



# City of Carson

## Report to Mayor and City Council

November 1, 2011  
New Business Consent

**SUBJECT: CONSIDER APPROVAL OF THE MEMORANDUM OF UNDERSTANDING BETWEEN THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY AND THE CITY OF CARSON FOR PROJECT NO. 894: 223RD STREET IMPROVEMENTS FROM MAIN STREET TO AVALON BOULEVARD**

Submitted by M. Victor Rollinger  
Development Services General Manager

Approved by David C. Biggs  
City Manager

### **I. SUMMARY**

The city's Capital Improvement Program (CIP) for FY 2011/12 includes Project No. 894: 223<sup>rd</sup> Street Improvements from Main Street to Avalon Boulevard (Exhibit No. 1). The project consists of construction of a raised landscape median, planting, a reclaimed water irrigation system and rehabilitation of the existing pavement.

Since a portion of the project funding will be provided by the Los Angeles County Metropolitan Transportation Authority (MTA), under the 2007 Call for Projects program, "State Transportation Program Enhancement - Regional" grant (funding), the MTA Board requires the execution of a Memorandum of Understanding (MOU) between the city and MTA (Exhibit No. 2).

The MOU formalizes the financial and procedural arrangements between the MTA and the city to receive a grant in the amount of \$1,130,000.00 for Project No. 894: 223<sup>rd</sup> Street Improvements from Main Street to Avalon Boulevard.

### **II. RECOMMENDATION**

TAKE the following actions:

1. APPROVE the Memorandum of Understanding between the Los Angeles County Metropolitan Transportation Authority and the City of Carson covering the "MTA - 2007 Call for Projects" State Transportation Program Enhancement - Regional grant in the amount of \$1,130,000.00 for the design and construction phase of Project No. 894: 223<sup>rd</sup> Street Improvements from Main Street to Avalon Boulevard.
2. AUTHORIZE the Mayor to execute the Memorandum of Understanding following approval as to form by the City Attorney.
3. ACCEPT the State Transportation Program Enhancement - Regional grant of \$1,130,000.00 from the Los Angeles County Metropolitan Transportation Authority.

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4. APPROVE an increase in the State Local Transportation Fund revenue budget for FY 2011/12 by \$1,130,000.00.
5. APPROPRIATE the \$1,130,000.00 State Transportation Program Enhancement – Regional grant fund to the FY 2011/12 expenditure budget for Project No. 894: 223<sup>rd</sup> Street Improvements from Main Street to Avalon Boulevard.

**III. ALTERNATIVES**

1. DO NOT APPROVE the MOU between the MTA and the City of Carson. However, the MTA Board requires execution of the MOU in order to grant the city \$1,130,000.00 through the MTA – 2007 Call for Projects program.
2. TAKE another action the City Council deems appropriate.

**IV. BACKGROUND**

The city’s Capital Improvement Program calls for 223<sup>rd</sup> Street improvements from Main Street to Avalon Boulevard under Project No. 894. This portion of 223<sup>rd</sup> Street is adjacent to residential neighborhoods, school facilities, and small businesses. The landscape median will enhance the aesthetics of the area, add to the value of property, provide a pleasant environment to shop and live in the area, serve the many vehicles currently traveling along this corridor, and will eliminate the remaining “gap” in landscaped medians along 223<sup>rd</sup> Street.

The proposed improvements include construction of 3,000 lineal feet of raised medians along the street centerline from Main Street to Avalon Boulevard. Improvement work also includes the sawcutting and removal of asphalt pavement within the proposed median area; construction of median curbing; the installation of landscaping, including trees, shrubs and turf areas; colorful hardscape; asphalt overlays at the left turn pockets; and other related median work.

In the City of Carson, 223<sup>rd</sup> Street is a major east-west thoroughfare. With the construction of the Alameda Corridor, it is also one of only three access points into the southern half of the city from eastern locations. At the present time, the section between Wilmington Avenue and Avalon Boulevard has been improved with landscape medians. The section of 223<sup>rd</sup> Street covered by this project is heavily used both by local residents commuting to schools, businesses and homes, as well as drivers seeking an alternative route to the heavily congested I-405 freeway. The Veterans Park Sport Complex, located one block west of the project location, offers low priced recreational facilities for the city’s residents.

In accordance with the federal and state requirements, to be eligible for reimbursement, the project must be placed in a specific federal and/or state funding program, and the local agency must obtain authorization to proceed with

each phase of the project from the California Department of Transportation (Caltrans) and the MTA.

Based on the availability of funds, the MTA Board authorizes acceptance of grant applications under the MTA Call for Projects program. In January 2007, the city submitted an application for the MTA - 2007 Call for Projects for Project No. 894: 223<sup>rd</sup> Street Improvements from Main Street to Avalon Boulevard.

On September 24, 2009, the MTA Board adopted the recommended list of projects by the MTA staff which included the City of Carson's Project No. 894: 223<sup>rd</sup> Street Improvements from Main Street to Avalon Boulevard. According to the approved list, the City of Carson is entitled to receive a total of \$1,130,000.00 in FY 2011/12. The State Transportation Program Enhancement - Regional" grant fund requires a non-state funding match. The non-state matching funds source will be the Surface Transportation Program Local (STPL) federal fund, and the Gas Tax fund, as shown in the Fiscal Impact section of this report.

The accomplished and anticipated timeline for this project is as follows:

Approval of MOU with MTA	November 1, 2011
Approval of Design Professional Service Agreement	February 2012
Approval of PS&E	June 2012
Caltrans issuance of "Authorization to Proceed with Construction" in the form of an E-76	August 2012
Advertise Notice Inviting Bids	September 2012
Award of Construction Contract	November 2012
Start of construction	January 2013
Completion of construction	May 2013

**V. FISCAL IMPACT**

The total estimated cost of this improvement project is \$2,260,000.00. Funds for this project in the amount \$975,000.00 are included in the FY 2011/12 STPL federal fund budget. Since the city's matching requirement is 50% of the total project cost, at the time of the award of the Professional Services Agreement for the design phase of this project, staff will request additional funding from the Gas Tax fund to augment the STPL federal funds.

**VI. EXHIBITS**

- 1. Location Map. (pg. 5)
- 2. Draft of MOU between the city and MTA. (pgs. 6-39)

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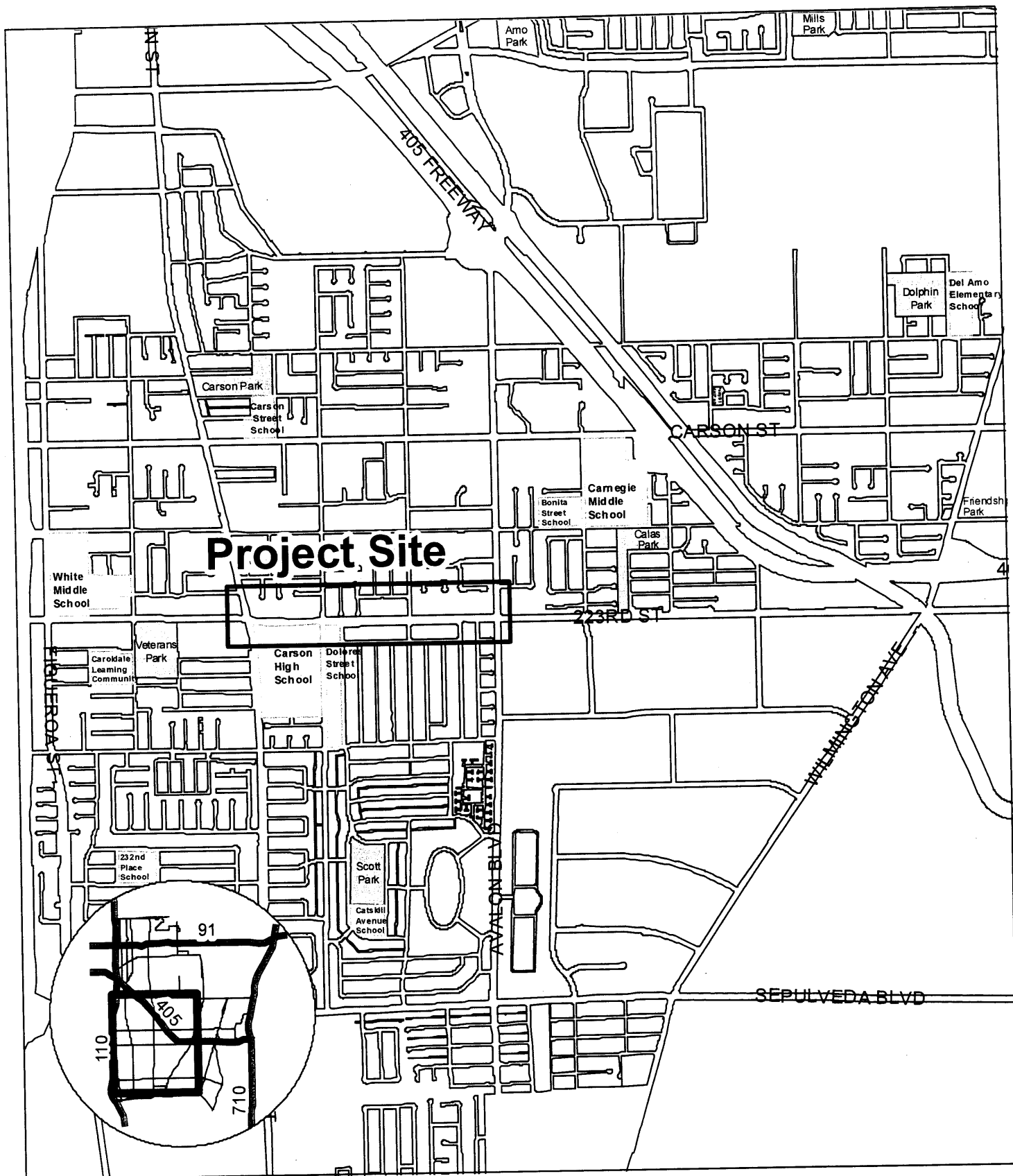
Prepared by: MASSOUD GHIAM, P.E., Senior Civil Engineer  
TO: Rev091911

Reviewed by:

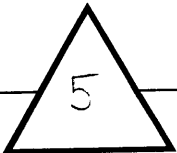
City Clerk	City Treasurer
Administrative Services	Development Services
Economic Development	Public Services

**Action taken by City Council**

Date \_\_\_\_\_ Action \_\_\_\_\_



**Location Map**  
**Project No. 894**  
**223rd Street Improvements**  
**Main Street to Avalon Boulevard**



**EXHIBIT NO. 1**



**Metro**

Los Angeles County  
Metropolitan Transportation Authority

One Gateway Plaza  
Los Angeles, CA 90012-2952

213.922.2000 Tel  
metro.net

FTIP#: LAF1841  
PPNO: 4093

CFP#F1841  
LOA.P000F1841

October 13, 2011

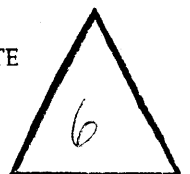
City of Carson  
701 E. Carson Street  
Carson, CA 90745  
Attn: Massoud Ghiam  
Senior Civil Engineer

**RE: LETTER OF AGREEMENT FOR PROJECTS PROGRAMMED THROUGH THE  
LACMTA CALL FOR PROJECTS AND STATE TRANSPORTATION IMPROVEMENT  
PROGRAM**

Dear Sir/Madam:

As part of the Los Angeles County Metropolitan Transportation Authority ("LACMTA") 2007 Call for Projects and the 2008 State Transportation Improvement Program ("STIP"), the LACMTA Board of Directors, at its meeting on September 27, 2007 and the California Transportation Commission ("CTC") at its meeting of May 29, 2008, authorized the programming of funds to the City of Carson ("Project Sponsor") for the 223<sup>rd</sup> Street Landscape Median from Main St to Avalon Blvd – LACMTA Call for Projects ID# F1841, FTIP# LAF1841, (the "Project") subject to the terms and conditions contained in this STIP Letter of Agreement ("LOA").

The terms and conditions of this LOA consist of the following and each is incorporated by reference herein as if fully set forth herein: Specific Terms of the LOA, General Terms of the LOA, Attachment A - the Project Funding, Attachment B - intentionally omitted, Attachment C - the Scope of Work, Attachment D - the Reporting & Expenditure Guidelines, Attachment E - the Federal Transportation Improvement Program (FTIP) Sheet, Attachment F - the CTC Amendment of STIP Guidelines & 2001 Guidelines (PDF files will be provided via email).



In the event of a conflict, the Special Conditions for the Project, if any, shall prevail over the Specific Terms of the LOA and the Specific Terms of the LOA shall prevail over the General Terms of the LOA.

Please acknowledge your acceptance and agreement to the terms and conditions of this LOA by signing below.

Very truly yours,

Arthur T. Leahy  
Chief Executive Officer

Project Sponsor has read and understands the terms and conditions of this LOA, including all the attachments, and by signing below Project Sponsor hereby accepts and agrees to the terms of this LOA.

GRANTEE:

CITY OF CARSON

By: \_\_\_\_\_  
Jim Dear  
Mayor

Date: \_\_\_\_\_

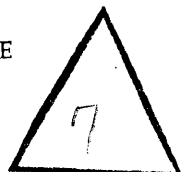
ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
City Clerk, Helen S. Kawagoe

By: \_\_\_\_\_  
William Wynder  
City Attorney

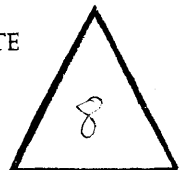
Date: \_\_\_\_\_



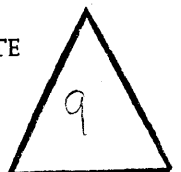
**CALL FOR PROJECTS  
STATE TRANSPORTATION IMPROVEMENT PROGRAM  
LETTER OF AGREEMENT**

**PART I  
SPECIFIC TERMS OF THE LOA**

1. Title of the Project (the "Project"): 223<sup>rd</sup> Street Landscape Median from Main St to Avalon Blvd - LACMTA Call for Projects ID# F1841, FTIP# LAF1841.
2. Amount of Funds Programmed (the "Funds"): LACMTA Board of Directors' action of September 27, 2007, and CTC approval of May 29, 2008, programmed \$1,130,000 (the "Funds") to Project Sponsor for the Project. The Funds are programmed over one year, for Fiscal Year(s) (FY) 2011-12.
3. The Funding Agency for this Project (the "Agency") is CALTRANS. The Programming Agency for this Project is LACMTA.
4. The "Project Funding" documents all sources of fund programmed for the Project as approved by LACMTA and is attached as **Attachment A**. The Project Funding includes the total programmed budget for the Project, including the Funds programmed by LACMTA and the Project Sponsor Funding Commitment (local match). The Project Funding also includes the fiscal years in which all the funds for the Project are programmed.
5. Project Sponsor shall complete the Project as described in the Scope of Work. The "Scope of Work" for the Project is attached as **Attachment C**. The Scope of Work includes a general description of the Project and a detailed description of the work to be completed including, without limitation, Project milestones consistent with the lapsing policy described in Part II below. The Scope of Work also includes a set schedule. Work shall be delivered in accordance with that schedule unless otherwise agreed to by the parties in writing.
6. The "FTIP PROJECT SHEET (PDF)" is attached as **Attachment E** and is required to ensure that the Project is programmed correctly in the most up-to-date FTIP document. The FTIP PROJECT SHEET (PDF) can be found in ProgramMetro FTIP database under the reports section at [www://program.metro.net](http://www://program.metro.net). All projects that receive funding through the LACMTA Call For Projects must be programmed into the FTIP which includes locally funded regionally significant projects for information and air quality modeling purposes. Project Sponsor shall review the Project in ProgramMetro each year and update or correct the Project as necessary during a scheduled FTIP amendment or adoption. Project Sponsor will be notified of amendments and adoptions to the FTIP via e-mail. Changes to the FTIP through ProgramMetro should be made as soon as possible after Project Sponsor is aware of any changes to the Project, but no later than October 1 of the year the change or update is effective. Should Project Sponsor fail to meet this date, it may affect Project Sponsor's ability to



- access funding, delay the Project and may ultimately result in the Funds being lapsed.
7. The CTC Amendment of STIP Guidelines is posted in the Agreement Reference Documents ([www.metro.net/projects\\_studies/call\\_projects/ref\\_docs.htm](http://www.metro.net/projects_studies/call_projects/ref_docs.htm)). The guidelines describe the policy, standards, criteria and procedures for the development, adoption and management of the STIP. The STIP Guidelines also provide incentives for Project Sponsor's accountability for the timely use of the Funds.
  8. Project Sponsor will submit to LACMTA for concurrence copies of Agency Grant Applications, allocation and extension request documents, and/or Fund Transfer Agreements and/or the Fund Request it submits to the CTC. The Fund Request or the extension request or the allocation request shall be administratively approved by LACMTA before it is submitted to Caltrans and the CTC.
  9. Prior to allocation of the Funds by the CTC, no material changes to the Project Funding or the Scope of Work shall be allowed without prior written approval of LACMTA and Project Sponsor. Prior approval of the CTC may also be required by Caltrans. Such prior approval shall be evidenced by an amendment to this LOA, approved and signed by the LACMTA Chief Executive Officer or his designee and Project Sponsor. After the allocation of the Funds by CTC, no material changes will be allowed.



FTIP#: LAF1841  
PPNO: 4093

CFP#F1841  
LOA.P000F1841

10. LACMTA's Address:  
Los Angeles County Metropolitan Transportation Authority  
One Gateway Plaza  
Los Angeles, CA 90012

Attention:  
Desiree Portillo-Rabinov  
One Gateway Plaza, MS 99-22-4  
Los Angeles, CA 90012

Project Sponsor's Address:  
City of Carson  
701 E. Carson Street  
Carson, CA 90745

Massoud Ghiam, Senior Civil Engineer  
Mghiam@carson.ca.us



**PART II**  
**GENERAL TERMS OF THE LOA**

1. **PAYMENT OF FUNDS:** Project Sponsor understands and agrees that LACMTA provides no Funds under this LOA and LACMTA shall have no responsibility or obligation to provide any Funds for the Project. Project Sponsor shall receive the Funds directly from the Agency pursuant to a separate agreement with the Agency. Project Sponsor shall submit to the Agency the appropriate invoices in the form, manner, and schedule specified by the applicable requirements of the Agency. **Project Sponsor cannot be reimbursed for any cost incurred without prior authorization from the Agency.** Project Sponsor shall be subject to, and comply with, all applicable requirements of the Agency. The allowability of expenditures, the cost reimbursement schedule, eligibility issues, resolution of disputes, and all other issues relating to this LOA shall be subject to the rules, regulations, and requirements of the Agency.

2. **TERM:**

2.1 The term of this LOA shall commence upon the date of this LOA, and shall terminate upon the completion of the agreed upon Scope of Work and LACMTA's receipt of Caltrans' final voucher paid for the Project.

2.2 Prior to the allocation of the Funds, should LACMTA determine there are insufficient Funds available for the Project, LACMTA may terminate this LOA by giving written notice to Project Sponsor at least thirty (30) days in advance of the effective date of such termination.

3. **USE OF FUNDS:**

3.1 Project Sponsor shall utilize the Funds to complete the Project as described in the Scope of Work and as approved by LACMTA and in accordance with the applicable requirements of the Agency.

3.2 The Funds, as programmed under this LOA, can only be used towards the completion of the Scope of Work originally adopted by LACMTA unless modified by an amendment to this LOA. Project Sponsor shall also be subject to and comply with all applicable requirements of the Agency administering this Project.



4. **REPORTING AND AUDIT REQUIREMENTS:**

4.1 Project Sponsor shall be subject to and comply with all applicable requirements of the Agency regarding Project reporting and audit requirements. *Project Sponsor shall use the Federal Transportation Improvement Program ("FTIP") No., Expenditure Authorization ("EA") No., and LACMTA Call for Projects Project ID# on all correspondence.*

4.2 Since the Project is funded exclusively with Federal/State funds and contains no LACMTA local funding, LACMTA has no audit responsibilities on this Project. Project Sponsor shall comply with all Agency compliance, pre-award and performance audit requirements as deemed necessary to assure that funding expenditures conform to all applicable Project funding guidelines, laws and regulations. LACMTA, as the programming agency, shall have the right, at its sole discretion, to audit the Project for compliance with the terms of this LOA and to assure that funding expenditures conform to the terms of this LOA. LACMTA shall have the same audit rights as the Agency to audit the Project.

4.3 Project Sponsor shall submit the Quarterly Progress Report within 60 days after the close of each quarter on the last day of the months November, February, May and August. Annually with the 4th quarter Progress Report, Project Sponsor also shall submit photos of key components and milestones demonstrating Project progress or completion.

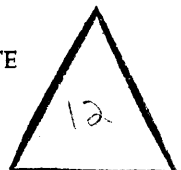
5. **EXPENDITURE AND DISPOSITION OF FUNDS:**

5.1 The expenditure and disposition of the Funds by Project Sponsor shall be subject to and in accordance with the terms and conditions of this LOA and the applicable requirements of the Agency. Project Sponsor shall not utilize the Funds in any other way or on any project other than that specified in this LOA and the applicable requirements of the Agency.

5.2 Project Sponsor shall be responsible for any and all cost overruns for the Project.

5.3 Project Sponsor shall be eligible for the Funds up to the programmed amount specified in Part I, Section 2 of this LOA subject to the terms and conditions contained herein and in all applicable requirements of the Agency.

5.4 The programming of the Funds does not imply nor obligate any future funding commitment on the part of LACMTA or the Agency.



6. TIMELY USE OF FUNDS / REPROGRAMMING OF FUNDS:

6.1 The following is LACMTA's understanding of the state requirements for timely use of funds, as of the date of this LOA; the terms of this section are subject to change by the Agency and/or the CTC.

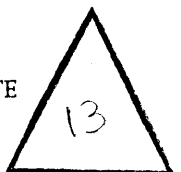
6.2 Programmed Funds are available for a project specific allocation vote by the CTC only until the end of the Fiscal Year (FY) for which they are programmed. Project Sponsor may request a one-time extension to the allocation deadline, however there is no guarantee it will be approved. Project Sponsor must present Caltrans District 7 with either a completed Project specific allocation request or a completed request for extension at least 60 days in advance of the last CTC meeting of the fiscal year in which the Funds are programmed, otherwise, the Funds may be rescinded by the CTC and LACMTA will not be responsible for replacing them. An allocation request and/or a request for extension will not be considered complete by Caltrans unless it includes LACMTA concurrence.

- After the Funds are allocated by a specific vote of the CTC for construction or capital purchase, Project Sponsor has six (6) months to award a contract; or request a one-time extension from the CTC. However, the CTC is under no obligation to grant this extension. Otherwise, the Funds may be rescinded by the CTC and LACMTA will not be responsible for replacing them.
- After award of a contract, Project Sponsor has a maximum of thirty-six (36) months to complete such contract and expend and receive reimbursement of the expenditures.
- Funds allocated by the CTC for Project development or right-of-way costs must be expended by the end of the second Fiscal Year following the year in which the Funds were allocated.

The deadline for the Project specific allocation vote can be extended by the CTC, but only if the CTC's action occurs by June of the Fiscal Year in which the Funds are programmed. The possible CTC extensions are one time and for up to twenty (20) months at the discretion of the CTC, but only if the CTC finds that an unforeseen and extraordinary circumstance beyond the control of Project Sponsor has occurred that justifies the extension.

Following the allocation, at the end of the period allowed for expenditure and reimbursement of expenditures, subject to the requirements and regulations of the Agency and the CTC, and to the extent allowed by the Agency and the CTC, Project Sponsor shall relinquish any Funds not reimbursed to the State Highway Account for future programming at the CTC's discretion.

Assuming the above allocation and Project development/right-of-way expenditure and reimbursement deadlines have been met, all Funds programmed for FY 2011-12 are subject to lapse on June 30, 2014.



Prior to the programmed year, a STIP amendment reprogramming funds to a later year will postpone the application of the lapsing provision. A STIP amendment request must be made ninety (90) days prior to the last CTC meeting or no later than March of the program year of the Fiscal Year prior to the Fiscal Year in which the Funds are programmed. A STIP amendment request will not be considered complete by Caltrans unless it includes LACMTA concurrence. The CTC will not amend the STIP to change the program year of the funding after the beginning of the fiscal year for which the Project is programmed.

If Project Sponsor fails to meet any of the above conditions, the Project shall be considered lapsed by the CTC and will be removed from LACMTA's program of projects.

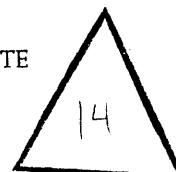
6.3 Project Sponsor must execute this LOA within ninety (90) days of receiving formal transmittal of the LOA from LACMTA or by December 31 of the first fiscal year in which the Funds are programmed, whichever is later and demonstrate evidence of timely allocation of Funds programmed for the Project within the time period described in Part II, Section 6.2 of this LOA. Evidence of timely allocation includes an executed allocation request document, an approved Grant Application document with the Agency, and the Fund Allocation Request that Project Sponsor submits to the CTC.

6.4 In the event this LOA is not executed and/or evidence of timely allocation of Funds is not provided as described in Part II, Sections 6.1, 6.2 and 6.3 of this LOA, the Project will be reevaluated by LACMTA as part of the annual Call for Projects Recertification/Deobligation process and the Funds may be deobligated and reprogrammed to another project by the LACMTA Board of Directors. If Project Sponsor does not complete one element of the Project, as described in the FTIP Project Sheet, due to all or a portion of the Funds lapsing, the entire Project may be subject to deobligation at LACMTA's sole discretion. In the event the Funds are reprogrammed, this LOA shall automatically terminate without further action by either party.

## 7. SOURCES AND DISPOSITION OF FUNDS:

7.1 The obligation for LACMTA to program the Funds for the Project is subject to sufficient Funds being made available for the Project by the LACMTA Board of Directors, the United States Government or the State of California, as applicable. If such Funds are not made available for the Project, this LOA shall be void and have no further force and effect, and LACMTA shall have no obligation to program the Funds for the Project, unless otherwise agreed to in writing by LACMTA.

7.2 Project Sponsor shall fully fund and contribute the Project Sponsor Funding Commitment, as identified in the Project Funding (Attachment A), towards the cost of the Project. If the Funds identified in Attachment A are insufficient to complete the Project, Project Sponsor agrees to secure and provide such additional non-LACMTA programmed funds necessary to complete the Project.



8. COMMUNICATIONS:

8.1 Project Sponsor shall ensure that all Communication Materials contain recognition of LACMTA's contribution to the Project. Project Sponsor shall ensure that at a minimum, all Communications Materials shall include (i) the phrase "This project was partially funded by Metro" alternative acceptable minimum language; and (ii) the Metro logo, with the exception of press releases, which do not require a Metro logo.

8.2 If Project Sponsor proposes to produce any Communication Materials that do not contain the information set forth in Section 8.1 above, Project Sponsor must provide an opportunity for prior review and written comment by the Chief Communications Officer of LACMTA or its designee before such materials can be produced. If Project Sponsor does not receive a response from LACMTA Communications within seven (7) working days from the day of receipt by LACMTA Communications staff, Project Sponsor may proceed with producing the Communications Materials as proposed.

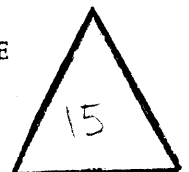
8.3 For purposes of this LOA, "Communications Materials" include, but are not limited to, literature, newsletters, publications, websites, advertisements, brochures, maps, information materials, video, radio and public service announcements, press releases, press event advisories, and all other related materials.

8.4 For signage on Project structures, facilities, vehicles and construction sites, Project Sponsor shall use the phrase, "Funded in part by [Metro logo]" or "Your tax dollars at work (Metro logo)" or alternative acceptable language. Further guidance on acknowledging LACMTA contribution is provided in the Communications Materials guidelines available from the LACMTA Communications Division.

8.5 Project Sponsor shall notify the LACMTA Chief Communications Officer or its designee of all press events related to the Project in such a manner that allows LACMTA to participate in such events, at LACMTA's sole discretion.

8.6 The METRO logo is a trademarked item that shall be reproduced and displayed in accordance with specific graphic guidelines available from the LACMTA Communications Division.

8.7 Project Sponsor shall ensure that any subcontractor, including, without limitation, public relations, public affairs, and/or marketing firms hired to produce Project Communications Materials will comply with the requirements contained in this Section 8.



9. OTHER TERMS AND CONDITIONS:

9.1 This LOA, along with the applicable requirements of the Agency, constitutes the entire understanding between the parties, with respect to the subject matter herein. The LOA shall not be amended, nor any provisions or breach hereof waived, except in writing signed by the parties who agreed to the original LOA or the same level of authority.

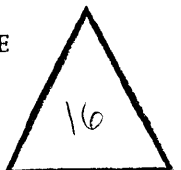
9.2 In the event that there is any legal court (e.g. Superior Court of the State of California, County of Los Angeles, or the U.S. District Court for the Central District of California) proceeding between the parties to enforce or interpret this LOA, or the applicable requirements of the Agency, to protect or establish any rights or remedies hereunder, the prevailing party shall be entitled to its costs and expenses, including reasonable attorneys' fees.

9.3 Neither LACMTA nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or committed to be done by Project Sponsor under or in connection with any work performed by and or service provided by Project Sponsor, its officers, agents, employees, contractors and subcontractors under this LOA. Project Sponsor shall fully indemnify, defend and hold LACMTA, and its officers, agents and employees harmless from and against any liability and expenses, including without limitation, defense costs, any costs or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of risk of property, any environmental obligation, any legal fees and any claims for damages of any nature whatsoever arising out of the Project, including, without limitation: (i) misuse of the Funds by Project Sponsor, or its officers, agents, employees, contractors or subcontractors; (ii) breach of Project Sponsor's obligations under this LOA; or (iii) any act or omission of Project Sponsor, or its officers, agents, employees, contractors or subcontractors in the performance of the work or the provision of the services in connection with the Project, including, without limitation, the Scope of Work, described in this LOA.

9.4 Neither party hereto shall be considered in default in the performance of its obligations hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes including acts of God, acts of a public enemy, and government acts beyond the control and without fault or negligence of the affected party. Each party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this LOA.

9.5 Project Sponsor shall comply with and insure that work performed under this LOA is done in compliance with Federal Agency Regulations (FAR), Generally Accepted Accounting Principles (GAAP), all applicable provisions of federal, state, and local laws, statutes, ordinances, rules, regulations, and procedural requirements and the applicable requirements and regulations of the Agency, CTC and LACMTA.

9.6 Project Sponsor shall not assign this LOA, or any part thereof, without written consent and prior approval of the LACMTA Chief Executive Officer or his designee, and any assignment without said consent shall be void and unenforceable.



9.7 This LOA shall be governed by California law. If any provision of this LOA is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

9.8 The terms of this LOA shall inure to the benefit of, and shall be binding upon, each of the parties and their respective successors and assigns.

9.9 If any software/Intelligent Transportation Systems ("ITS") is developed with the Funds and if Project Sponsor ceases to use the software/ITS for public purposes or Project Sponsor sells, conveys, licenses or otherwise transfers the software/ITS, LACMTA shall be entitled to a refund or credit, at LACMTA's sole option, equivalent to the amount of the Funds spent developing the software/ITS. Such refund or credit shall not be required, subject to LACMTA approval of the intended use, if Project Sponsor reinvests the proceeds of such sale, conveyance, license or transfer into the Project to offset operating or systems management costs.

9.10 Implementation of any ITS project shall be consistent with the Regional ITS Architecture. ITS projects must comply with LACMTA's Countywide ITS Policy and Procedures adopted by the LACMTA Board of Directors including the submittal of a completed, signed self-certification form in the form of Attachment G-1. See [www.metro.net/projects\\_studies/call\\_projects/other\\_resources.htm](http://www.metro.net/projects_studies/call_projects/other_resources.htm) for ITS Policy and Procedures, and the Self Certification form.

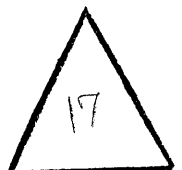
9.11 If any parking facilities are designed and/or constructed using the Funds, Project Sponsor shall coordinate with the LACMTA parking program staff in the planning, design and management of the facility and shall ensure that its implementation is consistent with the LACMTA-adopted parking policy. For LACMTA's Parking Policy, see [www.metro.net/projects\\_studies/call\\_projects/other\\_resources.htm](http://www.metro.net/projects_studies/call_projects/other_resources.htm).

9.12 Project Sponsor agrees that the disposal of property purchased with the Funds shall be disposed of in accordance with the Agency's guidelines.

9.13 Notice will be given to the parties at the address specified in Part I, otherwise notified in writing of change of address.

9.14 Project Sponsor in the performance of the work required by this LOA is not a contractor nor an agent or employee of LACMTA. Project Sponsor attests to no organizational or personal conflicts of interest and agrees to notify LACMTA immediately in the event that a conflict, or the appearance thereof, arises. Project Sponsor shall not represent itself as an agent or employee of LACMTA and shall have no powers to bind LACMTA in contract or otherwise.

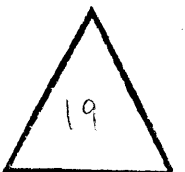
9.15 Project Sponsor shall notify LACMTA in advance of any key Project staffing changes.





ATTACHMENT B

OMITTED



## ATTACHMENT C

### SCOPE OF WORK

[NOTE TO PROJECT SPONSOR: PLEASE BE SURE THAT YOUR SCOPE OF WORK AND PROJECT MILESTONES ARE CONSISTENT WITH WHAT WAS APPROVED BY THE BOARD OF DIRECTORS AND THAT PROJECT MILESTONES ARE CONSISTENT WITH THE LAPSING POLICY STATED IN PART II SECTION 6. ALSO, BE SURE THAT YOUR MILESTONES ARE CONSISTENT WITH FEDERAL OBLIGATIONS AS SCHEDULED. PLEASE CHECK THE APPROPRIATE CALL FOR PROJECTS BOARD REPORT APPROVED BY THE LACMTA BOARD OF DIRECTORS TO DETERMINE THE SCOPE OF WORK THAT WAS APPROVED.]

The City of Carson proposes to construct a raised landscaped median within 223<sup>rd</sup> Street from Main Street to Avalon Blvd. This portion of 223<sup>rd</sup> Street consists of residential neighborhoods, school facilities, and small businesses. The landscape median will enhance the aesthetics of the area, adds to the value of property, provides a pleasant environment to shop and live in the area for the many vehicles currently traveling along this corridor, and continues the median installation previously begun on other portions of 223<sup>rd</sup> Street. The project is approximately 0.6 miles in length.

The project consists of construction of raised concrete median curbs with patterned concrete where required for traffic visibility considerations, and extensive array of low maintenance shrubs, plants, trees, irrigation system and rehabilitation of the existing pavement.

223<sup>rd</sup> Street is a major east-west thoroughfare in the City of Carson. With the construction of the Alameda Corridor, it is also one of only three access points into the southern half of the City from eastern locations. At the present time, the section between Wilmington Avenue and Avalon Blvd has been improved with landscape medians. The section of 223<sup>rd</sup> Street covered by this project is heavily used both by local residents commuting to schools and businesses and homes as well as drivers seeking an alternative route to the heavily congested San Diego Freeway. The Veterans Park Sport Complex is located one block west of the project location and this facility offers low priced recreational facilities for the City residents.



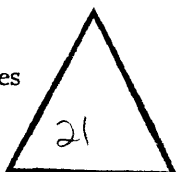
MOU ATTACHMENT D  
**REPORTING & EXPENDITURE GUIDELINES**

**REPORTING PROCEDURES**

- Quarterly Progress/Expenditure Report (Attachment D1) is required for all projects. The Grantee shall be subject to and comply with all applicable requirements of the funding agency regarding project-reporting requirements. In addition, Grantee will submit a quarterly report to the LACMTA at **P.O. Box 512296, Los Angeles, CA 90051-0296**. Please note that letters or other forms of documentation may not be substituted for this form.
- The Quarterly Progress/Expenditure Report covers all activities related to the project and lists all costs incurred. It is essential that Grantee provide complete and adequate response to all the questions. The expenses listed must be supported by appropriate documentation with a clear explanation of the purpose and relevance of each expense to the project. Expenses must reflect the proportionate share of local match, including in-kind, charged to the grant.
- In cases where there are no activities to report, or problems causing delays, clear explanation, including actions to remedy the situation, must be provided.
- Grantees are required to track and report on the project schedule. LACMTA will monitor the timely use of funds and delivery of projects. Project delay, if any, must be reported each quarter. Projects not delivered in a timely manner will be reevaluated by LACMTA as part of the annual Call for Projects Recertification process and the Funds may be deobligated and reprogrammed by the LACMTA Board.
- The Quarterly Progress/Expenditure Report is due to the LACMTA as soon as possible after the close of each quarter, but no later than the following dates for each fiscal year:

<i>Quarter</i>	<i>Report Due Date</i>
July -September	November 30
October - December	February 28
January - March	May 31
April - June	August 31

Upon completion of the Project a final report that includes project's final evaluation must be submitted.

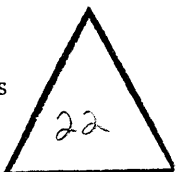


## EXPENDITURE GUIDELINES

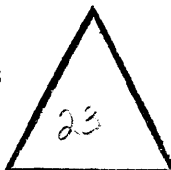
- Any activity or expense charged above and beyond the approved Scope-of-Work (MOU Attachment C) **is considered ineligible** and will not be reimbursed by the LACMTA unless **prior written authorization** has been granted by the LACMTA Chief Executive Officer or his designee.
- Any expense charged to the grant or local match, including in-kind, must be clearly and directly related to the project.
- Any activity or expense charged as local match cannot be applied to any other LACMTA-funded or non-LACMTA-funded projects; activities or expenses related to a previously funded project cannot be used as local match for the current project.
- Administrative cost is the ongoing expense incurred by the Grantee for the duration of the project and for the direct benefit of the project as specified in the Scope-of-Work (Attachment C). Examples of administrative costs are personnel, office supplies, and equipment. As a condition for eligibility, all costs must be necessary for maintaining, monitoring, coordinating, reporting and budgeting of the project. Additionally, expenses must be reasonable and appropriate to the activities related to the project.
- LACMTA is not responsible for, and will not reimburse any costs incurred by the Grantee prior to the execution of the MOU, unless **written authorization** has been granted by the LACMTA Chief Executive Officer or her designee.
- The MOU is considered executed when the LACMTA Chief Executive Officer or her designee signs the document.

## DEFINITIONS

- Local Participation: Where local participation consists of “in-kind” contributions rather than funds, the following contributions may be included:
  - Costs incurred by a local jurisdiction to successfully complete the project. Examples include engineering, design, rights-of-way purchase, and construction management costs.
  - Donations of land, building space, supplies, equipment, loaned equipment, or loaned building space dedicated to the project.
  - Donations of volunteer services dedicated to the project.
  - A third-party contribution of services, land, building space, supplies or equipment dedicated to the project.
- Allowable Cost: To be allowable, costs must be reasonable, recognized as ordinary and necessary, consistent with established practices of the organization, and consistent with industry standard of pay for work classification.



- Excessive Cost: Any expense deemed “excessive” by LACMTA staff would be adjusted to reflect a “reasonable and customary” level. For detail definition of “reasonable cost”, please refer to the Federal Register *OMB Circulars A-87 Cost Principals for State and Local Governments; and A-122 Cost Principals for Nonprofit Organizations*.
- In-eligible Expenditures: Any activity or expense charged above and beyond the approved Scope-of-Work is considered in eligible.



**LACMTA MOU ATTACHMENT D1**  
**QUARTERLY PROGRESS / EXPENSE REPORT**

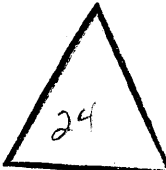
Invoice #	
Invoice Date	
MOU#	
Quarterly Report #	

**GRANTEES ARE REQUESTED TO MAIL THIS REPORT TO P.O. Box #512296, Los Angeles, CA 90051-0296** after the close of each quarter, but no later than November 30, February 28, May 31 and August 31. Please note that letters or other forms of documentation may not be substituted for this form. Refer to the Reporting and Expenditure Guidelines (Attachment D) for further information.

**SECTION 1: QUARTERLY EXPENSE REPORT**

Please itemize grant-related charges for this Quarter on Page 5 of this report and include totals in this Section.

	LACMTA Grant \$	Local Match (Incl. In-Kind) \$	Local Match %	Total \$
<b>Project Quarter Expenditure</b>				
<b>This Quarter Expenditure</b>				
<b>Retention Amount</b>				
<b>Net Invoice Amount (Less Retention)</b>				
<b>Project-to-Date Expenditure</b>				
<b>Funds Expended to Date (Include this Quarter)</b>				
<b>Total Project Budget</b>				
<b>% of Project Budget Expended to Date</b>				
<b>Balance Remaining</b>				



**SECTION 2: GENERAL INFORMATION**

**PROJECT TITLE:** I-405 AVALON BLVD. ACCESS & CONGESTION RELIEF PROJECT

**MOU #:** MOU.P00F3119

**QUARTERLY REPORT SUBMITTED FOR:**

- Fiscal Year :**       2004-2005       2005-2006       2006-2007  
                           2007-2008       2008-2009       2009-2010
- Quarter :**             Q1: Jul - Sep       Q2: Oct - Dec  
                           Q3: Jan - Mar       Q4: Apr - Jun

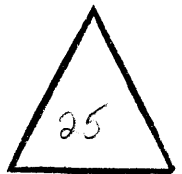
**DATE SUBMITTED:** \_\_\_\_\_

**LACMTA MODAL CATEGORY:**

- Freeway             RSTI             Signal Synchronization  
 TDM                 Bikeway        Pedestrian  
 Transit              TEA

<b>LACMTA Area Team Representative / Project Mgr.</b>	Name:	
	Area Team:	
	Phone Number:	
	e-mail:	

<b>Project Sponsor Contact / Project Manager</b>	Contact Name:	
	Job Title:	
	Department:	
	City / Agency:	
	Mailing Address:	
	Phone Number:	
	e-mail:	



**SECTION 3 : QUARTERLY PROGRESS REPORT**

**DELIVERABLES & MILESTONES**

List all deliverables and milestones as stated in the MOU, with start and end dates. Calculate the total project duration. **DO NOT CHANGE THE ORIGINAL MOU MILESTONE START AND END DATES SHOWN IN THE 2<sup>ND</sup> AND 3<sup>RD</sup> COLUMNS BELOW.**

Grantees must make every effort to accurately portray milestone dates in the original MOU Scope of Work, since this will provide the basis for calculating any project delay. If milestone start and/or end dates change from those stated in the Original MOU Scope of Work, indicate the new dates under Actual Schedule below and re-calculate the project duration. However, this does not change the original milestones in your MOU. PER YOUR MOU AGREEMENT, ANY CHANGES TO THE PROJECT SCHEDULE MUST BE FORMALLY SUBMITTED UNDER SEPARATE COVER TO LACMTA FOR WRITTEN CONCURRENCE.

MOU Milestones	Original MOU Schedule in Scope of Work		Actual Schedule	
	Start Date	End Date	Start Date	End Date
<b>Total Project Duration (Months)</b>				

**PROJECT COMPLETION**

A. Based on the comparison of the original and actual project milestone schedules above, project is (select only one) :

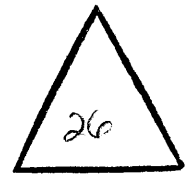
- On schedule per original MOU schedule
- Less than 12 months behind original schedule
- Between 12-24 months behind original schedule
- More than 24 months behind original schedule

B. Was the project design started within 6 months of the date originally stated in the MOU?

- Yes
- No
- Not Applicable

C. Was a construction contract or capital purchase executed within 9 months after completion of design / specifications?

- Yes
- No
- Not Applicable



**TASKS/MILESTONES ACCOMPLISHED**

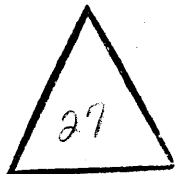
List tasks or milestones accomplished and progress made this quarter.

**PROJECT DELAY**

If project is delayed, describe reasons for delay (this quarter). Pay particular attention to schedule delays. If delay is for the same reason as mentioned in previous quarters, please indicate by writing "Same as Previous Quarter".

**ACTION ITEMS TO RESOLVE DELAY**

If the project is delayed (as described in #4), include action items that have been, or will be, undertaken to resolve the delay.



**SECTION 4: ITEMIZED LISTING OF EXPENSES AND CHARGES THIS QUARTER**

All expenses and charges, including grant and local match, must be itemized and listed below. Each item listed must be verifiable by an invoice and/or other proper documentation. The total amounts shown here must be equal to this quarter's expenditures listed on page 1 of this report. All expenses and charges must be reflective of the approved budget and rates as shown in the MOU Attachment C, Scope of Work. Use additional pages if needed.

1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

**Notes:**

1. Local match spent in each quarter, must be in the appropriate proportion to LACMTA grant.
2. All receipts, invoices, and time sheets, attached and included with this Expense Report must be listed and shown under the Invoice Number column of the itemized Listing (above).

**Invoice Payment Information:**

LACMTA will make all disbursements electronically unless an exception is requested in writing.

ACH Payments require that you complete an ACH Request Form and fax it to Accounts Payable at 213-922-6107.

ACH Request Forms can be found at [www.metro.net/callforprojects](http://www.metro.net/callforprojects).

Written exception requests for Check Payments should be completed and faxed to Accounts Payable at 213-922-6107.

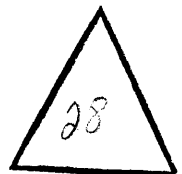
I certify that I am the responsible Project Manager or fiscal officer and representative of \_\_\_\_\_ and that to the best of my knowledge and belief the information stated in this report is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title



ATTACHMENT E

MAIN MENU > PROJECT SEARCH > PROJECT INFO

[CHANGE PASSWORD](#) | [LOGOUT](#) | [METRO](#) | [SCAG](#)



Metro

**VIEWING A PROJECT (READ-ONLY MODE)**

IF YOU WOULD LIKE TO MAKE CHANGES TO THIS PROJECT, PLEASE PROCEED THROUGH AN AMENDMENT.

[VIEW PREVIOUS VERSIONS OF THIS PROJECT](#)

[DOWNLOAD PDF REPORT](#)

<b>PROJECT ID:</b> LAF1841	<b>VERSION:</b> 4	<b>SCAG VERSION:</b>
<b>CTIPS ID:</b> n/a	<b>ETIP:</b> 13-00	<b>TOTAL COST</b> \$2,260
<b>PPNO:</b> 4093	<b>FTIP STATE APPROVED:</b>	<b>OBLIGATED COST</b> \$0
<b>EA NUMBER:</b> n/a	<b>FTIP FEDERAL APPROVE DATE:</b>	

LAST MODIFIED BY: **Massoud Ghiam (9/12/2011)** APPROVED BY: **N/A** [HISTORY](#) [\[+\]](#) [\[DETAILS CHANGED\]](#)

**ADMINISTRATIVE EDIT**

<b>PROGRAM SOURCE</b>	<b>TIP PROJECT ID</b>	<b>SCAG MODELING #</b>	<b>CAPACITY INC</b>	<b>REGN SIGNIFICANT</b>	<b>MODE NO IS MODELING</b>
13-00			NCI	NR	4
<b>GROUP PROJ</b>	<b>GROUP NAME</b>			<b>CONFORMITY CATEGORY</b>	
Yes	Transportation System Betterments - TEA -LA11G4T			EXEMPT - 93.126	
<b>ES FUND CATEGORY</b>					

**PROJECT INFORMATION**

<b>PROGRAM / AUTHORIZATION TYPE</b>	<b>ID</b>	<b>*IMPLEMENTING AGENCY</b>
SCAG RTP PROJECT #	1NL04	Carson, City of
<b>PPNO (Carry Over TEA)</b>	4093	<b>*PROJECT MANAGER</b> <b>*PHONE (10-DIGIT)</b> <b>*EMAIL</b>
		Massoud Ghiam    3108307600    mghiam@carson.ca.us
		<b>*CFP MODE</b>
		Transportation Enhancements

**\*PROJECT DESCRIPTION - GUIDELINES**

223rd Street Landscape Median from Main St to Avalon Blvd. Design and construction of Raised Landscape Median, 223rd Street from Main Street to Avalon Blvd. (City Project No. 894)

**\*PRIMARY PROGRAM CODE - Look up Program Code**

NCN34 - MEDIAN BARRIER-NEW/ADD MEDIAN

**#1 SECONDARY PROGRAM CODE**

NCR31 - ROAD REPLC & REHAB (NO LN ADD)

**#2 SECONDARY PROGRAM CODE**

<b>*SYSTEM</b>	<b>ROUTE</b>	<b>SUFFIX</b>	<b>*LOCAL STREET NAME</b>	<b>*FROM</b>	<b>*TO</b>
Local Hwy			223rd Street	Main St	Avalon Blvd

<b>*FEDERAL UZA</b>	<b>SCAG SUB-AREA</b>	<b>MTA SUB-REGION</b>
Los Angeles-Long Beach-Santa Ana		

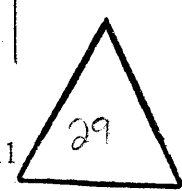
**ENVIRONMENTAL INFORMATION**

<b>*AIR BASIN - MAP</b>	<b>*ENVIRONMENTAL DOCUMENT</b>	<b>*ENV DOC COMPLETION DATE</b>
SCAB	CATEGORICALLY EXEMPT	6/30/2011

**PROGRAMMING INFORMATION (\$000)**

[\[HISTORICAL REVENUES\]](#)    [\[GRAPH REVENUES\]](#)

**\*EST TOTAL PROJECT COST**



		PA&ED/PS&E	ROW	CON	TOTAL
\$2,300					
FISCAL YEAR	FUND TYPE (PROGRAMMED REVENUE SOURCE) - FUND HELP				
11/12	STPE-R - STP Enhancement-RIP	\$50	\$0	\$1,080	\$1,130 X
11/12	CITY - City Funds	\$50	\$0	\$1,080	\$1,130 X
<b>GRAND TOTAL</b>		<b>\$100</b>	<b>\$0</b>	<b>\$2,160</b>	<b>\$2,280</b>

**SCHEDULE INFORMATION**

\*PROJECT COMPLETION DATE: 10/1/2014  
 \*CURRENT IMPLEMENTATION STATUS: Environmental Document/Pre-Design Phase (PAED)  
 LAST UPDATED: 9/12/2011 4:31:30 PM

Do you have an E-76 (or an approved grant) for the design/engineering phase of the project? N  
 Do you have an E-76 (or an approved grant) for the right-of-way phase of the project? NA  
 Do you have an E-76 (or an approved grant) for the construction phase of the project? N

**CHANGE REASON**

HISTORICAL COMMENTS

**Carry Over, SCHEDULE DELAY**

WILL YOU OBLIGATE YOUR PROJECT WITHIN 120 DAYS

**PROJECT PRIORITY RANK**

SELECT THE PRIORITY RANK NUMBER FOR THIS PROJECT AS COMPARED TO OTHER PROJECTS THAT ARE REQUESTING ECONOMIC STIMULUS (ES) FUNDS.

**Local/ State Highway Project (Check all that apply)**

- THIS PROJECT IS SPLIT FROM ANOTHER PROJECT. THE TIP ID IS \_\_\_\_\_
- THE PROJECT INCLUDES NEW TRAVEL LANES. DISTANCE OF LANES IS \_\_\_\_\_  
 TOTAL # OF LANES: BEFORE \_\_\_\_\_ AFTER \_\_\_\_\_
- THE PROJECT INCLUDES ROAD WIDENING. DISTANCE OF WIDENING IS \_\_\_\_\_
- THE PROJECT INCLUDES INTERSECTION IMPROVEMENTS.
- THE PROJECT INCLUDES A TRANSITIONAL LANE ONTO OR OFF THE HIGHWAY.
- THE PROJECT WILL RECONFIGURE AN INTERCHANGE. NO LANE ADDITION.
- THE PROJECT INCLUDES AN EXTENSION OF AN INTERCHANGE RAMP ACCELERATION/DECELERATION LANE.  
 DISTANCE OF RAMP LANE \_\_\_\_\_
- THIS PROJECT INCLUDES INTERSECTION TURN LANES.
- THIS IS A BRIDGE PROJECT
  - REPLACEMENT (SAME # OF LANES)
  - REPLACEMENT WITH ADDITIONAL LANES  
 TOTAL # OF LANES: BEFORE \_\_\_\_\_ AFTER \_\_\_\_\_
  - NOT REPLACEMENT (NEW BRIDGE)

THIS PROJECT DOES NOT FALL INTO ANY CATEGORY. THIS PROJECT IS New Landscape Median

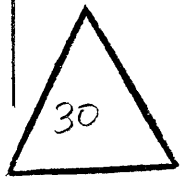
**Federal, Federal Misc, State Misc and Local Fund (PC25)**

AUTHORIZED THESE FUNDS BY  
 PLEASE PROVIDE DOCUMENTED EVIDENCE OF RECEIVING THESE FUNDS. THIS EVIDENCE MAY BE ATTACHED TO THE PROJECT.

GENERAL COMMENTS - LAST UPDATED: 9/12/2011

No Changes. Expected to execute MOU with MTA in January 2012

MODELING COMMENTS - LAST UPDATED: 9/12/2011



No Changes. Expected to execute MOU with MTA in January 2012

TCM COMMENTS - LAST UPDATED: 9/12/2011

No Changes. Expected to execute MOU with MTA in January 2012

NARRATIVE

Project cost stays the same

Changed Current Implementation Status:

- from "No Project Activity" to "Environmental Document/Pre-Design Phase (PAED)"

No change in project funding

Total project cost remains the same at \$2,260

fGN

CONTACT METRO

3.53s

EMAIL PROGRAMMETROHELP@ECOINTERACTIVE.COM



**Project Programming Request  
Instructions**  
(To be used for STIP, TCRP and Prop 1B Bond Projects)

September 2007

Caltrans  
Transportation Programming  
September 2007

## Project Programming Request Instructions

### **GENERAL INSTRUCTIONS**

Section 45 "Project Fact Sheets" of the California Transportation Commission (CTC) 2008 State Transportation Improvement Program (STIP) Guidelines requires a Project Programming Request (PPR) be prepared whenever a project is added to the STIP, or whenever there is a proposed change to a project in conjunction with an Amendment request. These sheets provide the information necessary to properly program, or amend a project in the STIP in accordance with State statutes and CTC policies. PPR's are prepared by the Project Sponsor or implementing agency, with assistance from the Regional Transportation Planning Agency (RTPA), Caltrans District Office or Headquarters (HQ) Transportation Programming, as appropriate.

**In addition to STIP funded projects, PPR forms are to be used for projects with Corridor Mobility Improvement Account (CMIA) Bond, State Route 99 Improvement Bond, and/or Transportation Congestion Relief Program (TCRP) funding.**

The CTC STIP, Bond and TCRP Guidelines, as well as PPR forms and instructions are located at:  
<http://www.dot.ca.gov/hq/transprog/ocip/2008stipdev.htm>.

### **PROJECT INFORMATION FORM**

#### **New project**

For new projects to be programmed, the PPR template is located at:  
<http://www.dot.ca.gov/hq/transprog/ocip/2008stipdev.htm>.

#### **Amendment (Existing Project)**

To amend an existing programmed project, a PPR can be generated directly from CTIPS. This process will automatically populate the form with data from CTIPS. To quickly set up a CTIPS account, please send an e-mail to Alicia Vu (CTIPS Account Administrator) at [alicia\\_vu@dot.ca.gov](mailto:alicia_vu@dot.ca.gov).

#### **Date**

Date the PPR was last updated (in mm/dd/yy format).

#### **Caltrans District**

"Caltrans District" is the district in which the project is located.

#### **EA**

"Expenditure Authorization (EA)" is a unique, 5-digit number assigned by Caltrans for all on-system projects.

#### **PPNO**

"PPNO" is an identification number assigned by Caltrans District offices for all STIP and Bond projects. Caltrans HQ Transportation Programming assigns PPNOs for intercity Rail projects administered by the Caltrans Intercity Rail Program and programmed through the Interregional Transportation Improvement Program (ITIP).

#### **TCRP No.**

TCRP No. is a project identifier, which relates to the specific paragraph number in Government Code Section 14556.40, Article 5 of the TCR Act of 2000.

**County**

"County" is the full county name from which the Regional Transportation Improvement Program (RTIP) funds are being contributed. For projects programmed with Interregional Transportation Improvement Program (ITIP) funds, and no RTIP funds, the county in which the project is located is used. If project is located in a county other than the county contributing the RTIP funds, then the county in which the project is located would be identified in the "Location and Project Limits" section of the Fact Sheet.

**Route/Corridor**

"Route/Corridor" is the State Highway or intercity rail corridor on which the project is located.

**Project Sponsor/Lead Agency**

"Project Sponsor/Lead Agency" is the primary supporter for the project, and is usually, but not necessarily, the Regional Transportation Planning Agency (RTPA).

**MPO**

Metropolitan Planning Organization for project.

**Element**

"Capital Outlay (CO) (All On-system), Local Assistance (LA), Mass Transportation (MT), Intercity Rail (RAIL)", are the appropriate designations based on the type of project.

**Project Title**

"Project Title" is a concise statement of the Project Description.

**PM Back and PM Ahead**

"PM Back" is the Post Mile (PM) location on the State Highway or Intercity Rail line for the beginning project limits. "PM Ahead" is the Post Mile (PM) location on the State Highway or Intercity Rail Line for the ending project limits.

**Project Manager/Contact, phone & e-mail**

The "Project Manager" section identifies the individual responsible for delivering the project within cost, scope and schedule.

**Location, Project Limits, Description, Scope of work, Legislative Description**

The "Location and Project Limits" is a brief description of the project location. The location should start with a listing of the cities or communities in which the project is located followed by the cross streets or other distinguishing features that identify the beginning and ending project limits as appropriate. Long-distance Rail projects should include a listing of the counties in which the project is located followed by the cities or communities or other distinguishing features that identify the beginning and ending project limits. For rural projects, the nearest community should be identified along with the beginning and ending limits. The Description and Scope of Work is a brief description of the elements of work. Generally the description should be two lines or less, but more complex projects, with several different activities, may require more.

The Legislative description is for TCRP projects only. If the TCRP project is a split from larger project, give location and description of the split project.

**Implementing Agency**

"Implementing Agency" is the recipient of the funds allocated by the Commission and the agency responsible for delivering the project within cost, scope and schedule.

The identification of the Implementing Agency determines how project components are programmed, and therefore must be properly identified. Whenever Caltrans is identified as the Implementing Agency, Right of Way Support and Construction Support will be programmed separately from Right of Way Capital and Construction Capital. For Implementing Agencies other than Caltrans, Right of Way

Support and Construction Support are programmed together with the Right of Way Capital and Construction Capital components.

**AB 3090 (STIP Only)**

Check these boxes for each component that has been approved for AB 3090 reimbursements.

**LONP (TCRP Only)**

Check these boxes for each component that has an approved "Letter of No Prejudice" (LONP).

**Legislative Districts**

"Legislative Districts" are the applicable Legislative District Number(s) in which the project is located.

**Purpose and Need (Transportation problem to be addressed by project)**

Provide brief purpose and explanation of the need for the project. This section provides an overview of the purpose of the project and helps justify the funding.

**Project Benefits**

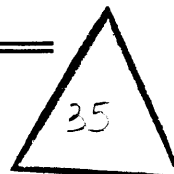
Describe the expected project benefits. Some example benefits are: delay time savings (hours) and peak period time savings (min/veh), HOV lane miles added, mixed-flow lane miles added.

**Project Milestones**

Enter the proposed schedule or actual completion of various project milestones. Any project milestone revision to projects funded with Prop 1B Bond must be addressed on the Amendment Information form.

**Project Location Map**

Attach a detailed map showing specific features of the project surrounding area. The size and scale of the map depends on the type of project and the project limits.



## PROJECT PROGRAMMING REQUEST Funding Information

### GENERAL

The Funding portion of the Project Programming Request provides a detailed view of the proposed or amended project programming. This form distinctly identifies the various sources of funding that may be involved in a project. It delineates the programming breakdown for each funding source, and for each component within the funding source.

To nominate/program a new project, the Funding form is available for download at <http://www.dot.ca.gov/hq/transprog/ocip.htm>.

To amend an existing programmed project, generate a PPR directly from CTIPS. This process will automatically populate the form with data from CTIPS. To quickly set up a CTIPS account, please send an e-mail to Alicia Vu (CTIPS Account Administrator) at [alicia\\_vu@dot.ca.gov](mailto:alicia_vu@dot.ca.gov).

Though the forms are formatted to suit a majority of situations that may arise in nominating/amending projects, PPRs are updated periodically for formatting purposes. Therefore, it is strongly recommended to download a new copy of the PPR every time their use is warranted.

A project receiving funds for a smaller distinct useable segment of an overall larger project displays only the funds contributing to the distinct useable segment. If funds are used in such a manner that the funds are not a distinct useable segment, then funding for the entire overall project must be displayed. Often, funding for larger projects may be split into smaller distinct useable segments or activities for programming and construction/contract award purposes. Caution must be used in displaying the various fund sources for these types of projects so that funding is not double counted when programmed.

Information entered in the proposed funding fields must be numbers only (no alpha characters, and no 'blanks' or 'spaces' from the space-bar). Otherwise the spreadsheet formulas will not function properly, resulting in incorrect programming.

### FUNDING INFORMATION

#### General

All components proposed for programming **must** be fully funded. Generally the earlier components, such as project development, must be fully funded prior to programming later components such as construction. Future funding needs can be shown under a "Future Funding Needed" category.

For additional guidance on programming project components, see Section 15 "Programming Project Components Sequentially" of the Commission adopted STIP guidelines.

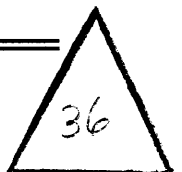
In accordance with Section 47 "Cost Estimates for Project Components" of the CTC STIP Guidelines, all programmed component amounts must be escalated, and rounded to thousands.

#### Project Development Components

"Environmental Studies and Permits (E&P)", also referred to as "Project Approval and Environmental Document (PA&ED)" and "Plans Specifications and Estimates (PS&E)" is programmed in the fiscal year during which environmental studies will begin. Refer to Section 50(a) "Program Year for Cost Components" of the CTC STIP guidelines for further information on programming Project Development components.

#### R/W Components

"Right of Way (R/W)", including Caltrans "Right of Way Support (R/W SUP)", is programmed in the fiscal year(s) during which Right of Way acquisition (including utility relocation) contracts will be executed. If the contracts are executed in a single year, the cost shall be programmed in that one



fiscal year. The costs may be programmed in more than one fiscal year, as appropriate. Refer to Section 50(b) "Program Year for Cost Components" of the CTC STIP Guidelines for further information. For Caltrans projects, STIP amendments for R/W Capital and R/W Support are only permitted in conjunction with the Annual Right of Way Plan. Refer to Section 67 "STIP Amendments" of the CTC STIP Guidelines.

"Right of Way Support (R/W SUP)" is used only for projects implemented by Caltrans. For all other implementing agencies, Right of Way Support costs are included in the Right of Way Capital component.

#### **Construction Components**

"Construction (CON)", including Caltrans "Construction Support (CON SUP)", is programmed in the fiscal year during which the construction contract(s) will be advertised. All construction costs that are associated with a single construction contract should be listed in one fiscal year. If a project will have multiple contracts to be advertised in different fiscal years, then the construction costs (including Caltrans support costs) may be programmed in multiple years. In this case, a PPR must be completed for each segment.

"Construction Support (CON SUP)" is used only for projects implemented by Caltrans. For all other implementing agencies, Construction Support costs are included in the Construction Capital component.

#### **Fiscal Years**

Funding for each component is programmed according to appropriate fiscal year. The cost of each project component will be listed in the STIP no earlier than in the State fiscal year in which the particular project component can be delivered. Since the 2008 STIP covers the five-year period from FY 08/09 through FY 12/13, STIP funding may only be programmed in this five-year period. Any programming of STIP funds beyond the five-year period of the STIP must remain in the unprogrammed balance for programming in a future STIP cycle. Committed Non-STIP contributing funds for years beyond the five-year period of the STIP may be combined together into the "12/13+" column. Any additional funds needed, but not yet committed for the project, may also be shown for in the fiscal years FY 06/07 through FY 13/14 and beyond.

#### **Program Code**

Program Codes are used by Caltrans for the Transportation Accounting And Management System (TRAMS), to allow projects to be categorized for program and project tracking purposes. The codes are normally assigned by the Caltrans District Offices and are available at the following website: [http://onramp.dot.ca.gov/hq/accounting/Coding\\_Manual1/](http://onramp.dot.ca.gov/hq/accounting/Coding_Manual1/)

#### **Funding Agency**

The "Funding Agency" is the agency providing the local non-state contributions to the project.

#### **Fund Source**

The source of funds contributed to the project (i.e., RIP, IIP, TCRP, Prop 1B Bond-CMIA, RSTP, CMAQ, Local Measure, etc.)

#### **Notes**

The "Notes" field is available to include any pertinent information regarding the funding. For example the fund source may be more fully described, or if funds are being reduced for a particular component, the reason for the reduction should be noted.

## **FUNDING TABLES**

### **EXISTING FUNDING (This is a Protected field)**

The Existing Funding tables are generated directly from CTIPs and display current programming for the project. Any changes to existing funding must be explained using the Amendment form of the Project Programming Request.

### **PROPOSED FUNDING (This is an editable field)**

The Proposed Funding tables display the proposed programming of funds for a new project or for a change to an existing project. The proposed funding is the summation of the existing funds and the increase/decrease that is being requested. For example, if a project has \$100,000 programmed in the current RTIP for PS&E in FY 08/09 and \$50,000 is proposed to be added to this component in the same year, the "Existing Funding" column will show \$100,000 for PS&E under 08/09 and the "Proposed RTIP Funds" column will show \$150,000 (sum of the existing \$100,000 and the \$50,000 increase requested) for PS&E under FY 08/09. Funding removed from an existing component is handled in a similar manner. If no change is being proposed to any of the information in the "Existing Funding" table, the information in the "Proposed Funding" table shall be exactly the same as in the "Existing Funding" table.

Please note the requirements of "Full and Partial Funding" in Section 15 "Programming Project Components Sequentially" of the Commission adopted STIP guidelines.

### **PROPOSED TOTAL PROJECT COST (The contents in this table are calculated automatically)**

The "Proposed Total Project Cost" table at the top of the funding information page provides an overview of the total funding proposed for each component of the project. All the information in this table is calculated automatically by summing up the values in the various fund source tables.

## **AMENDMENT INFORMATION**

### **General**

This form must be completed for STIP, TCRP and Bond Amendment requests. Amendment request submittal requirements are available at the following website:

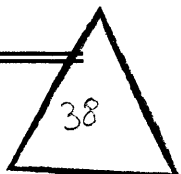
<http://www.dot.ca.gov/hq/transprog/ocip/2008stipdev.htm>.

An amendment may change the scope, cost, schedule or implementing agency of a project. In general, amendments for STIP, TCRP and Prop 1B Bond projects will be treated the same. However, there are some differences:

- Projects programmed in the STIP require at least 30 days public notice before the Commission will approve an amendment. TCRP and Prop 1B Bond project amendments may be approved at the same CTC meeting presented to the Commission. If a project is programmed using multiple funding sources, including STIP, the amendment request will be handled in the same manner as a STIP amendment.
- The Commission will not amend a project programmed in the STIP to delete or change the program year of the funding for any project component after the beginning of the fiscal year for which it is programmed.
- Amendments to projects programmed in the TCRP may be handled at the time of allocation of the component.

### **Project Background**

Provide detailed background of the project, including project programming and amendment history.



**Programming Change Requested**

Provide a detailed description of the proposed programming action. Enough information should be provided in order to clearly explain the programming change to the Commission.

**Reason for Proposed Change**

Explain need for programming action and why it is needed now.

- For STIP projects, can this programming action wait until the next STIP Cycle?
- For Caltrans implemented projects, attach an approved Program Change Request (PCR).
- For TCRP projects, can this amendment wait until allocation of the component?

**If Proposed change will delay one or more components, clearly explain reason for delay, cost increase related to delay, and how cost increase will be funded**

For STIP projects, an amendment that would delay the year of construction, the agency requesting the amendment should submit a project construction history. It is the Commission's intent to review this history when considering an amendment that would delay the year of construction. See the STIP Guidelines Section 67 for further guidance.

