2. Click the "Withdraw" button at the bottom right corner of the Project Status/Overview page (Figure 5.I.1).

Figure 5.I.1



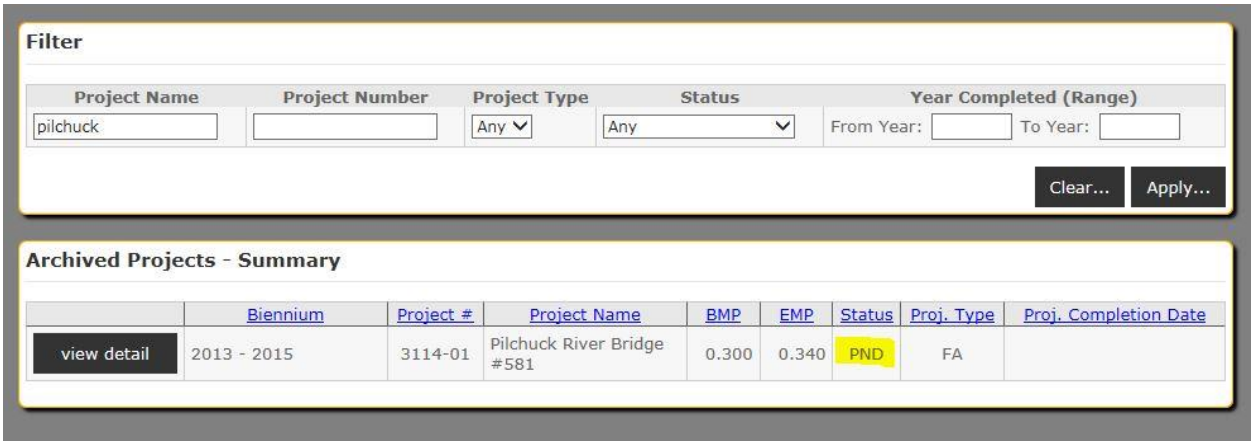
3. A confirmation dialog will appear explaining how to continue with the withdrawal process (Figure 5.I.2). After reviewing the information click the "Submit Withdrawal" button to continue.

Figure 5.I.2



4. The contract for the project will be changed from a status of “Active” to a status of “Pending Withdrawal” and moved to the Archive for the time being. The project will no longer be available in active contract management, but can be viewed (Figure 5.I.3) in the contract archive. (Section 6)

Figure 5.I.3



5. When the project withdrawal is completely processed (official) the status of the Archived project will become “Withdrawn” and coded as “WTH”. Prior to official withdrawal the process can be canceled and the contract can be returned to an “Active” status by contacting the CRAB Grant Programs Manager and making the request, before CRAB receives the withdrawal letter from the elected authority.

6. **Archive**

a. Project Archive:

Original project records are moved to the Archive when the project is either:

Completed (coded as “COM”), or

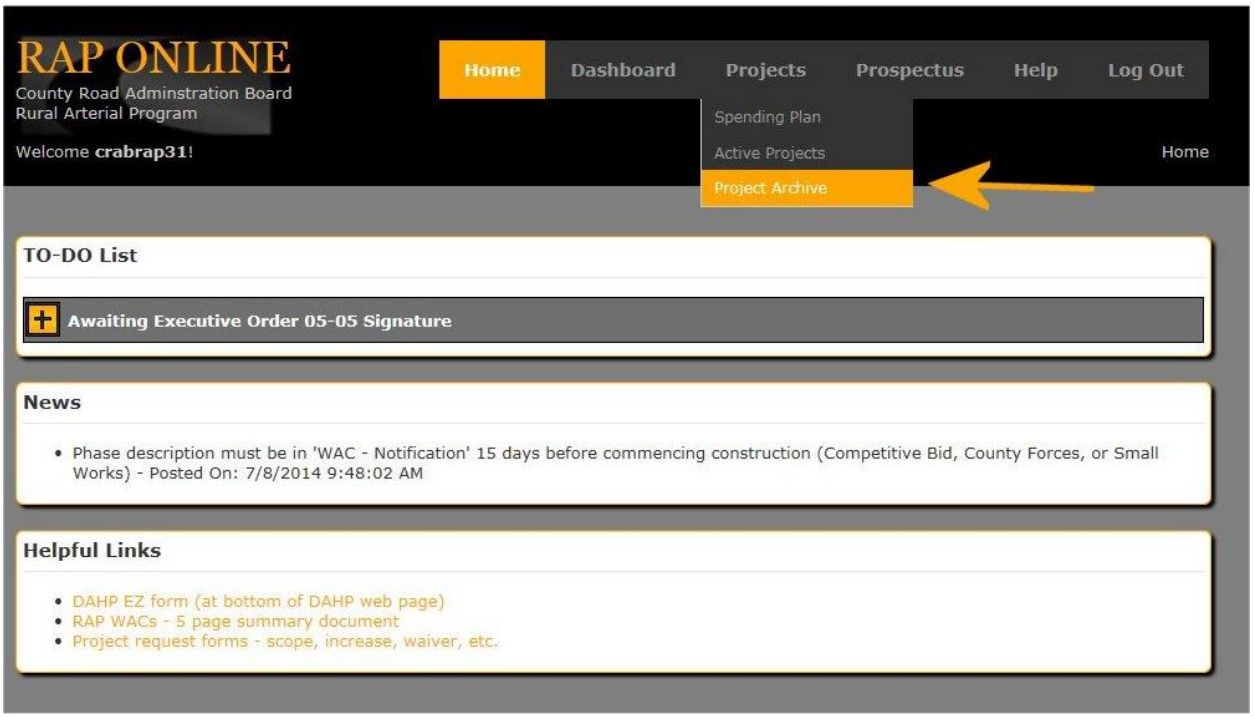
Withdrawn (coded as “WTH”), or

Supplemented by a scope change, increased funding or other amendment (coded as “SUP”), or

Combined with a more recently approved and adjacent RAP Project (coded as “CMB”).

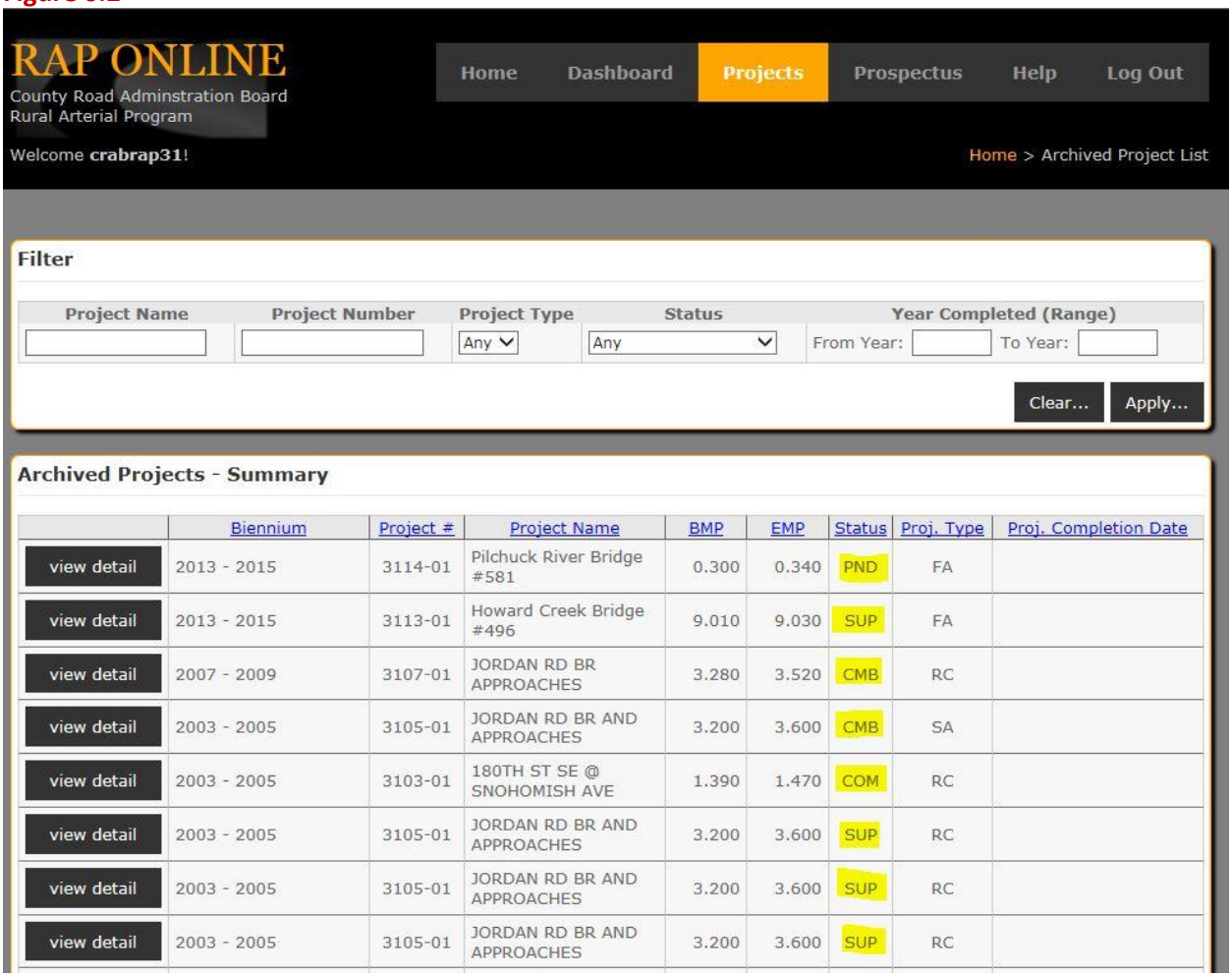
Select the “Projects Archive” button from the Projects menu tab of the Home screen as shown in Figure 6.1

Figure 6.1



Because the Pilchuck River Bridge, for example, was selected for withdrawal, and the process has not been completed via a letter from the commissioner/executive, the status of the project is pending (PND) see Figure 6.2.

Figure 6.2



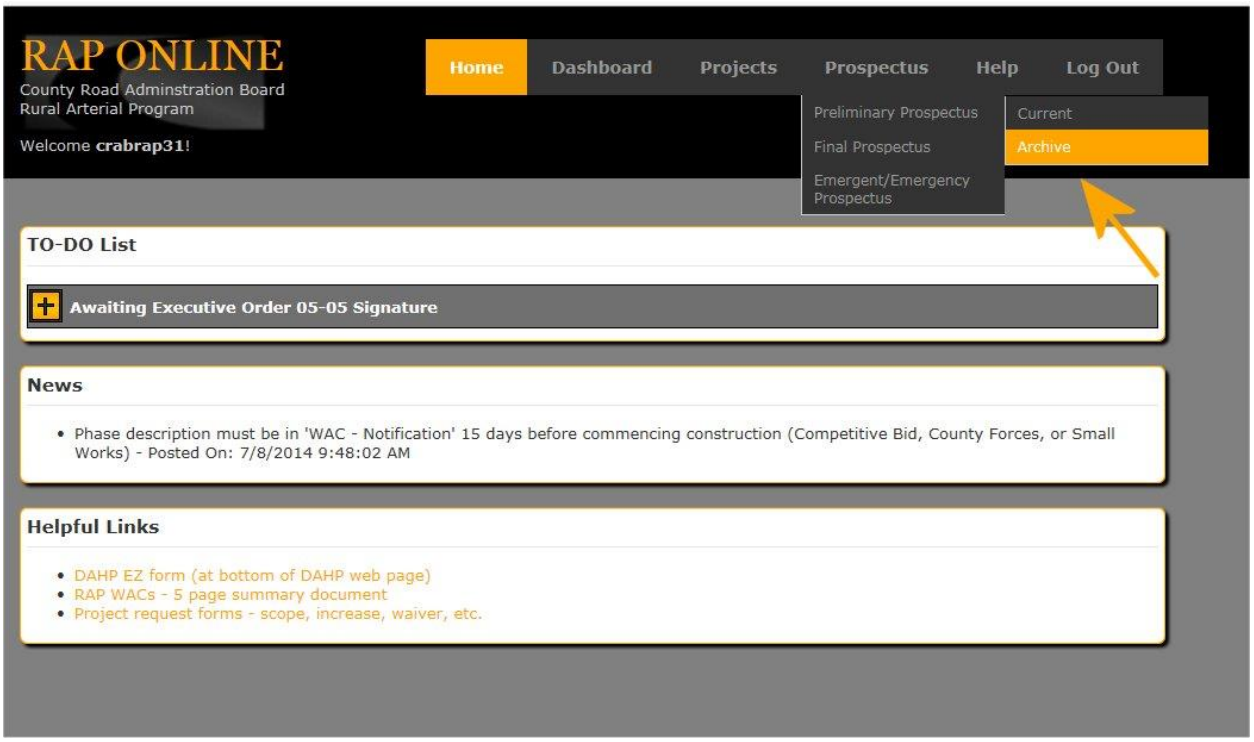
	Biennium	Project #	Project Name	BMP	EMP	Status	Proj. Type	Proj. Completion Date
view detail	2013 - 2015	3114-01	Pilchuck River Bridge #581	0.300	0.340	PND	FA	
view detail	2013 - 2015	3113-01	Howard Creek Bridge #496	9.010	9.030	SUP	FA	
view detail	2007 - 2009	3107-01	JORDAN RD BR APPROACHES	3.280	3.520	CMB	RC	
view detail	2003 - 2005	3105-01	JORDAN RD BR AND APPROACHES	3.200	3.600	CMB	SA	
view detail	2003 - 2005	3103-01	180TH ST SE @ SNOHOMISH AVE	1.390	1.470	COM	RC	
view detail	2003 - 2005	3105-01	JORDAN RD BR AND APPROACHES	3.200	3.600	SUP	RC	
view detail	2003 - 2005	3105-01	JORDAN RD BR AND APPROACHES	3.200	3.600	SUP	RC	
view detail	2003 - 2005	3105-01	JORDAN RD BR AND APPROACHES	3.200	3.600	SUP	RC	

The original contracts for both the Jordan Road Bridge, and the Jordan Road BR Approaches were combined together into a new project – "Jordan Road Br and Approaches". This amendment to both project contracts placed them into the Archive as Combined out – "CMB". The combined project later was amended with a scope change and increased funding (twice) so that there were three supplemented agreements coded "SUP". When the project is finally closed out it will be added to the archive as "COM" – complete.

b. Preliminary Prospectus Archive:

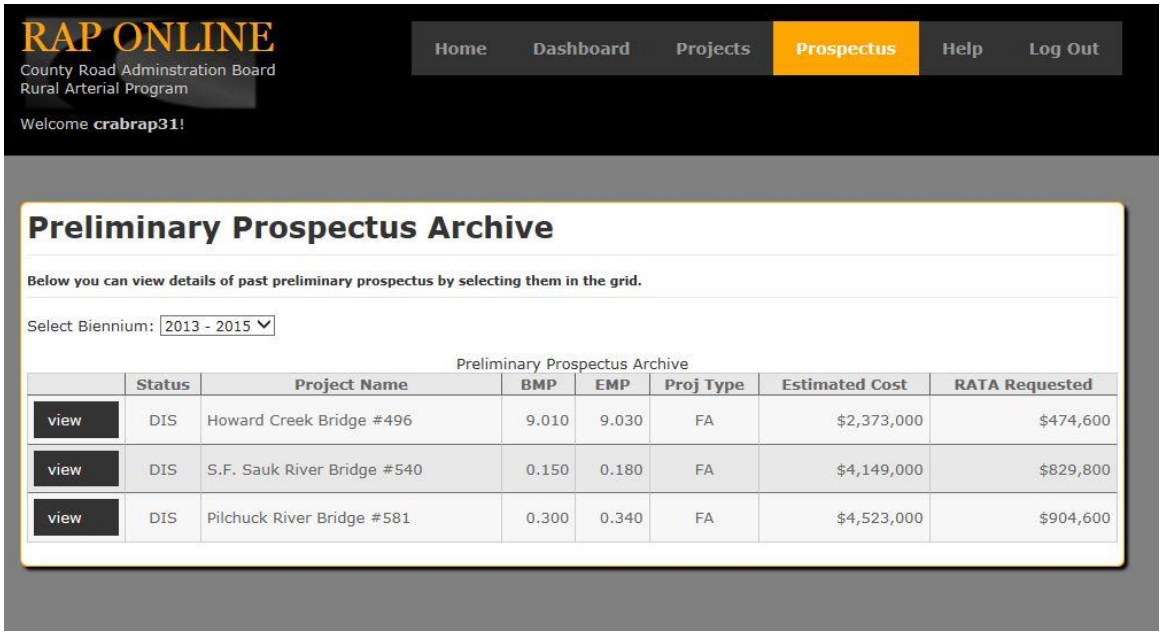
Select the “Prospectus” / “Preliminary Prospectus” / “Archive” button from the Projects menu tab of the Home screen as shown in Figure 6.3

Figure 6.3



A listing of the previous biennium submittals will appear (Figure 6.4), all are coded as DIS for Discontinued. This simply means these preliminary prospectuses are no longer active.

Figure 6.4

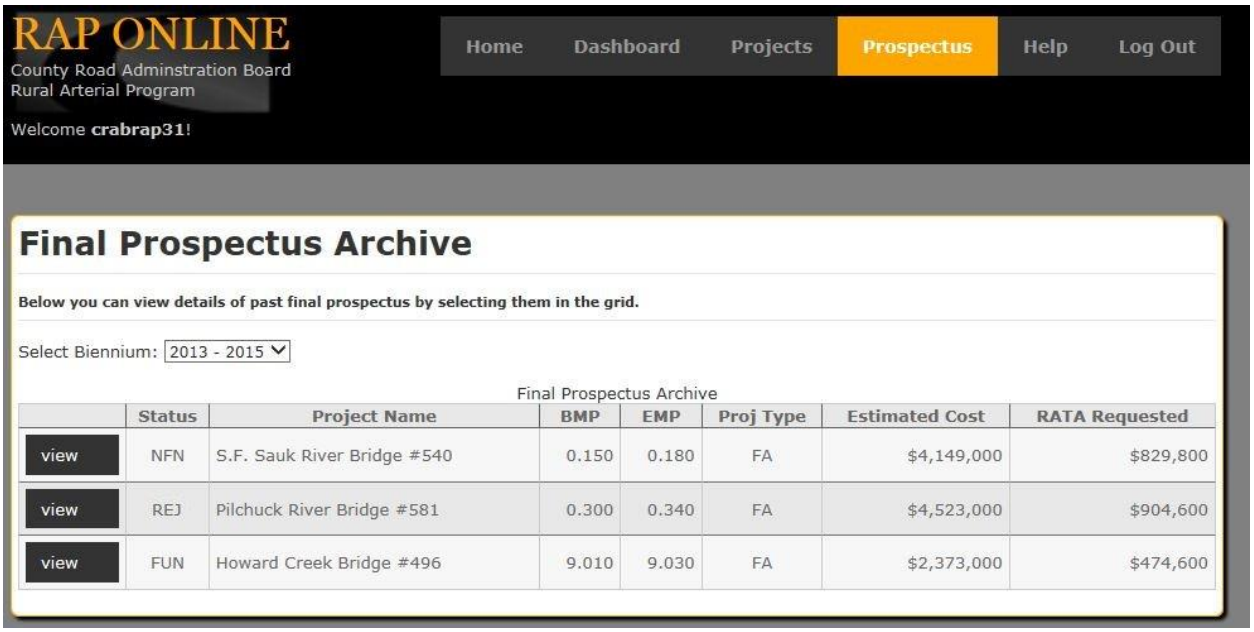


	Status	Project Name	BMP	EMP	Proj Type	Estimated Cost	RATA Requested
view	DIS	Howard Creek Bridge #496	9.010	9.030	FA	$2,373,000	$474,600
view	DIS	S.F. Sauk River Bridge #540	0.150	0.180	FA	$4,149,000	$829,800
view	DIS	Pilchuck River Bridge #581	0.300	0.340	FA	$4,523,000	$904,600

c. Final Prospectus Archive:

Final Prospectuses are found by selecting the "Prospectus" / "Final Prospectus" / "Archive" button from the Projects menu tab of the Home screen as shown in Figure 6.3. In this case prospectuses are archived after the last funding opportunity has lapsed (usually spring of an even year). The listing indicates whether the project was funded – FUN, or not funded – NFN (Figure 6.5). Rejected Prospectuses – REJ, are those that the county did not pursue because of funding constraints or that were not eligible.

Figure 6.5



	Status	Project Name	BMP	EMP	Proj Type	Estimated Cost	RATA Requested
view	NFN	S.F. Sauk River Bridge #540	0.150	0.180	FA	$4,149,000	$829,800
view	REJ	Pilchuck River Bridge #581	0.300	0.340	FA	$4,523,000	$904,600
view	FUN	Howard Creek Bridge #496	9.010	9.030	FA	$2,373,000	$474,600

Archived prospectuses cannot be moved back to active status. A fresh, new prospectus must be created if the county wants to resubmit the project again.

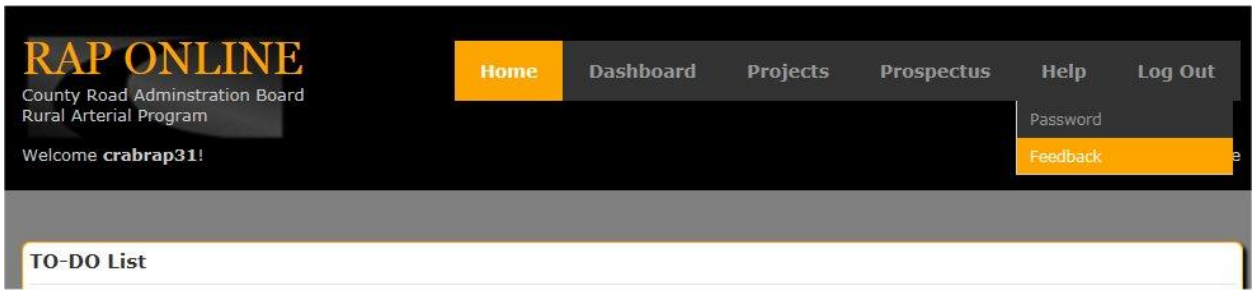
7. Feedback

Feedback from county users is critical for all CRAB developed software. The "Feedback Report" can be used to report bugs, suggest new features, or suggest enhancements to existing features. This feedback will help to ensure that RAP Online remains an efficient, effective tool in managing the Rural Arterial Program.

Submit a Feedback Report

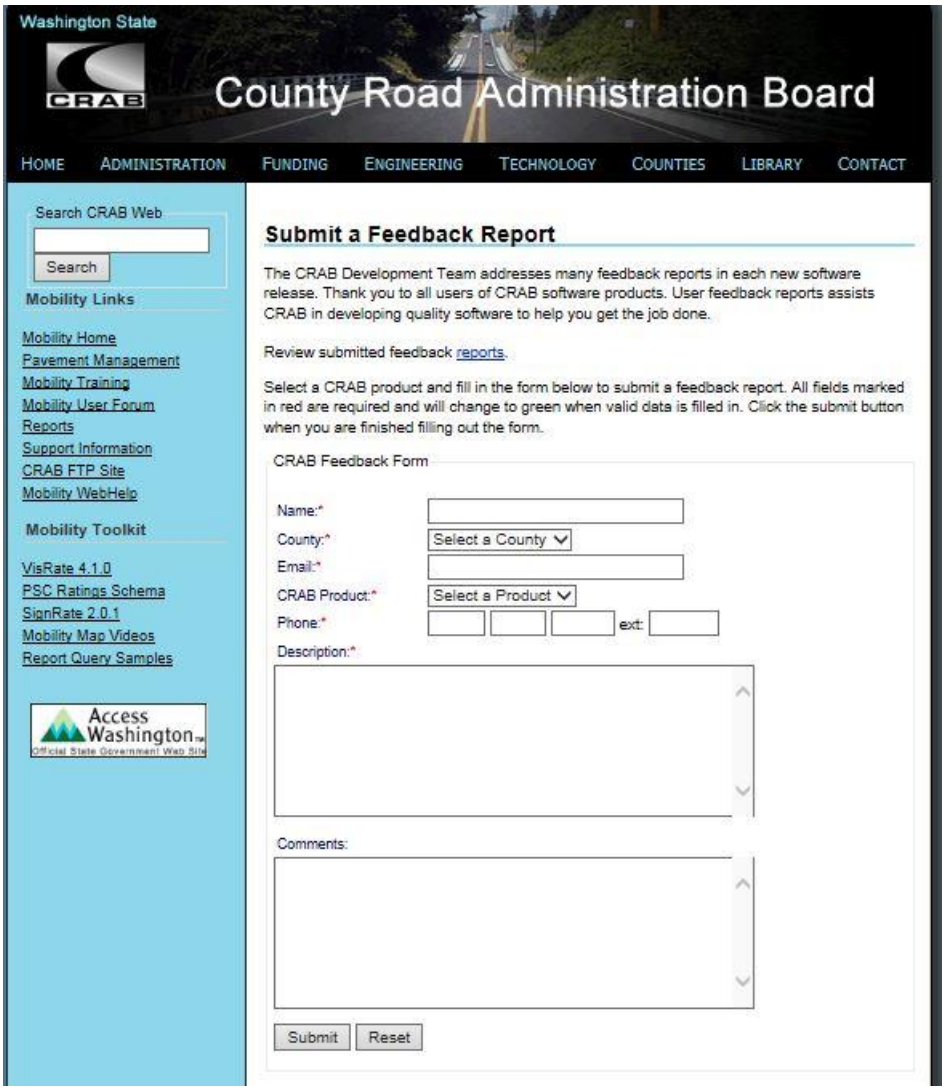
1. At the RAP Online Home Screen select the "Help" and "Feedback" menu button (Figure 7.1).

Figure 7.1



2. A new window will open the feedback submittal page (Figure 7.2) at: http://www.crab.wa.gov/Technology/Mobility/pgs/feedback_report.cfm

Figure 7.2



3. Provide your name, county, and email address (this contact information is used so CRAB IT staff can contact you for more information if necessary).

4. Select “RAP Online” from the drop down list next to “CRAB Product.”
5. Enter your phone number.
6. Enter a detailed description about the feedback you have.
7. Enter an additional comment if you have one (optional).
8. Click the “Submit” button.

CRAB I.T. Staff will get a notice of your filing a Feedback Report and will contact you for further information, if needed. Major bugs may be fixed right away while enhancements will be planned for the next upgrade of RAP online.

APPENDIX

RAP WAC Summary:

136-100 Administration of the RAP

136-130 Regional prioritization of RAP projects (one sentence per region except for bridges)

136-130-020 Priorities by project type (Recon. 3R, 2R, Intersection, Bridges and Drainage structures)

136-150 Eligibility:

County is eligible for RATA funds if:

1. Actual Expenditures for **Traffic law Enforcement** ≥ amount of diverted road levy that was budgeted for traffic law enforcement. ***Counties with a population of less than eight thousand are exempt from this requirement.***
2. **Fish Barrier removal** - Road Fund costs outside County R/W
   a. ≤ 25% of total project cost on any one project.
   b. ≤ 0.5% of the county's total annual road construction budget;
3. All road funds that have been transferred to other funds have been used for legitimate road purposes;
4. Revenues collected for road purposes have been expended on **other governmental services** only after authorization from the voters of that county under RCW 84.55.050; and
5. County road levy funds have been expended in accordance with chapter 36.82 RCW – ***the county road fund statue.***

CRAB / County Contract must include the above certifications.

Potential Post Audit Penalty:

1. Denial of Certificate of Good Practice,
2. Return used RATA funds.

136-161 Project submittal, selection and funding

RAP program cycle: (regional discussions of project types and funding split-outs are finalized in the year prior leading up to the program cycle)

1. Establish funding period (Fall, odd years)
2. County submits preliminary prospectus – March 1, even year
3. CRAB field review (visual rating, discussion of scope, and how to make it a good RAP project) 040
4. County submits Final Prospectus – September 1, even year
5. CRAB staff compute score and assemble rank ordered arrays
6. CRAB reviews arrays (fall, even year) and allocates funds to projects (spring, odd year).

136-163 Emergent and Emergency Projects

1. Emergent projects are those that the county would have had on the six year TIP and requested RATA funding for had recent unanticipated conditions been in place at that time. Must rate high enough on current array to be at or above funding line. Deducts from future county funding limit.
2. Emergency projects require county declaration of emergency and closure or restriction of traffic due to damage that has occurred to the roadway. If federal funding is available, county must pursue and gain or be denied those funds before requesting RATA funding by the CRABoard.
3. Approved Emergent or Emergency funding will result in reduction the county's future funding limit.

136-165 Increased Funding

1) Must have submitted an updated Engineer's Estimate prior to and within 3 months of commencing construction.
2) One time only, ≤ 25% of RATA allocation
3) Not granted during course of construction.
4) Not allowed for expansion of the project – Scope Creep
5) Request must be submitted before:
   a) Construction contract is awarded, or
   b) Work has commenced by County Forces
6) Must be based on unanticipated and unforeseeable circumstances:

The county road administration board will increase RATA funds allocated to a project only if it finds that the request for an increased allocation is based on **extraordinary and unforeseeable circumstances**, including but not limited to the following:

(a) The county relied on existing technical data which were later found to be in error, and which will necessitate a significant design change prior to proceeding with construction;

(b) Project permit requirements were substantially changed, or new permits were required;

(c) Supplementary funds, such as impact fees, developer contributions, grants, etc., which were forecasted to be available for the project, were withdrawn or otherwise became unavailable;

(d) Design or other standards applicable to the project were changed; and/or

(e) The start of construction will be significantly delayed or additional construction requirements will be added as a direct result of legal action; provided however, that the failure of a county to exercise its statutory powers, such as condemnation, will not be grounds for increasing RATA funds.

7) Not feasible to reduce scope of project.
8) Increased funding will result in reduction the county's future funding limit.

136-167 Withdrawals, termination and lapsing of approved projects

4 Types of withdrawal/termination:

1. Withdrawal - **no RATA payments received** by county:
    a. Letter of withdrawal signed by commissioner or executive.
    b. County select the withdrawal button in RAP Online.
2. Termination by county wishing to **payback RATA funds**:
    a. Letter of withdrawal signed by commissioner or executive stating intent to pay back used RATA funds.
    b. CRAB acknowledges receipt of letter and termination of project.
    c. County sends repayment within 60 day of CRAB acknowledgement
    d. County select the withdrawal button in RAP Online.
3. Termination by county requesting **waiver of payback of RATA funds**:
    a. Letter of withdrawal signed by commissioner or executive requesting waiver of payback of used RATA funds.
    b. CRAB acknowledges receipt of letter and request for waiver.
    c. County staff attend CRABoard meeting to make formal request for waiver.
    d. If approved, contract is amended, commissioner signs and returns original signed amendment, plus any required payback of RATA funds.
    e. County select the withdrawal button in RAP Online.
4. **Design Study withdrawal and waiver**:
    a. Letter signed by commissioner or executive which explains that the prospectus must be altered due to factors not anticipated but explained in the letter, and that county intends to withdraw project.
    b. County can retain up to 5% of RATA funding but no more than $75,000 associated with design study
    c. CRAB director considers and makes determination based on:
        1. Unanticipated subsurface conditions identified in a geotechnical report resulting from subsurface explorations (i.e., drilling) that would not normally be completed prior to the final prospectus;
        2. Unanticipated environmental and/or cultural resource issues identified in an environmental or cultural resource discipline report that would not normally be completed prior to the final prospectus submittal;
        3. Changes in project eligibility resulting from annexation or functional classification changes not anticipated prior to final prospectus submittal;
        4. Inability to obtain necessary rights of way from agencies/ entities that are not subject to eminent domain (i.e., federal or tribal agencies); or
        5. Major geometric changes required to mitigate impacts identified by the public and/or adjacent property owners as the result of a formal environmental determination, formal public involvement process, or unanticipated costs for utility relocations that were not reasonably anticipated prior to final prospectus submittal.
    d. If approved, contract is amended, commissioner signs and returns original signed amendment, plus any required payback of RATA funds.
    e. County select the withdrawal button in RAP Online.
    f. If denied, county can appeal to CRABoard.

136-167 …..Lapsing of RATA allocation

Milestones:

1. Project must commence design within **1 year** of approval
    a. Request RATA reimbursement
    b. PDF copy of payment made by other funds
2. Project must commence construction within **6 years** of approval
    a. Start of County Forces work – Submit a RAP voucher or copy of charges for county forces.
    b. Advertisement for Construction bids – PDF Affidavit of Publication
    c. Solicitation of prices from contractors on Small Works Roster, PDF copy of letter, email.

Time extensions:

1. Requested in writing by engineer.
2. Delay must be due to circumstances beyond county control
3. Must be requested no less than 10 days prior to CRABoard withdrawal
4. Approved or denied by CRAB Director
5. Granted once, no longer than two years.

CRABoard initiated delays:

1. CRABoard may place a moratorium on lapsing of projects it delays in order to maintain cash flow
2. A new lapsing date is set for the delayed projects and the usual rules on lapsing are held in abeyance until the new lapsing date.

136-170 Execution of a CRAB/County Contract

- All Contracts and amendments will appear in County's RAP Online, and must be signed and returned within 45 days of that date (day counter).

Phased construction of RAP Projects (sect. 030 paragraph 3):

- New contracts will allow phasing, but must notify CRAB of phasing plan at least15 days prior to commencing construction*.
- All phases must commence within two years of commencement of the first.

Combining two or more RAP Projects:

- Must be adjacent.
- Gain approval from CRAB Director before commencing construction.
- Sign and return revised contract within 45 days of receipt online.
- Combine and mix the RATA funding and use where needed regardless of original assignment of funding.

Combining a RAP funded project with a non-RAP funded project:

- Request letter must state funding will be kept separate.
- Gain approval from CRAB Director before commencing construction.
- Sign and return revised contract within 45 days of receipt online.
- Keep funding sources separate in plans and accounting.
- Show amounts paid by others in RAP voucher

Splitting RAP Projects:

- Project can be constructed in segments, which are fully functional complete sections of roadway. For example; one contractor builds the intersection and another builds the roadway extending from it.
- Send request letter to CRAB Director. Describe segments and order of const.
- Sign and return revised contract within 45 days of receipt online.
- Notify in RAP Online (Project Notification) in advance of any commencement*.
- All Segments must commence within two years of commencement of the first.

*Note: you can input your splitting and phasing plans early on in project development, even before DAHP, and can edit them up 15 days prior to commencing any construction.

WAC 136-180 Processing of RAP vouchers

WAC 136-210 Design standards for rural arterial program projects