

MEETING NOTICE

Date: Wednesday, January 18, 2017
Time: 3:00 P.M.
Place: Madera County Transportation Commission
 Conference Room
 2001 Howard Road, Suite 201
 Second Floor – Citizens Business Bank Bldg.

Agenda

Item	Description	Enclosure	Action
MCTC sitting as the Transportation Policy Committee			
I.	PLEDGE OF ALLEGIANCE		
II.	PUBLIC COMMENT This time is made available for comments from the public on matters within the Board's jurisdiction that are not on the agenda. Each speaker will be limited to three (3) minutes. Attention is called to the fact that the Board is prohibited by law from taking any substantive action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the Board does not respond to the public comment at this time. It is requested that no comments be made during this period on items that are on today's agenda. Members of the public may comment on any item that is on today's agenda when the item is called and should notify the Chairman of their desire to address the Board when that agenda item is called.		
III.	TRANSPORTATION CONSENT ITEMS All items on the consent agenda are considered to be routine and non-controversial by MCTC staff and will be approved by one motion if no member of the Committee or public wishes to comment or ask questions. If comment or discussion is desired by anyone, the item will be removed from the consent agenda and will be considered in the listed sequence with an opportunity for any member of the public to address the Committee concerning the item before action is taken.		
A.	Caltrans Quarterly Newsletter – January/February/March 2017	Yes	Info/Disc
B.	Governor's Proposed FY 2017-18 Transportation Budget	Yes	Info/Disc
C.	The Sustainable Communities Planning Grant and Incentives Program: Best Practices Pilot	No	Info/Disc
D.	2017 San Joaquin Valley Blue Print Awards Call for Nominations	Yes	Info/Disc
E.	Section 5310 Call for Projects	Yes	Info/Disc
F.	San Joaquin Valley Regional Policy Conference	Yes	Info/Disc
G.	Draft Environmental Document for SR 41 South Expressway	No	Info/Disc
H.	2018 Regional Transportation Plan/EIR – Request for Proposals	No	Authorize
I.	California Transportation Commission (CTC) 2016 Annual Report to the California Legislature	No	Info/Disc
IV.	TRANSPORTATION ACTION/DISCUSSION ITEMS		

- | | | | |
|----|---|-----|---|
| A. | PUBLIC HEARING: 2017 Federal Transportation Improvement Program – Resolution 2016-12 Amendment No. 1 | Yes | Approve |
| B. | 2014 Regional Transportation Plan / Sustainable Communities Strategy Update | No | Info/Disc
Direction may
be provided |

MCTC Sitting as the Madera County Transportation Commission

- | | | | |
|-----------|--|----|----------|
| V. | REAFFIRM ALL ACTIONS TAKEN WHILE SITTING AS THE TRANSPORTATION POLICY COMMITTEE | No | Reaffirm |
|-----------|--|----|----------|

VI. ADMINISTRATIVE CONSENT ITEMS

All items on the consent agenda are considered to be routine and non-controversial by MCTC staff and will be approved by one motion if no member of the Committee or public wishes to comment or ask questions. If comment or discussion is desired by anyone, the item will be removed from the consent agenda and will be considered in the listed sequence with an opportunity for any member of the public to address the Committee concerning the item before action is taken.

- | | | | |
|----|--|-----|-----------|
| A. | Executive Minutes – November 23, 2016 | Yes | Approve |
| B. | Transportation Development Act (STA) – Apportionment, STA Resolution 16-08 Amendment No. 1 | Yes | Approve |
| C. | Revised Procurement Policies and Procedures Manual | Yes | Approve |
| D. | DRAFT Transportation Development Act Guidebook | Yes | Info/Disc |

VII. ADMINISTRATIVE ACTION/DISCUSSION ITEMS

- | | | | |
|----|--|-----|--------|
| A. | MCTC Financial and Transportation Development Act Fund Audit for Fiscal Year ended June 30, 2016 | Yes | Accept |
|----|--|-----|--------|

MCTC Sitting as the Madera County 2006 Transportation Authority

VIII. AUTHORITY – ADMINISTRATIVE CONSENT ITEMS

All items on the consent agenda are considered to be routine and non-controversial by MCTC staff and will be approved by one motion if no member of the Committee or public wishes to comment or ask questions. If comment or discussion is desired by anyone, the item will be removed from the consent agenda and will be considered in the listed sequence with an opportunity for any member of the public to address the Committee concerning the item before action is taken.

None

IX. AUTHORITY – ACTION/DISCUSSION ITEMS

- | | | | |
|----|------------------------------|-----|--------|
| A. | FY 2015/16 MCTA Audit Report | Yes | Accept |
|----|------------------------------|-----|--------|

X. Miscellaneous

- | | | | |
|----|--------------------------|----|-----------|
| A. | Election of Officers | No | |
| B. | Items from Caltrans | | Info/Disc |
| C. | Items from Staff | No | Info/Disc |
| D. | Items from Commissioners | No | Info/Disc |

XI. Adjournment

No

***Items listed above as information still leave the option for guidance/direction actions by the Board.**

Annotated Agenda

Madera County Transportation Commission January 18, 2017 Meeting

I. Pledge of Allegiance

II. PUBLIC COMMENT

III. TRANSPORTATION CONSENT ITEMS

A. Caltrans Quarterly Newsletter – January/February/March 2017

Summary: Included in your package is a copy of the Caltrans Quarterly Newsletter for the months of January, February, and March 2017. (*Caltrans*)

Action: Information and Discussion Only

B. Governor’s Proposed FY 2017-18 Transportation Budget

Summary: The Governor has released his Proposed State Transportation Budget for 2017-18. The entire proposed State Budget documents may be found at: <http://www.ebudget.ca.gov/>. The Governor included his Transportation Funding proposal in the proposed State Budget. Included in your package is a memo developed by the Self Help Counties Coalition, Executive Director, outlining the Governor’s and Legislator’s Funding Proposals. (*Taylor, Findley*)

Action: Information and Discussion Only

C. The Sustainable Communities Planning Grant and Incentives Program: Best Practices Pilot

Summary: The Sustainable Communities Planning Grant and Incentives Program: Best Practices Pilot, is an effort to support local land use planning related to climate and the State’s statutory planning priorities. SCPGIP funding in the amount of \$250,000, will be available for applicants to apply for up to \$50,000. These grants will support the development and/or implementation of a specific portion of land use plan, land protection or management practice, or development project, that targets sustainable development and the State’s climate policies with the express intent of 1) implementation of that project or plan; and 2) identification of a best practice and creation of a Case Study to share amongst land use planning and policy peers. *This small grant is not intended to fund a long-range plan or project in its entirety.* Proposed applications must support local implementation of state policies, with a focus on creating more resilient communities through climate adaptation and mitigation.

The deadline for submittal has been extended to February 9, 2017. For more information please see <http://sgc.ca.gov/resource%20files/20161220-BPGuidelinesFinal.pdf> (*Ebersole*)

Action: Information and Discussion Only

D. 2017 San Joaquin Valley Blueprint Awards Call for Nominations

Summary: A Call for Nominations for the 2017 San Joaquin Valley Blueprint Awards has been announced. Candidate projects and individuals in all jurisdictions within the San Joaquin Valley are eligible for nomination. The deadline for nominations is February 3, 2016 by noon. Awards will be presented at the 12th Annual San Joaquin Valley Spring Policy Conference in a luncheon ceremony on March 9, 2017, to be held at the Falls Event Center in Fresno. For more information and a nomination packet please see: <http://valleyblueprint.org/files/feature/SJV%20Blueprint%20Awards%20-%202017%20Nominations%20Packet.pdf> (*Ebersole*)

Action: Information and Discussion Only

E. Section 5310 Call for Projects

Summary: FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities provide Capital Grants for projects that meet the transportation needs of elderly persons and persons with disabilities where public mass transit services are otherwise unavailable, insufficient or inappropriate. The Call for projects will be released on January 9, 2017. Application deadline is **March 1, 2017 at 5:00 p.m.** For more information please see <http://dot.ca.gov/hq/MassTrans/5310.html>. (Ebersole)

Action: Information and Discussion Only

F. 2017 San Joaquin Valley Regional Policy Conference

Summary: The 2017 San Joaquin Valley Regional Policy Conference will take place March 8th through 10th at the Falls Event Center in Fresno. The Annual Policy Conference is a great way for the San Joaquin's transportation and planning communities to learn what is new in the field. The conference is designed to provide administration, planning and public works professionals, and policy makers from local and regional agencies with expert information on current important topics and new critical state and/or federal requirements. It also provides opportunities for enhanced communications through networking with the various agencies and presenters. Included in your package is a Save the Date announcement. (Ebersole)

Action: Information and Discussion Only

G. Draft Environmental Document for SR 41 South Expressway

Summary: The California Department of Transportation, in cooperation with the County of Madera, proposes to improve 6.1 miles of State Route 41 from 0.8 mile south of the Avenue 11 undercrossing to 1.4 miles north of Avenue 15 (post miles 1.5 to 7.6) in Madera County.

Two Build Alternatives (Alternatives 2 and 4) and a No-Build Alternative are under consideration. Both Build Alternatives include a new structure over Avenue 11 (undercrossing), new crossings (box culverts or bridges) at the Madera Canal and Lateral 6.2 canal, frontage roads, and controlled access. All intersections would be at grade (ground level) but would preserve enough right-of-way for future freeway interchanges at Avenues 12 and 15. The future freeway interchange at Avenue 15 would require improvements to approximately half a mile of Avenue 15 to transition into the interchange.

The No-Build Alternative would keep State Route 41 in its existing condition, although routine maintenance projects would continue.

There was a Public Hearing held on Wednesday, January 11, 2016 to discuss the Draft Environmental Document (DED). The DED and other information on the project can be found at this link <http://www.dot.ca.gov/d6/projects/madera41southexpressway/> (McNeil/Stone)

Action: Information and Discussion Only

H. 2018 Regional Transportation Plan / Environmental Impact Report – Request for Proposals

Summary: MCTC is in the process of preparing a Request for Proposals (RFP) for the 2018 Regional Transportation Plan (RTP) / Environmental Impact Report (EIR). The 2018 RTP/EIR will have a horizon year of 2042 and must also meet the requisites of SB 375 by including a Sustainable Communities Strategy (SCS).

Staff has estimated that it will cost approximately \$250,000 for the completion of this project and will include this request in a future budget amendment.

The anticipated date of RFP release is **January 31, 2017**, and will be available on the MCTC website: www.maderactc.org

MCTC staff is planning to recommend a proposal for approval at the March 22, 2017 meeting. Contract award will occur at that meeting. (McNeil/Stone)

Action: Authorize budget for 2018 RTP/EIR and release of RFP

I. California Transportation Commission (CTC) 2016 Annual Report to the California Legislature

Summary: Included in your package is a copy of a letter from the CTC Chair transmitting the CTC's 2016 Annual Report to the California Legislature, prepare pursuant to Government Code Section 14535-14536. This report identifies and discusses key transportation issues for the coming year 2017 and also reviews accomplishments during the year just ended. The full report can be found at: <http://www.catc.ca.gov/reports/annualreports.htm>

The report identifies legislative and administrative recommendations for the upcoming year – 2017:

Legislative Recommendations:

- Address the Transportation Funding Shortfall (Funding);
- Promote Efficiency through Innovation (Reforms); and
- Instituting Accountability and Transparency (Reforms).

Administrative Recommendations:

- Require Caltrans to estimate and communicate the cost of new regulatory proposals and its impacts prior to legislative or regulatory enactment.
- Support the Transportation Agency's efforts to strengthen the organization independence and role of its internal audits and investigation functions.
- Require Caltrans to establish a centralized innovative project delivery team.
- Update the California Transportation Plan 2040 recommendations to identify the implementation priority, estimated costs, timeframe and responsible agency.
- Require Caltrans to review the hours of HOV lane operations in Southern California.
- Implement the Governor's proposal for Caltrans to generate \$100 million in efficiencies and provide annual reports to the Commission and Legislature on the savings generated.

2015-16 Commission Accomplishments:

- Allocated over \$4.5 billion in state and federal transportation funding.
- The Road Charge Technical Advisory Committee adopted and released Road Charge Pilot Design Recommendations.
- Amended the 2016 STIP Fund Estimate and adopted the 2016 STIP
- Initiated development of the California Transportation Plan and RTP Guidelines.
- Reported that Prop 1B results demonstrate promises made to California voters.
- Adopted priorities for the State's Transportation Asset Management Plan.
- Convened a workgroup to review Caltrans' current and projected capital outlay support staffing levels and methodology resulting in recommendations.
- Approved the development and operation of a high-occupancy toll facility on I-405.
- Adopted the 2015 ATP programming \$359 million to 208 projects valued at approximately \$500 million.

(Taylor)

Action: Information and Discussion Only

IV. TRANSPORTATION ACTION/DISCUSSION ITEMS

A. 2017 Federal Transportation Improvement Program – Formal Amendment No. 1 Resolution 2016-12

Summary:

NOTICE OF PUBLIC HEARING ON THE DRAFT AMENDMENT #1 TO THE 2017 FEDERAL TRANSPORTATION IMPROVEMENT PROGRAM

NOTICE IS HEREBY GIVEN that the Madera County Transportation Commission (MCTC) will hold a public hearing on January 18, 2017, at 3:00 p.m. at the MCTC Board Room at 2001 Howard Road, Suite 201, Madera, CA 93637 regarding the Draft Amendment #1 to the 2017 Federal Transportation Improvement Program. The purpose of the hearing is to receive public comments.

- The 2017 FTIP is a listing of capital improvement and operational expenditures utilizing federal and state monies for transportation projects in Madera County during the next four years that are eligible to proceed without a conformity determination.
- The Draft Amendment #1 to the 2017 FTIP is a Type 3 amendment that contains project phases and/or projects that have been determined to be exempt from the requirement that a conformity determination and/or regional emissions analysis be performed per 40 CFR 93.126, 93.127, or 93.128. Because the projects are exempt, no further conformity determination is required.

A concurrent 7-day public review and comment period will commence on January 4, 2017 and conclude January 11, 2017 at 3:00 p.m. The draft documents are available for review at the MCTC office, located at 2001 Howard Road, Suite 201, Madera, CA 93637 and on the MCTC website at www.maderactc.org.

Public comments are welcomed at the hearing, or may be submitted in writing by 3:00 p.m. on January 11, 2017 to Jeff Findley at the address below.

This public notice of public involvement activities and time established for public review and comments on the FTIP development process will satisfy the FTA's Program of Projects requirements.

After considering the comments, the documents will be considered for adoption, by resolution, by the Madera County Transportation Commission at a regularly scheduled meeting to be held on January 18, 2017. The documents will then be submitted to state and federal agencies for approval.

Contact Person: Jeff Findley, Senior Regional Planner
Madera County Transportation Commission
2001 Howard Road, Suite 201
Madera, CA 93637
(559) 675-0721
jeff@maderactc.org

(Findley)

Action: Approve the Madera County 2017 FTIP Resolution 16-12 Amendment No. 1

B. 2014 Regional Transportation Plan /Sustainable Communities Strategy Update

Summary: The 2014 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) and Environmental Impact Report (EIR) were adopted by the Madera County Transportation Commission (MCTC) Board in June of 2014. Senate Bill 375 (SB 375) introduced a new component of the Regional Transportation Plan involves the development of a sustainable communities strategy to reduce greenhouse gas (GHG) emissions from vehicle tailpipes through the integration of transportation and land use planning. The California Air Resource Board (ARB) established targets for GHG reductions in the years 2020 and 2035 measured against GHG levels in 2005. The 2014 RTP/SCS preferred planning scenario did not meet the GHG reduction goals established by ARB. SB 375 provides an option for a RTP/SCS which does not meet the targets to develop an Alternative Planning Strategy (APS) which can.

MCTC Staff is finalizing an amendment to the 2014 RTP/SCS and EIR. This amendment will be the culmination of many staff and consultant hours aimed towards assessing why the preferred RTP/SCS scenario was unable to meet the GHG reduction targets, what steps need to be taken to develop a scenario which does meet the targeted reductions, and actions taken to implement a plan that does meet the GHG targeted reductions. In the steps leading to the decision to amend the plan, staff decided to forgo the creation of an APS to focus on a plan that is both feasible and fiscally constrained as required of an RTP but not an APS.

Staff will convene the Madera County SCS stakeholder committee, hold public workshop, and meet with interested individual groups to provide comprehensive information regarding the amendment of the 2014 RTP/SCS and EIR before officially bringing the amendment before the MCTC board. Staff expects the total outreach and amendment process to be completed this fiscal year and to be acted upon by the MCTC Board in Spring of 2017. (Stone)

Action: Information and Discussion. Direction may be provided.

V. REAFFIRM ALL ACTIONS TAKEN WHILE SITTING AS THE TRANSPORTATION POLICY COMMITTEE

VI. ADMINISTRATIVE CONSENT ITEMS

A. Executive Minutes – November 23, 2016

Summary: Included in your package is a copy of the November 23, 2016 Executive Minutes of the Policy Board.

Action: Approve Executive Minutes of November 23, 2016

B. Transportation Development Act (STA) – Apportionment, STA Resolution 16-08 Amendment No. 1

Summary: The State Controller's Office released a revised November 2016 State Transit Assistance (STA) estimate for FY 2016-17 that is lower than the original February 2016 estimate. The revised lower estimate has been provided to the local jurisdictions with a request to amend their applications. *(McNeil)*

Action: Approve STA Resolution 16-08 Amendment No. 1

C. Revised Procurement Policies and Procedures Manual

Summary: Staff has revised the Procurement Policies and Procedures Manual to include information on the Request for Qualifications method of procurement. *(McNeil)*

Action: Approve Revised Procurement Policies and Procedures Manual

D. DRAFT Transportation Development Act Guidebook

Summary: A written DRAFT Transportation Development Act (TDA) Guidebook has been developed to provide clarity as to the linkage between MCTC policies directing TDA, the TDA administrative activities that are conducted by MCTC, and the funding allocations to the local jurisdictions for eligible programs such as bike and pedestrian projects, public transit, and streets and roads.

The draft document has been released to local jurisdictions for review and comment. Staff will bring a final document for Board approval at a later date. *(McNeil)*

Action: Information and discussion only

VII. ADMINISTRATIVE ACTION/DISCUSSION ITEMS

A. MCTC Financial and Transportation Development Act Fund Audit for Fiscal Year ended June 30, 2016

Summary: Included in your package is a copy of the *Audit of MCTC Administrative and Planning Grant Funds and TDA Funds for FY 2015/16* prepared by Price, Paige, & Company Accountancy Corporation. The independent auditor's report expressed an unmodified opinion on the general purpose financial statements of the Commission and an unqualified opinion on the independent auditor's report for compliance of major programs.

The auditor did not note any adverse findings. *(McNeil)*

Action: Accept MCTC Financial and Transportation Development Act Fund Audit for Fiscal Year ended June 30, 2016

MCTC Sitting as the Madera County 2006 Transportation Authority

VIII. AUTHORITY – CONSENT ITEMS

None

IX. AUTHORITY – ACTION/DISCUSSION ITEMS

A. FY 15/16 MCTA Audit Report

Summary: MCTA has received the Measure “T” Audit Report for the Fiscal Year ended June 30, 2016 for the Madera County Transportation Authority. This report was done in accordance with Section 99245 of the Public Utilities Code by Price, Paige, and Company.

We are pleased to report that there are no adverse findings. (*McNeil*)

Action: Accept FY 15/16 MCTA Audit Report

X. Miscellaneous

- A. Election of Officers
- B. Items from Caltrans
- C. Items from Staff
- D. Items from Commissioners

XI. Adjournment

Update



January-February-March 2017

Madera County Transportation Commission

In this issue:

- Pg. 1 Road Diets
(Roadway Reconfiguration)
- Pg. 3 West Coast Electric Highway
Grows
(State Adding Charging,
Refueling Stations for
Zero-Emission Vehicles)
- Pg. 5 Safe Routes to School
Success Story
- Pg. 7 VMT Per Capita
- Pg. 10 Seat Belt Use in U.S.
Reaches Historic 90
Percent
- Pg. 12 2016 Caltrans Excellence
in Transportation Awards
Winners!
- Pg. 15 PG&E will deploy 7,500
electric-car charging stations
at an estimated cost of \$130
million
- Pg. 16 Projects



Road Diets (Roadway Reconfiguration)

Improved safety and congestion relief on public roadways are high-priority national goals. Innovative reconfigurations such as Road Diets can help achieve these goals for motorists and non-motorists on mixed-use streets by reducing vehicle speeds and freeing space for alternative modes. Road Diets can reduce collisions, increase mobility and access, and improve a community's quality of life.

Road Diets are a safety-focused alternative to a four-lane, undivided roadway. The most common type of Road Diet involves converting an existing four-lane, undivided roadway segment that serves both through and turning traffic into a three-lane segment with two through lanes and a center, two-way left-turn lane (TWLTL). The reclaimed space can be allocated for other uses such as bike lanes, pedestrian refuge islands, bus lanes and parking.

On a four-lane undivided road, vehicle speeds can vary between travel lanes, and drivers frequently slow or change lanes due to slower vehicles or vehicles stopped in the left lane waiting to turn left. On three-lane roads with TWLTLs, left-turning vehicles are separated from through vehicles, and the vehicle speed differential is limited by the speed of the lead vehicle in the through lane. This reduces the vehicle-to-vehicle conflicts that contribute to crashes.

A Road Diet applied in Orlando, Florida, converted an existing four-lane undivided roadway segment into a three-lane segment consisting of two through lanes, a center TWLTL, and installed bike lanes. The result was a 34 percent reduction in the total number of crashes, a 30 percent increase in bike volumes, and a 23 percent increase in pedestrian volumes.



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Road Diet on Edgewater Drive, Orlando, Florida

A Des Moines, Iowa, Road Diet also provided a benefit to buses: instead of stopping in a through lane and blocking traffic as they had done before the reconfiguration, the new design accommodated them with a bus turn out. In Pasadena, California, a Road Diet allowed pedestrians to safely cross the road more easily, which provided the unexpected benefit of eliminating the need for a pedestrian traffic signal at the crossing. This resulted in cost savings and eliminated the impact of the signal on traffic flow.

Benefits

- **Safety.** Road Diets can make the roadway environment safer for all users. Studies indicate a 19 to 47 percent reduction in overall crashes when a Road Diet is installed on a previously four-lane undivided facility. For pedestrians, Road Diets result in fewer lanes to cross and provide an opportunity to install refuge islands that slow vehicles in the midblock crossing area, which is where 70 percent of pedestrian fatalities occur.
- **Low Cost.** Road Diets make efficient use of the roadway cross-section. the majority are installed on existing pavement within the right-of-way. When planned in conjunction with reconstruction or simple overlay projects, the safety and operational benefits of Road Diets are achieved essentially for the cost of restriping pavement lanes.
- **Quality of Life.** Road Diets can make shared spaces more livable and contribute to a community-focused, Complete Streets environment. On-street parking and bike lanes can also bring increased foot traffic to business districts.

Current State of the Practice

Road Diets have been implemented for at least two decades and are steadily increasing in popularity. More than 600 state, regional and local jurisdictions have adopted, or have committed to adopting, Complete Streets policies, establishing the expectation that all future roadway projects will adhere to the principle that streets should be designed with all users in mind, rather than merely providing enough capacity for vehicle throughput.

West Coast Electric Highway Grows

State Adding Charging, Refueling Stations for Zero-Emission Vehicles

December 2016
Mile Marker



Caltrans photos by Thomas Ritter

Twenty hydrogen fuel cell vehicles were recently delivered to the Caltrans District 7 equipment shop in Sylmar. The department now has more than 130 zero-emission vehicles in its fleet.

In 2016, California was home to nearly half of all light-duty zero-emission vehicles in the U.S., with more than 200,000 plug-in electric cars and trucks on its roads, a number Gov. Edmund G. Brown Jr. wants to raise to 1.5 million by 2025.

Caltrans has 3,480 light-duty vehicles, including 133 zero-emission vehicles (64 all-electric vehicles, 49 plug-in hybrids and 20 hydrogen fuel cell cars).

Under the governor's [2016 Zero-Emission Vehicle \(ZEV\) Action Plan](#), the department will begin installation of at least 30 public fast-charging locations at highway rest stops and other strategically located Caltrans property. The [Caltrans Sustainability Program](#) is developing a pilot program that will first test such stations at two rest areas, two park-and-ride lots and two workplaces.

Caltrans is also working with the California Energy Commission to identify sites for three hydrogen fueling stations on Caltrans right-of-way properties such as rest areas and park-and-ride lots by December 2018.

The 2016 ZEV Action Plan is consistent with Cal-

[trans' Strategic Management Plan 2015-2020](#) and the [California Sustainable Freight Action Plan](#), and will help expand the refueling network known as the [West Coast Electric Highway](#) being built in partnership with Oregon and Washington. Independent of the ZEV Action Plan, Caltrans has approved a total of 175 charging stations throughout the state for its own fleet of zero-emission vehicles.

One goal of the pilot project is to provide a more reliable link for ZEV motorists who might be nervous about their vehicle's ability on the open road to make it from one station to the next before draining their batteries. The pilot also will give the department a chance to measure usage, time spent at fueling stations, as well as possible vandalism and other issues.

The state currently has 28 hydrogen fuel stations (22 retail, six non-retail), with 19 more in development, according to the [California Fuel Cell Partnership](#). Plug-in vehicles have more options, with about [3,500 charging stations](#) (including those only for Teslas) across the state, but most are in urban




Fuel cell vehicles, like this Toyota Mirai, use hydrogen to produce electricity, generating zero carbon emissions.



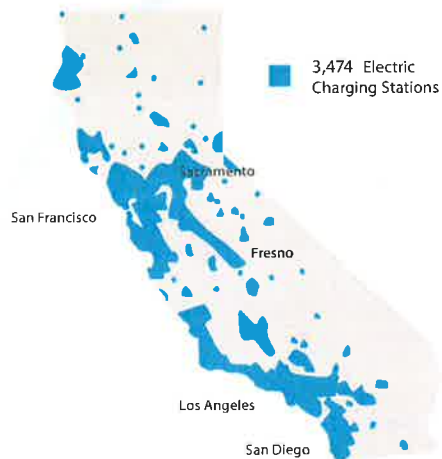
This hydrogen fuel station (there are 28 in the state), offers a half-pressure fill (H35, equivalent of a conventional half-tank), and a full fill (H70).

areas, giving motorists some range anxiety out on the open highway.

To some extent, the pilot program and possible addition of even more charging and fueling stations may help foster the fledgling ZEV industry. Private firms, other than Tesla Motors, have been reluctant to build new ZEV fueling stations until consumers

buy more vehicles. Meanwhile, consumers are hesitant to buy more ZEVs until more fueling stations are built to permit long-distance trips. These areas are expected to help reduce range anxiety — not to mention reduce the number of stranded motorists — and encourage interregional travel. 

Electric Charging Stations



Hydrogen Charging Stations



Source: U.S. Department of Energy

Electric charging stations, locations shown at left, are heavily concentrated in coastal cities and along the main arteries of the Central Valley. At right, hydrogen fuel stations, while still much less common, appear to be following a similar pattern.

71%

increase in elementary school students participating in Bike to School Day from 2010 to 2012

21%

increase in junior high school students participating in Bike to School Day from 2010 to 2012

9

new vehicle speed feedback signs installed in school zones throughout the city

2,500

safety lights and reflectors distributed to K-8 students

6,500

students benefitted from having the Safe Routes to School program at their school

August 2012

California Safe Routes to School Technical Assistance Resource Center, a program of California Active Communities

www.CaSafeRoutesToSchool.org

(916) 552-9874

CaActiveCommunities@cdph.ca.gov



SAFE ROUTE TO SCHOOL SUCCESS STORY

Davis, California
CALTRANS DISTRICT 3, YOLO COUNTY

There was a time when the sight of children walking and bicycling to school was a familiar scene in communities across California. In fact, in 1969 approximately 50 percent of children walked or bicycled to school. Today, fewer than 15 percent of children do and rates of childhood obesity and overweight are overwhelming.^{1,2}

Concerns about traffic safety are often cited as one of the main Reasons children do not walk or bicycle to school.³ And for good Reason, as in 2010 alone, over 21,000 California school children were Sent to an emergency department and over 1,500 were hospitalized Due to pedestrian or bicycle injuries.⁴

Creating safe opportunities for walking and bicycling is critical to Improving the safety of young pedestrians and bicyclists and to Reducing overweight and obesity among California's youth. Safe Routes to School (SRTS) programs are key to reversing these trends. SRTS programs increase the number of children who safely walk And bicycle to school through education and encouragement Programs, enhanced enforcement, engineering improvements, And strong program evaluation.



**SAFE ROUTES TO SCHOOL
SUCCESS STORY**

Implementing Agency

City of Davis Department of Public Works

Location

Davis, Yolo County
Caltrans District 3
CA Assembly District 8
CA Senate District 5

Funding

Caltrans SRTS Non-Infrastructure –
Cycles 1 and 3

Participating Schools

Birch Lane Elementary, Cesar Chavez Elementary, Korematsu Elementary, MME Elementary, North Davis Elementary, Patwin Elementary, Pioneer Elementary, Willett Elementary, Emerson Junior High, Harper Junior High, Holmes Junior High
25 percent of students in participating schools are eligible for the Free and Reduced Price Meals Program

Contact

Rachel Hartsough,
Street Smarts Coordinator
City of Davis Department of Public Works
rhartsough@cityofdavis.org
(530) 757-5640
www.cityofdavis.org



PROGRAM SUMMARY

The City of Davis is permeated by a network of bike lanes and trails that help facilitate bicycling to school. The City teaches and encourages children to use these bicycle facilities through a robust school district-wide Non-Infrastructure program that includes an annual Bike to School day.

The City's 2012 Bike to School Day included three Bicycle Rodeos and the Loopalooza, each of which had bicycle helmet-fittings and bicycle-maintenance checks, and took students through a skills-based course designed to test and improve bicycle safety handling skills. In addition, eight elementary schools and three junior high schools participated in Bike to School Day activities that included Do-It-Yourself reflective sticker making activities, helmet decorating and bicycle rack decorating contests, and other safety, education, and encouragement activities.

PROGRAM SUCCESSES

- Addition of none new solar-powered, data capturing speed boards (vehicle speed feedback signs) installed in school zones throughout Davis.
- Seven Bicycle Rodeos at five elementary schools provided on-bicycle Safety and skills-based training for students.
- Two-thousand five hundred safety lights and reflectors distributed to K-8 school children.
- Large "Slow Down" banners hung in school zones throughout the District.
- Increased participation in Bike Month and Bike to School Day Activities over the past two years. All elementary and junior high Schools in the school district participated in 2012. Bicycling to school on Bike to School Day increased by 71 percent among elementary school students and 21 percent among junior high school students from 2010 to 2012.

VMT Per Capita

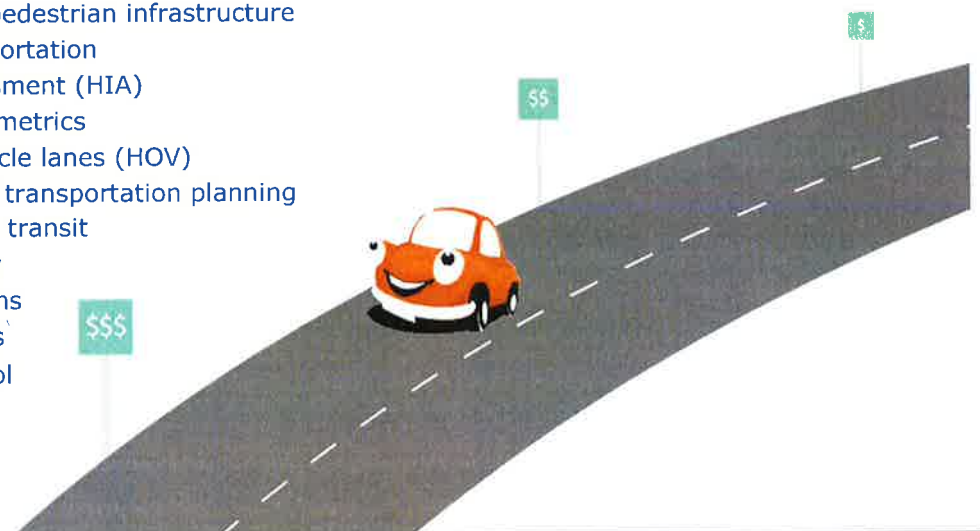
- **Indicator Description**
- **Related Strategies**
- **Transportation and Health Connection**
- **About the Data**
- **Moving Forward**
- **References**

Indicator Description

Vehicle miles traveled (VMT) per capita is calculated as the total annual miles of vehicle travel divided by the total population in a state or in an urbanized area. Data for this indicator come from the Federal Highway Administration (FHWA), 2011 Highway Statistics. The reports are based on individual state reports on traffic data counts collected through permanent automatic traffic recorders on public roadways. Data on VMT for urbanized areas are available from the FHWA Highway Statistics Series. These data are calculated as the total daily miles of vehicle travel in an urbanized area divided by the total population. An urbanized area is defined as an area with 50,000 persons that at a minimum encompasses the land area delineated as the urbanized area by the U.S. Census Bureau.

Related Strategies

- Built environment strategies to deter crime
- Complete Streets
- Encourage and promote biking and walking
- Expand bicycle and pedestrian infrastructure
- Expand public transportation
- Health impact assessment (HIA)
- Health performance metrics
- High-occupancy vehicle lanes (HOV)
- Integrate health and transportation planning
- Multimodal access to transit
- Promote connectivity
- Ride sharing programs
- Rural transit systems
- Safe Routes to School
- Traffic calming



(Continued)

Transportation and Health Connection

Decreasing annual VMT per capita can directly improve air quality and the overall health of a population. How much depends on the types of vehicles on the road (Johnson, 2006). Higher VMT also equates to increased sedentary time. A study in Atlanta, Georgia found that each additional hour per day spent in a car was associated with a 6% increase in a person's risk for obesity (Frank et al, 2004). Since 2004, total VMT in the U.S. has declined slowly. In 2012, total VMT reached the lowest level since 1996 (State Smart Transportation Initiative, 2013). This decline might reflect a large variety of factors. These include the interaction of newly implemented land use policies, active transportation infrastructure and encouragement, economic factors, and other strategies to reduce car-dependence.



About the Data

The Federal Highway Administration reports total VMT as an annual average for states and daily average for Federal-Aid Urbanized Areas (FAUA). FHWA uses the term Federal-Aid Urban Area to distinguish the adjusted urban area boundaries allowed for transportation purposes from those designated by the Census Bureau. Although the data set is robust, it is not without some limitations. Only 4,000 automatic traffic recorders on public roadways throughout all 50 states collect the data, and traffic is recorded primarily on major highways and roads (U.S. DOT, 2011). As a result, local traffic might be underestimated in some states that have high levels of through-traffic related to longer trips.

Moving Forward

VMT levels are lower in communities that are more walkable and compact and in communities that have strong public transportation systems. Increased population density is also associated with lower VMT per capita (ChangeLab Solutions, 2007; U.S. EPA, 2013). Continued research is needed on the effectiveness of policies to decrease VMT per capita. Some strategies that have shown success include public transportation expansion and service improvement, active transportation infrastructure, and higher parking fees (Carlson and Howard, 2010). Transportation decision makers can use data on VMT per capita to track the effects of implemented policies and strategies to reduce traffic on the road. The data can also help in evaluating policies and strategies that support improved public health outcomes related to air quality, road traffic injuries and fatalities, and physical activity from transportation.

Cont.

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* Indicates research that supports policies analyzed

† Indicates research that supports equity or vulnerable populations studied

Updated: Tuesday, February 2, 2016



Seat Belt Use in U.S. Reaches Historic 90 Percent

Lives saved estimated at nearly 345,000 since 1975

WASHINGTON – Seat belt use in the United States has reached its highest level since the Federal government began regular national surveys in 1994, according to a study released by the U.S. Department of Transportation’s National Highway Traffic Safety Administration (NHTSA).

“The best way folks can protect themselves in their cars is by wearing a seat belt,” said U.S. Transportation Secretary Anthony Foxx. “Whether you’re a driver or passenger, in the front seat or back, the simple act of wearing a seat belt significantly reduces the risk of fatality and major injury in a crash.”

The new data – drawn from a large-scale observational study conducted by NHTSA in June 2016, shows daytime belt use (drivers and right-front passengers of passenger vehicles from 7 a.m. to 6 p.m.) reached 90.1 percent, a statistically significant increase from 88.5 percent in 2015. The study, known as the National Occupant Protection Use Survey (NOPUS), is the only survey that provides nationwide probability-based observed data on seat belt use in the United States. The NOPUS also provides data on other types of restraints, such as child restraints and motorcycle helmets, and driver electronic device use.

“Vehicles have many more safety features today than ever before, but there is nothing more important than the simple seat belt,” said NHTSA Administrator Mark Rosekind. “We are encouraged by this progress, but with so many people still dying in crashes because they are not wearing their seat belts, we will not rest until we reach 100 percent.”

Even with a higher belt use, nearly half (48 percent) of people killed in crashes in 2015 were not wearing their seat belt. When used properly, lap/shoulder belts reduce the risk of fatal injury to front-seat passenger car occupants by 45 percent, and the risk of moderate-to-critical injury by 50 percent.

Seat belts saved nearly 14,000 lives during 2015 alone and an estimated 345,000 lives since 1975. The nation’s chief auto safety agency credits State legislation,

(Continued)

strong laws, and our nation's police officers for strong enforcement of those laws, especially during the annual national *Click It or Ticket* campaign. Also important was the agency's decades-long focus on the issue, including the renowned "Vince and Larry" crash test dummy public service campaign of the 80's and 90's. This progress is the result of persistent effort by a wide range of safety partners, including the U.S. Congress which provided resources including incentive grants and support for enforcement, state highway safety officials who mobilized and organized state enforcement and education campaigns, and many others including public health organizations which raised awareness and the auto and insurance industries which supported seat belt advocacy efforts.

Of note in the latest survey is that seat belt use is higher in the West than in the other regions of the U.S., and seat belt use continued to be higher in the States with primary belt use laws. Thirty-four states, the District of Columbia, American Samoa, Guam, the Northern Mariana Islands, Puerto Rico and the Virgin Islands have primary seat belt laws for front seat occupants, while 15 states have secondary laws. In many of these states, the law is primary for younger drivers and/or passengers.

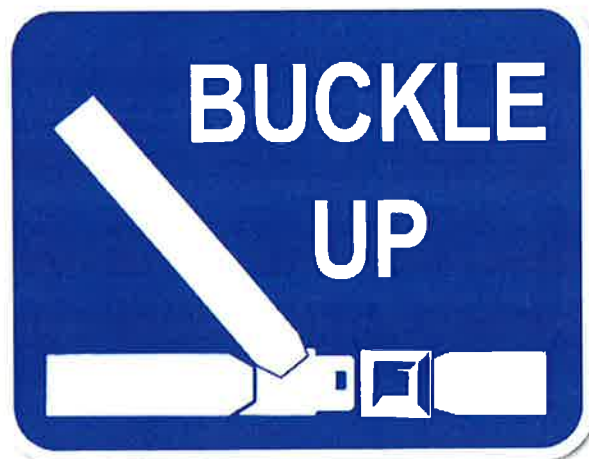
Other significant increases in the last year are among drivers and passengers of vans and SUVs, and those in rural areas.

Monday, November 21, 2016

NHTSA - Public Affairs Office
1200 New Jersey Avenue, S.E.
Washington, DC 20590
United States

Phone: 202-366-9550

Business Hours:
9:00am-5:00pm ET, M-F



Congratulation all 2016 Caltrans Excellence in Transportation Awards Winners!

Each year, the California Department of Transportation (Caltrans) highlights the best of its work and the work of its partners through the annual Caltrans Excellence in Transportation Awards Program. Caltrans received nearly 100 entries from within Caltrans, public agencies, private contractors and consultants across the state. Congratulations to those of you who have worked hard to make these projects a reality by participating in the effort to provide positive and measurable improvements in transportation, resulting in a lasting benefit to the state of California.

Intermodal Transportation System

Anaheim Regional Transportation Intermodal Center (ARTIC)

- City of Anaheim
- HOK
- Clark Construction Group
- Parsons Brinckerhoff

The Highway (Rural)

Jameson Canyon Road Widening Project

- Caltrans District 4
- Solano Transportation Authority
- Napa County Transportation and Planning Agency
- Metropolitan Transportation Commission

The Highway (Urban)

Ramon Road Corridor Improvements

- City of Cathedral City
- Agua Caliente Band of Cahuilla Indians

Major Structures

State Route 178/Morning Drive Interchange **

- City of Bakersfield
- Caltrans District 6
- Kern County
- Kern Council of Governments

Stewardship of the Environment

The Fort Goff Creek Fish Passage Restoration Project

- Caltrans District 2
- California Department of Fish and Wildlife
- U.S. Fish and Wildlife Service
- National Oceanic and Atmospheric Administration Fisheries

Cont.

Transportation Related Facilities

City of Clovis Dry Creek Trailhead

- City of Clovis - Planning and Development Services
- City of Clovis - Public Utilities Department
- BMY Construction Group, Inc.
- Advanced Drainage Systems, Inc.

Transportation System Operations Improvements

Sloat Boulevard Pedestrian Hybrid Beacon System

- Caltrans District 4 - Division of Operations
- City and County of San Francisco - Department of Public Works

Traveler and Worker Safety

State Route 154/246 Roundabout Project

- Caltrans District 5
- Granite Construction, Inc.

Community Enhancement

Cabrillo Bridge Retrofit/Rehabilitation/SR-163 Landscape Renewal Transportation Enhancement

- Caltrans District 11
- Caltrans District 11 - Environmental
- Caltrans District 11 - Design Landscape Architecture
- City of San Diego

Maintenance – Operations or Equipment

Valley Fire Response

- Caltrans District 1
- Caltrans District 1 - Maintenance

Highway as a Main Street

U.S. 50 Trout Creek to Ski Run

- Caltrans - District 3

Transportation Innovations to Improve Mobility Across California

San Francisco-Oakland Bay Bridge East Span Seismic Safety Project, Pier E3 Demonstration Project

- Caltrans Toll Bridge Program - District 4
- Bay Area Toll Authority
- California Transportation Commission

Public Awareness Campaigns

Spare the Air Youth

- Metropolitan Transportation Commission
- Bay Area Air Quality Management District
- Alta Planning + Design
- Parisi Transportation Consulting

District 6 Award Winners



State Route 178/Morning Drive Interchange

State Route 178 (SR-178) serves as the primary access corridor for northeast Bakersfield, which has experienced tremendous residential development in recent years as the city has grown to become the state's ninth largest city. With this growth has come increased congestion. The SR-178 Interchange Project replaced a stop-sign controlled "T" intersection with a full interchange and extended the four-lane freeway eastward for a distance of nearly two miles. The project also widened Morning Drive to three lanes in each direction on the north side of SR-178, and extended Morning Drive south of the freeway. The project opened to traffic in August 2015, and has relieved congestion and improved travel times in this area of Bakersfield. Morning Drive's new direct connection between SR-178 and SR-58 has enhanced north-south mobility, improved connectivity between neighborhoods on both sides of the freeway, and created opportunities for much-needed retail and commercial development in northeast Bakersfield.

City of Clovis Dry Creek Trailhead

The City of Clovis Dry Creek Trailhead is a 3-acre open space amenity that is a vital link in the local transportation system. The Trailhead opened to the public as an innovative open-space facility that tackles the issues of health, air quality, land use, conservation of natural resources, and planning for the future. Each aspect of the trailhead was designed to enlighten the community about the city's history and surroundings and to protect natural resources. Key sustainable features include drought-tolerant landscaping, an underground stormwater retention system, reduced construction and operational costs, and a focus on conservation and improved water management. The trailhead promotes bicycling as an alternate form of transportation to reduce traffic congestion, decrease air pollution, and improve the community. The site includes bicycle and vehicle parking, bike repair stations, bike racks, restrooms, picnic areas, drinking fountains, lights, benches, and pedestrian bridges. The result is a beautiful facility that promotes healthy living, protects natural resources, and provides education about the area's history.

PG&E will deploy 7,500 electric-car charging stations at an estimated cost of \$130 million

The plan specifies that PG&E must deploy at least 20 percent of the charging stations at multi-unit dwellings, and aim to place at least 50 percent of the stations at these locations.

Multi-unit dwellings have received less attention in recent deployment of charging infrastructure, which have tended to focus on non-residential locations.

PG&E will also deploy at least 15 percent of the new charging stations in disadvantaged communities, and will aim to increase that amount to 20 percent.

PG&E will own and maintain charging stations, although they will likely be installed by third-party vendors.



Projects

January-February-March 2017

Madera County Transportation Commission

Madera Shoulder Rumble Strips: Install rumble strips on SR 41 at various locations in Madera County. Funding: SHOPP. PS&E/RW; Ready to List summer 2017. Anand Kapoor, Project Manager, (559) 243-3588.

Ave 12 Intersection Improvements: Grade interchange improvements on SR 41 at Avenue 12 in Madera County. Funding: Local, oversight. In construction. Chris Gardner, Project Manager, (559) 243-3444.

Ranchos to Oakhurst Rumble Strip: Install center line rumble strip on SR 41 from near Madera Ranchos to near Oakhurst in Madera County. Funding: SHOPP. In winter suspension; construction to start again spring 2017. Anand Kapoor, Project Manager, (559) 243-3588.

Road 204 and Ave 15 Intersection Improvements: Improvements at the SR 41/Avenue 15 intersection in Madera County from south of Road 204 to north of Avenue 15. Funding: Local. PA&ED; Ready to List spring 2017. Chris Gardner, Project Manager, (559) 243-3444.

Madera 41 Passing Lanes: On SR 41 north of Road 208, near Rio Mesa. Funding: RIP, Measure, and local. Construction complete. Anand Kapoor, Project Manager, (559) 243-3588.

Fresno 41 Bridge Seismic Retrofit: Old San Joaquin bridge seismic retrofit. Funding SHOPP. Construction to start spring 2017. Anand Kapoor, Project Manager, (559) 243-3588.

Mad 99 CAPM: CAPM AC overlay on SR 99 0.5 mi near the City of Madera from north of the Avenue 7 overcrossing to south of the Gateway Drive overcrossing. Funding: SHOPP. PS&E/RW; Begin construction spring 2017. Jeannie Wiley, Project Manager, (559) 243-3432.

Madera 99 Widening: SR 99 from a 4-lane freeway to a 6-lane freeway in Madera County in and near the City of Madera between the Avenue 12 overcrossing to the Avenue 17 overcrossing. Funding: STIP and Measure. In Design phase; Ready to List December 2017. Anand Kapoor, Project Manager, (559) 243-3588.

Projects

January-February-March 2017

Madera County Transportation Commission

SR 99/Avenue 12 Interchange: Construct new bridge at SR 99/Avenue 12 near the City of Madera. Funding: RIP, Measure, Prop 1B Bond, local. Construction complete. Jim Bane, Project Manager, (559) 243-3469.

Mad 99 Roadside Safety: Roadside safety improvements on SR 99 in and near the City of Madera from south of the SR 145/SR 99 separation to Ash Slough Funding: SHOPP. In Design; Ready to List late 2016. Jeannie Wiley, Project Manager, (559) 243-3432.

Route 152 Panel Replacement: AC overlay on SR 152 from the Merced/Madera County line to the SR 152/SR 99 interchange. Funding: SHOPP. PID; Ready to List early 2017. Anand Kapoor, Project Manager, (519) 243-3588.

FRE/MAD Roadside Safety: Roadside safety improvements on SR 41 in Fresno and Madera Counties from south of the Bullard Avenue overcrossing to north of the Children's Boulevard overcrossing. Funding: SHOPP. Bids rejected; repackage and advertise winter 2017. Jeannie Wiley, Project Manager, (559) 243-3432.

Tulare Madera VDS: Install Vehicle Detection systems on SR 99 in Tulare County from north of the Kern County line to north of the Paige Road overcrossing; in Fresno County from south of the Church Avenue overcrossing to the north SR 99-west SR 180/south SR 99-east SR 180; and in Madera County from north of the Avenue 18-1/2 overcrossing to north of the SR 99/SR 233 connector . Funding: Minor A. In construction. Jeannie Wiley, Project Manager, (559) 243-3432.

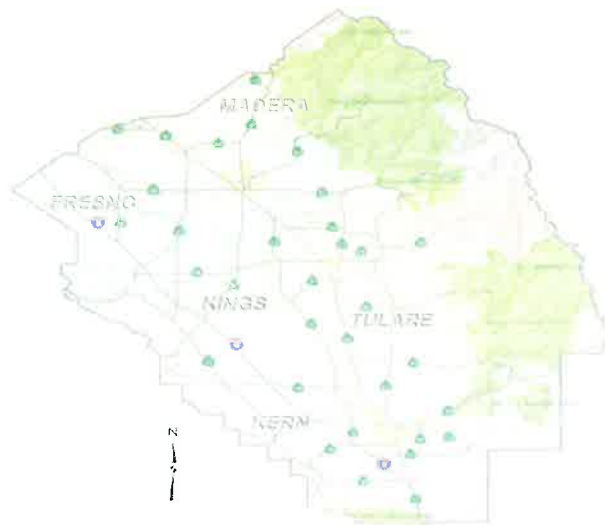
Seismic Restoration-Var: Seismic restoration on SRs 33, 41, 43, and 233/152 in Fresno, Kings, and Madera Counties at various locations. Funding: SHOPP. Awarded; begin construction late 2016. Jeannie Wiley, Project Manager, (559) 243-3432.

The California Department of Transportation (Caltrans) District 6 is headquartered in Fresno. This geographically diverse district is the second largest of the 12 Districts statewide, stretching from the southernmost part of Yosemite National Park in the north to the Mojave Desert. It includes Madera, Fresno, Tulare, Kings, and Kern counties. Interstate 5 and State Route 99 run the length of District 6, serving as the main north-south arteries for not just the Central Valley, but for the entire state as well.

District 6 Planning and Local Assistance vision is to be valued for its expertise in providing sound and innovative services and products that enhance the total transportation network.

Our mission is to provide transportation planning which offers a balanced, efficient, cost effective, and integrated multimodal transportation system which not only ensures access and connectivity within the county, region, and state, but one which also reflects partnerships and participation of our local communities, stakeholders, transportation agencies, and local jurisdictions through clear and effective communication.

Gail Miller
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CALTRANS MISSION:

Provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability

Visit District 6 on the web at www.dot.ca.gov/sist6/



*Alameda County
Transportation Commission*

*Contra Costa
Transportation Authority*

*Fresno County
Transportation Authority*

*Imperial County
Transportation Commission*

*Los Angeles County
Metropolitan Transportation
Authority*

*Madera County
Transportation Commission*

*Transportation Authority
Of Marin*

*Merced County Association
of Governments*

*Transportation Agency for
Monterey County*

*Napa Valley Transportation
Authority*

*Orange County
Transportation Authority*

*Riverside County
Transportation Commission*

*Sacramento
Transportation Authority*

*Santa Barbara County
Association of Governments*

*San Bernardino
County Transportation
Authority*

*Santa Clara Valley
Transportation Authority*

*Santa Cruz County Regional
Transportation Commission*

*San Diego
Association of Governments*

*San Francisco County
Transportation Authority*

*San Joaquin
Council of Governments*

*San Mateo County
Transportation Authority*

*Sonoma County
Transportation Authority*

*Stanislaus Council of
Governments*

*Tulare County
Association of Governments*

January 10, 2017

MEMO THE GOVERNOR'S & LEGISLATIVE FUNDING PROPOSALS

Governor's Proposal for Revenues to Support New Investment:

The Governor today introduced a 10-year-funding plan that would provide approximately \$43 billion (over 10 years) in new funding and redirected savings from efficiencies for transportation priorities. Specifically, the Governor's proposal includes annualized resources as follows:

- Road Improvement Charge—\$2.1 billion from a new \$65 fee on all vehicles, including hybrids and electrics.
- Stabilize Gasoline Excise Tax—\$1.1 billion by setting the gasoline excise tax at the 2013-14 rate of 21.5 cents and eliminating the current annual adjustments. The broader gasoline tax would then be adjusted annually for inflation to maintain purchasing power.
- Diesel Excise Tax—\$425 million from an 11-cent increase in the diesel excise tax. This tax would also be adjusted annually for inflation to maintain purchasing power.
- Cap and Trade—\$500 million in additional Cap and Trade proceeds.
- Caltrans Efficiencies — \$100 million in cost-saving reforms.
- \$706 million in loan repayments over the next three years. The funds will support additional investments in the Transit and Intercity Rail Capital Program, trade corridor improvements, and repairs to the state highway system.
- Active Transportation Program—\$1 billion Cap and Trade for Caltrans to expand the grant program for local projects that encourage active transportation such as bicycling and walking, with at least 50 percent of the funds directed to benefit disadvantaged communities.
- Local Streets and Roads/Local Partnership Funds—About \$11.4 billion in Shared Revenues to be allocated by the Controller to cities and counties for local road maintenance according to existing statutory formulas, and over \$2.2 billion in state-local partnership grants.
- Sustainable Transportation Grants — An increase of \$25 million annually for competitive planning grants to assist regions and local governments in achieving the sustainable transportation requirements in Chapter 728, Statutes of 2008 (SB 375), and other State objectives.

- Corridor Mobility Improvements — An increase of over \$2.7 billion for multi-modal investments on key congested commute corridors that demonstrate best practices for quality public transit and managed highway lanes such as priced express lanes or high-occupancy vehicle lanes. Included is also \$25 million annually to expand the freeway service patrol program.
- Transit and Intercity Rail Capital Program—An increase of over \$4.2 billion (including \$4 billion in additional Cap and Trade as well as \$256 million from loan repayments) for transit capital investments that provide greenhouse gas reductions, with at least 50 percent of the funds directed to benefit disadvantaged communities.
- Highway Repairs and Maintenance — An increase of almost \$18 billion (including \$1 billion from Caltrans efficiency savings) for Caltrans to fund repairs and maintenance on the state highway system.
- State Transportation Improvement Program (STIP) — An augmentation and stabilization to the STIP, which should not only allow the California Transportation Commission to restore funding for \$750 million worth of projects cut from the program in 2016, but also program approximately \$800 million in new projects in the 2018 STIP.
- Trade Corridor Improvements — An increase of over \$2.8 billion (including \$2.5 billion in new revenues and \$323 million from loan repayments) for Caltrans to fund projects along the state’s major trade corridors, providing ongoing funding for a program originally established with \$2 billion in one-time Proposition 1B bond funding.

LEGISLATIVE PROPOSALS SB 1 and AB 1

\$6 Billion Transportation Funding Proposals Introduced, by Senator Beall and Assembly Member Frazier introduced similar transportation funding proposals on December 5, 2016, under SB 1 and AB 1, respectively.

Upon full implementation, AB 1 and SB 1 would generate approximately \$6 billion annually

Additional Revenues (Approximate)

- \$1.8 billion from a 12 cent increase to the gasoline excise tax, adjusted every 3 years for inflation. The revenue generated from this particular increase would help restore the gas tax’ lost purchasing power due to inflation. The funds attributable to the 12 cent increase would be transferred to the newly created Road Maintenance and Rehabilitation Account (RMRA) for distribution.
- ✓ **Key Difference: SB 1 (Beall) phases in the 12 cent increase over 3 years, while AB 1 (Frazier) does not include a phase in period.**
- \$1.1 billion from ending the Board of Equalization (BOE) “true up” and resetting the rate to the historical average of 17.3 cents per gallon, adjusted every 3 years for inflation. This provision would “reset” the priced based excise tax on gasoline to its original rate of 17.3 cents. Funds would be distributed using current formulas.
- \$1.3 billion from a \$38 increase to the Vehicle Registration Fee, adjusted every 3 years for inflation. After the California Department of Motor Vehicles deducts their administrative costs from imposing and collecting the fee, the funds from the increase would be deposited into the RMRA for distribution.

- \$500 million from restoration of half the truck weight fees to transportation projects. Restoration of truck weight fee revenue would be phased-in over a five-year period and half would no longer be allowed to be transferred out of the state highway account (SHA) after the 2020-21 fiscal years. The funds would remain in the SHA, which would prevent HUTA funds from the variable gas tax from having to offset the SHA weight fee transfer.
- ✓ **Key Difference: SB 1 phases in a percentage of the truck weight fees back to transportation projects, while AB 1 phases in specific weight fee amounts every year. SB 1 caps the weight fee transfer at 50% in FY 2020-21, while AB caps the weight fee transfer at \$500,000,000 in FY 2020-21.**
- \$600 million from a 20 cent per gallon increase to the diesel excise tax, adjusted every 3 years for inflation. The funds attributable to the 20 cent increase to the diesel excise tax would be transferred to the Trade Corridors Improvement Fund (TCIF). Federal FAST Act funds for freight would also be deposited into the TCIF.
- \$300 million from unallocated cap and trade funds. This continuous appropriation of cap and trade funds would essentially double the amount going towards the Transit and Intercity Rail Capital Program (TIRCP) and the Low Carbon Transit Operations Program (LCTOP).
- \$263 million from 3.5 Percent Increase to the diesel sales tax. The funds generated through the additional 3.5 percent increase to the diesel sales tax would deposit \$263 million into the State Transportation Account for transit and intercity rail purposes.
- ✓ **Key Difference: SB 1 would impose an additional 0.5 percent to this sales tax which would generate a \$40 million set aside for intercity rail and commuter rail.**
- \$60 million from miscellaneous transportation revenues. The bills delete the transfer of miscellaneous revenues to the Transportation Debt Service Fund and instead redirect the funds to the RMRA.
- \$20 million from Vehicle Registration Fee on zero emission vehicles, starting in the 2nd year of ownership, adjusted every 3 years for inflation. Per the authors, this provision will help make up for the fact that owners of zero emission vehicles do not pay any gas tax to maintain the roads they drive on. Revenues would be deposited into the RMRA for distribution.
- ✓ **Key Difference: SB 1 imposes a \$100 Vehicle Registration Fee on zero emission vehicles generating, while AB 1 (Frazier) imposes a \$165 Vehicle Registration Fee**

The revenues generated from these proposals, would provide the following allocations:

From the \$3.2 billion in the RMRA:

- State Highway System - \$1.45 billion annually for maintenance and rehabilitation of the state highway system.
- Local Streets and Roads – \$1.45 billion annually for maintenance and rehabilitation of local streets and roads.
- **Self-help counties – \$200 million for existing and aspiring self-help counties.**
- Active Transportation Programs – \$80 million annually for Active Transportation and up to an additional \$70 million through Caltrans efficiencies.
- Advanced Mitigation – \$120 million one-time funds for implementation of the Advanced Mitigation program over the first four years.
- California State University – \$2 million for transportation research and workforce training.
- ✓ **Key Difference: University of California – \$3 million under AB 1 (Frazier) for the Institutes for Transportation Studies.**

FROM RESTORATION/REQUIRED REVENUE FROM THE TCIF

- State Transportation Improvement Program - \$770 million annually for capital projects and improvements on the state's highway system.
- State Highway Operation and Protection Program – \$210 million annually for maintenance and rehabilitation of the state highway system.
- Local Streets and Roads - \$770 million annually for local streets and roads.

From Cap and Trade revenues and diesel tax increase

- Transit and Intercity Rail – \$563 million annually for transit and intercity rail capital projects and operations, \$40 million additionally set aside for intercity and commuter rail under SB 1 (Beall).

From the TCIF

- Freight, trade corridors, and goods movement – \$600 million annually for freight, trade corridors, and goods movement.

From loan Repayments

- \$706 million one-time funds for transportation loan repayment.

Proposed Reforms

- Establishes local reporting requirements. Cities and counties would be required to send the CTC a list of projects they propose to fund with Road Maintenance and Rehabilitation Account (RMRA) funds, specifying the location, description, proposed schedule, and estimated useful life for each project each fiscal year.
- Makes permanent the National Environmental Protection Act (NEPA) delegation authority. Permanently extends the authority for Caltrans to participate in the federal NEPA delegation pilot program, which allows projects involving federal funds to be delivered faster.
- Promotes employment and training opportunities through pre-apprenticeship. Requires state and local agencies to create programs that promote employment in advanced construction through pre-apprenticeship as a condition of receiving RMRA funds.
- Incorporates “complete streets” design concept into the Highway Design Manual. Requires Caltrans to incorporate the “complete streets” design concept into the Highway Design Manual.
- Restores independence to the California Transportation Commission (CTC). The bills move the CTC out from under the California State Transportation Agency, establishing it as its own entity within state government to help it fulfill its oversight role.
- Creates the Office of Transportation Inspector General as an independent entity and office within state government. Its role will be to ensure that all other state agencies that receive state transportation funds are operating efficiently, effectively, and in compliance with federal and state laws. The Inspector General would be appointed by the Governor to a six-year term and would have the authority to conduct audits and investigations involving state transportation funds with all affected state agencies.
- Permanently extends and expands the limited CEQA exemption for transportation repair, maintenance, and minor alteration projects to existing roadways. The bills delete the January 1, 2020 sunset of the existing law and expand the exemption to cities and counties with populations greater than 100,000 and apply the exemption to state roadways.

Creates an advanced mitigation program for transportation projects. The OMS authorizes the Natural Resources Agency to prepare, approve, and implement advance mitigation plans for one or more planned transportation projects. An advanced mitigation plan is defined as a regional or statewide plan that estimates the potential future mitigation requirements for one or more transportation projects and identifies mitigation projects, sites, or credits that would fulfill some or all of those requirements. The Agency would be authorized to administer the program, establish mitigation banks, secure areas for the purpose of providing mitigation, and allow transportation agencies to use mitigation credits to fulfill mitigation requirements. The program's intention is to supplant existing CEQA requirements, not substitute for them.

2017

San Joaquin Valley Blueprint Awards

CALL FOR NOMINATIONS

NOMINATIONS DUE
February 3, 2017
By Noon

www.valleyblueprint.org



AWARD CATEGORIES

Darrel Hildebrand Blueprint Leadership Award

Awarded to an individual who has shown enthusiasm and tenacity in promoting the Blueprint Principles

Sustainable Development

On the ground, existing projects that exemplify the Blueprint Principles Awards will be given in these six categories

- Residential Development
- Commercial Development
- Mixed Use
- Downtown Revitalization
- Transportation Enhancement
- Historic Revitalization

Open to all jurisdictions in the San Joaquin Valley's 8 counties:

San Joaquin
Merced
Fresno
Tulare

Stanislaus
Madera
Kings
Kern

DOWNLOAD NOMINATIONS PACKET

WWW.VALLEYBLUEPRINT.ORG

Contact

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Community and
Regional Planning
Center



**CENTRAL
SECTION**

2017 APPLICATION WORKSHOPS FOR FTA PROGRAM: SECTION 5310 Enhanced Mobility of Seniors and Individuals with Disabilities

Register Now!!!

These workshops are intended to help applicants understand the new online application process and learn about general requirements. The workshops also help applicants understand the grant cycle process and go through the steps of completing the entire application.

To register for a workshop or obtain additional information please contact the 5310 staff at toll-free number (888) 472-6816, or visit the website at:
<http://www.dot.ca.gov/hq/MassTrans/5310.html>



LOCATION	DATE	TIME	ADDRESS
Sacramento	Monday January 9	9:30 am - Noon	Sacramento Area Council of Governments (SACOG) 1415 L Street Sacramento, CA 95814
Oakland	Tuesday January 10	9:30 am - Noon	Caltrans District 4 Office Conference Rm. 8-320 111 Grand Avenue Oakland, CA 94612
Visalia	Tuesday January 10	9:00 am - 11:30 am	Tulare County AG Commissioner's Auditorium 4437 S. Laspina Street Tulare, CA
Riverside	Wednesday January 11	1:00 pm – 4:00 pm	Riverside County Transportation Commission 3 rd Floor, Conference Room A 4080 Lemon Street Riverside, CA
Redding	Wednesday January 11	9:00 am - Noon	Shasta Regional Transportation Agency 1255 East Street, Ste. 202 Redding, CA

FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Federal Fiscal Years 2015, 2016 and 2017

PROGRAM FACT SHEET AND TIMELINE

Program Purpose:

Provide capital and operating assistance grants for projects that meet the transportation needs of seniors and individuals with disabilities: where public mass transportation services are otherwise unavailable, insufficient or inappropriate; that exceed the requirements of the ADA; that improve access to fixed-route service; that provide alternatives to public transportation.

Funds Available FFY 2015 – 2017

- Approximately \$28 million in Federal funds for Large UZAs; and \$20 million for Small Urban and Rural.
- Projects are funded 100% with Federal funds upon FTA approval of Transportation Development Credits (Toll Credits)
- FTA mandates that at least 55% of funding is used for vehicle and other equipment projects.
- FTA mandates that no more than 45% of funding be used for Operating Assistance and Mobility Management projects.

NEW this grant cycle: Electronic Grants Management System (EGM). All projects will be administered online from application to project closeout. Less paper, more efficiency! EGM training will be in January 2017.

Eligible Applicants:

- * Private non-profit corporations; (Vehicles, Other Equipment, Mobility Management and Operating Assistance);
- * Public agencies where no private non-profits are readily available to provide the proposed service (Vehicles and Other Equipment);
- * Public agencies that have been approved by the State to coordinate services (Vehicles and Other Equipment);
- * Public agencies (Operating Assistance and Mobility Management);
- * An Operator of Public Transportation that receives a Section 5310 grant indirectly through a recipient (Operating Assistance and Mobility Management).

Eligible Equipment:

- * Accessible vans and buses;
- * Mobile radios and communication equipment;
- * Computer hardware and software

Vehicle Replacement Eligibility:

Vehicle(s) must be in active service. Active service is defined as a vehicle providing service throughout the agency's normal days and hours of operation. A replacement bus(s) or van must meet or exceed useful life at the time of application.

Service Expansion Eligibility: Applicants must be able to document that the proposed transportation service will provide:

- * Services to additional persons; or
- * Expand the service area or hours; or
- * Increase the number and/or frequency of trips.

Eligible Mobility Management Activities: Include, but are not limited to:

- * Planning, development, implementation of coordinated transportation services;
- * Travel training/trip planning.

Eligible Operating Activities: Include, but are not limited to:

- * Expansion of hours/service of paratransit service beyond the requirements of ADA;
- * Enhancement of services (same day; etc.)
- * New or expansion of Volunteer Driver Programs.

Funding Selection Process:

1. The Regional Transportation Planning Agency (RTPA) scores the applications using established evaluation criteria and completes a prioritized list for their region.
2. The State Review Committee reviews the RTPA scores, and compiles a statewide-prioritized list of projects based on available funding.
3. The California Transportation Commission (CTC) holds a public hearing to review and adopt the final list of small urban and rural projects.
4. Caltrans submits approved projects to the FTA.

Program Requirements: Once approved by FTA, successful applicants enter into a Standard Agreement with Caltrans. The agreement remains in effect until the project's useful life; or, for mobility management or operating assistance projects, the Standard Agreement duration. Grantees are responsible for the proper use, operating costs, and maintenance of all project equipment. Grantees must be prepared to comply with the requirements of Caltrans, the Department of Motor Vehicles, and the regulations of the California Highway Patrol.

PROGRAM NOTE:

FTA Section 5310 vehicles are purchased by Caltrans using a State procurement process. Upon Caltrans approval, public agencies may follow their own local procurement process. However, the grantee must comply with state and federal procurement procedures when purchasing with local funds. Upon project completion, the grantee requests reimbursement from Caltrans for the Federal Share.

5310 PROGRAM TIMELINE

- November 2016** - RTPA/MPO Training scheduled for Redding, Sacramento, Riverside
- Begin Schedule for Public Hearings (Public Transit Only)

- January 9, 2017** - Call for Projects
- Grant Application Workshops

- January 9-13, 2017** - EGM Training for Agencies/RTPAs and Application Workshops (Workshops scheduled for Redding, Sacramento, Oakland, Visalia, San Bernardino/Riverside area). See [2017 Applicant Workshop Flyer](#).

- March 1, 2017** - Applications are closed on EGM for any additional entry. System locks applications at 5 PM on March 1. Before EGM closes RTPAs certify to Caltrans that all projects are included in their respective Coordinated Plans.
- The RTPAs score the vehicles and equipment applications. SRC verifies the RTPAs' scores on the vehicle and equipment project applications. SRC scores the Operating Assistance and Mobility Management applications.
- Complete Public Hearings (**must be completed by April 3, 2017**)

- April 3, 2017** - RTPAs verify regional prioritized lists on EGM to be submitted to FTA by Caltrans.
- Grace period for completing Public Hearings ends.

- April 2017** - Regional scores are merged into a statewide-prioritized list of projects.

- May 2017** - Submit draft list to CTC for book item at the upcoming CTC meeting
- CTC distributes public draft Program of Projects (POP)

- June 2017** - CTC conducts staff level conference for the SRC to hear any filed appeals
- CTC conducts public hearing to adopt final POP
- Final POP distributed publicly
- Projects are programmed in the FTIP **prior to Submittal of Grant to FTA. Rural will be programmed by Caltrans into the FTIP**

- August 2017** - Schedule Successful Applicant Workshops, verify new agency information
- After verification that all projects have been programmed, approved POP submitted to FTA for funding approval
- After FTA's final approval, Standard Agreement process initiated
- Procurement process begins.

*For additional information call our toll free number (1.888.472.6816) or visit our website at:
<http://www.dot.ca.gov/hq/MassTrans/5310.html>*

12th Annual

San Joaquin Valley Regional Policy Conference

SAVE THE DATE

March 8*-10, 2017 \ Fresno, CA \ The Falls Event Center

Registration and hotel reservations will open in early January. Check in for more information coming soon at:

Sponsorship opportunities available!
For more information contact:
Brenda Veenendaal
(559) 233-4148 Ext. 219
brendav@fresnocog.org



www.sjvcogs.org

**March 8th: Pre-Conference evening activities only*



Fresno Council
of Governments
www.fresnocog.org

MEMORANDUM

ITEM IV-A

DATE: January 18, 2017

TO: MCTC Policy Board

FROM: Jeff Findley, Senior Regional Planner
Madera County Transportation Commission

RE: PUBLIC HEARING: 2017 Federal Transportation Improvement Program Amendment No. 1 Resolution 2016-12 – ITEM IV A

I. Requested Action:

Conduct public hearing and receive testimony for the 2017 FTIP Amendment No. 1 – Resolution 2016-12 at a regular meeting on January 18, 2017 at 3:00 p.m. to consider approval of the amendment.

II. Summary:

**NOTICE OF PUBLIC HEARING ON THE
DRAFT AMENDMENT #1 TO THE 2017 FEDERAL TRANSPORTATION
IMPROVEMENT PROGRAM**

NOTICE IS HEREBY GIVEN that the Madera County Transportation Commission (MCTC) will hold a public hearing on January 18, 2017, at 3:00 p.m. at the MCTC Board Room at 2001 Howard Road, Suite 201, Madera, CA 93637 regarding the Draft Amendment #1 to the 2017 Federal Transportation Improvement Program. The purpose of the hearing is to receive public comments.

- The 2017 FTIP is a listing of capital improvement and operational expenditures utilizing federal and state monies for transportation projects in Madera County during the next four years that are eligible to proceed without a conformity determination.
- The Draft Amendment #1 to the 2017 FTIP is a Type 3 amendment that contains project phases and/or projects that have been determined to be exempt from the requirement that a conformity determination and/or regional emissions analysis be performed per 40 CFR 93.126, 93.127, or 93.128. Because the projects are exempt, no further conformity determination is required.

A concurrent 7-day public review and comment period will commence on January 4, 2017 and conclude January 11, 2017 at 3:00 p.m. The draft documents are available for review at the MCTC office, located at 2001 Howard Road, Suite 201, Madera, CA 93637 and on the MCTC website at www.maderactc.org.

Public comments are welcomed at the hearing, or may be submitted in writing by 3:00 p.m. on January 11, 2017 to Jeff Findley at the address below.

This public notice of public involvement activities and time established for public review and comments on the FTIP development process will satisfy the FTA's Program of Projects requirements.

After considering the comments, the documents will be considered for adoption, by resolution, by the Madera County Transportation Commission at a regularly scheduled meeting to be held on January 18, 2017. The documents will then be submitted to state and federal agencies for approval.

Contact Person: Jeff Findley, Senior Regional Planner
Madera County Transportation Commission
2001 Howard Road, Suite 201
Madera, CA 93637
(559) 675-0721
jeff@maderactc.org

IV. Fiscal Impact:

No fiscal impact to the MCTC FY 2016/17 Overall Work Program and Budget.



2001 Howard Road, Suite 201
Madera, California 93637

Office: 559-675-0721 Fax: 559-675-9328
Website: www.maderactc.org

DATE: January 4, 2017

TO: Interagency Consultation Partners and Public

FROM: Jeff Findley, Senior Regional Planner

RE: **Availability of Draft Amendment No. 1 to the 2017 FTIP for Interagency Consultation and Public Review**

The Madera County Transportation Commission (MCTC) is proposing a Formal Amendment (Type 3) to its federally approved 2017 Federal Transportation Improvement Program (FTIP). The 2017 FTIP is the programming document that identifies four years (FY 16/17, FY 17/18, FY 18/19 and FY 19/20) of federal, state and local funding sources for projects in Madera County.

Draft Amendment No. 1 to the 2017 FTIP modifies the scope, schedule, and/or cost of federally funded projects as indicated in Attachment 1.

Documentation associated with this amendment is provided as indicated below:

- **Project List:** Attachment 1 includes a summary of programming changes that result from Amendment No. 1 to the 2017 FTIP. The project and/or project phases are consistent with the 2014 Regional Transportation Plan (RTP), which was adopted by MCTC on July 23, 2014. The attachment also includes the CTIPs printouts for the project changes to the 2017 FTIP via Amendment No. 1.
- **Updated Financial Plan:** Attachment 2. The Financial Plan from the 2017 FTIP has been updated to include the project list as provided in Attachment 1. The financial plan confirms that, with this amendment, the 2017 FTIP remains financially constrained.
- **Conformity Requirements:** The proposed project changes have been determined to be exempt from the requirement that a conformity determination and/or regional emissions analysis be performed per 40 CFR 93.126, 93.127, or 93.128. Because the projects are exempt, no further conformity determination is required.

In addition, the projects and/or project phases contained in Amendment No. 1 do not interfere with the timely implementation of any approved Transportation Control Measures (TCMs).

- Public Involvement: Attachment 3 includes the Draft Public Notice and Adoption Resolution.

The public review and comment period is open for 7 days commencing on January 4, 2017 and ending on January 11, 2017. A public hearing will be held on January 18, 2017 at 3:00 p.m.; comments are due by January 11, 2017 at 3:00 p.m. These documents can also be viewed on the MCTC website at <http://www.maderatctc.org>.

The MCTC Board of Directors will consider the adoption of Amendment No. 1 to the 2017 FTIP on January 18, 2017 at 3:00 p.m. The meeting will be at the address noted above.

In conclusion, the 2017 FTIP as amended meets all applicable transportation planning requirements per 23 CFR Part 450, 40 CFR Part 93, and conforms to the applicable SIPs.

If you have any questions or would like to submit comments, please contact Jeff Findley at (559) 675-0721 or jeff@maderactc.org.

ATTACHMENT 1
PROJECT LISTING

Summary of Changes

MCTC 2017 FTIP Amendment No. 1 (Formal, Type 3)

Existing / New	MPO FTIP ID	PROJECT TITLE	DESCRIPTION OF CHANGE	Phase	CTIPS Fund Source	PRIOR CTIPS Entry	CURRENT CTIPS Entry	FFY	FINANCIAL TABLE Fund Source Category	Net Increase/ Decrease	Total Change to Project Cost	Comments	
EXISTING	MAD 406002	SHOPP Collision Reduction Program - Grouped Projects for Safety Improvements	GROUPED PROJECT/COST INCREASE	CON	SHOPP AC	\$0	\$1,639,000	17/18	SHOPP AC	\$1,639,000	\$1,639,000	Grouped Project/Grouped Program per Caltrans Request - Consistent with Caltrans updated SHOPP Program List	
				Local	\$0	\$0	17/18	Local	\$0				
EXISTING	MAD 406003	SHOPP Roadway Preservation Program - Grouped Projects for Pavement Resurfacing and/or Rehabilitation	GROUPED PROJECT/COST INCREASE	CON	SHOPP AC	\$5,423,000	\$5,626,000	17/18	SHOPP AC	\$203,000	\$203,000	Grouped Project/Grouped Program per Caltrans Request - Consistent with Caltrans updated SHOPP Program List and G12 Contingency Project	
				Local	\$0	\$0	17/18	Local	\$0				
					CON	SHOPP AC	\$0	\$2,444,000	18/19	SHOPP AC			\$2,444,000
			Local	\$0	\$0	18/19	Local	\$0					
EXISTING	MAD 410001	Grouped Projects for Bridge Rehabilitation and Reconstruction - HBP Program	COST DECREASE	CON	HBP	\$1,997,000	\$268,000	16/17	HBP	(\$1,729,000)	(\$1,961,000)	Grouped Project/Grouped Program per Caltrans Request - Consistent with Caltrans updated HBP Program List 10/26/16	
				Local	\$235,000	\$3,000	16/17	Local	(\$232,000)				
				COST INCREASE	CON	HBP	\$266,000	\$1,816,000	17/18	HBP	\$1,550,000	\$1,777,000	Grouped Project/Grouped Program per Caltrans Request - Consistent with Caltrans updated HBP Program List 10/26/16
						Local	\$8,500	\$235,000	17/18	Local	\$227,000		
				COST DECREASE	CON	HBP	\$835,000	\$658,000	19/20	HBP	(\$177,000)	(\$118,000)	Grouped Project/Grouped Program per Caltrans Request - Consistent with Caltrans updated HBP Program List 10/26/16
			Local		\$0	\$59,000	19/20	Local	\$59,000				
EXISTING	MAD 102065	County of Madera; Left Turn Lane - Intersection of Road 28 and Avenue 14 1/2 - Northbound Road 28	COST DECREASE	PE	CMAQ	\$19,000	\$0	16/17	CMAQ	(\$19,000)	(\$21,000)	Adjustment in Program Years Per Revised Caltrans Apportionments for FY 16/17	
				Local	\$2,000	\$0	16/17	Local	(\$2,000)				
				COST INCREASE	PE	CMAQ	\$0	\$19,000	17/18	CMAQ	\$19,000	\$21,000	Adjustment in Program Years Per Revised Caltrans Apportionments for FY 16/17
						Local	\$0	\$2,000	17/18	Local	\$2,000		
EXISTING	MAD 202079	City of Madera; Shoulder Paving, Curb and Gutter Around Sports Complex	COST DECREASE	PE	CMAQ	\$27,000	\$0	16/17	CMAQ	(\$27,000)	(\$31,000)	Adjustment in Program Years Per Revised Caltrans Apportionments for FY 16/17	
				Local	\$4,000	\$0	16/17	Local	(\$4,000)				
				COST INCREASE	PE	CMAQ	\$0	\$27,000	18/19	CMAQ	\$27,000	\$31,000	Adjustment in Program Years Per Revised Caltrans Apportionments for FY 16/17
						Local	\$0	\$4,000	18/19	Local	\$4,000		

	16/17	17/18	18/19	19/20	Totals
SHOPP AC	\$0	\$1,842,000	\$2,444,000	\$0	\$4,286,000
HBP	(\$1,729,000)	\$1,550,000	\$0	(\$177,000)	(\$356,000)
CMAQ	(\$46,000)	\$19,000	\$27,000	\$0	\$0
Local	(\$238,000)	\$229,000	\$4,000	\$59,000	\$54,000
Total	(\$2,013,000)	\$3,640,000	\$2,475,000	(\$118,000)	\$3,984,000

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
State Highway System**

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0133	TITLE (DESCRIPTION): SHOPP Collision Reduction Program (Grouped Projects for Safety Improvements - SHOPP Collision Reduction Program - Scope: Projects are consistent with CFR Part 93.126 Exempt Tables 2 and Table 3 categories - Railroad/highway crossing, Safer non-Federal-aid system roads, etc.)	MPO Aprv: 09/21/2016 State Aprv: 11/16/2016 Federal Aprv:
CT PROJECT ID:			MPO ID.: MAD406002		EPA TABLE II or III EXEMPT CATEGORY Pavement resurfacing and/or rehabilitation.
COUNTY: Madera County	ROUTE:		PM:		

IMPLEMENTING AGENCY: Caltrans
PROJECT MANAGER:

PHONE:

EMAIL:

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

<u>Version</u>	<u>Status</u>	<u>Date</u>	<u>Updated By</u>	<u>Change Reason</u>	<u>Amend No.</u>	<u>Prog Con</u>	<u>Prog RW</u>	<u>PE</u>
17	Active	12/13/2016	JFINDLEY	Amendment - Cost/Scope/Sch. Change	1	4,885,000		
16	Official	09/21/2016	JFINDLEY	Adoption - Carry Over		3,246,000		
15	Official	07/20/2016	JFINDLEY	Amendment - Cost/Scope/Sch. Change	16	12,647,000		
14	Official	06/18/2015	JFINDLEY	Amendment - Cost/Scope/Sch. Change	6			
13	Official	07/23/2014	JFINDLEY	Adoption - Carry Over		10,571,000		
12	Official	04/15/2014	JFINDLEY	Amendment - Cost/Scope/Sch. Change	9	8,283,000		
11	Official	10/23/2013	DWINNING	Amendment - Cost/Scope/Sch. Change	7	7,864,000		
10	Official	01/15/2013	DWINNING	Amendment - Cost/Scope/Sch. Change	1	4,409,000		
9	Official	07/18/2012	DWINNING	Adoption - Carry Over		3,673,000		

	<u>PRIOR</u>	<u>16/17</u>	<u>17/18</u>	<u>18/19</u>	<u>19/20</u>	<u>20/21</u>	<u>21/22</u>	<u>BEYOND</u>	<u>TOTAL</u>
* SHOPP - Collision Reduction -									
* Fund Source 1 of 1	PE								
	RW								
* Fund Type: SHOPP Advance Construction (AC)	CON	3,246,000							3,246,000
* Funding Agency: Caltrans	Total:	3,246,000							3,246,000

Comments:

***** Version 1 - 05/20/16 *****
 Project data transferred from 2014 FTIP.
 Per Caltrans updated SHOPP List - 06/09/15
 ***** Version 14 - 06/15/2015 *****
 ***** Version 1 - 03/25/14 *****
 Project data transferred from 2012 FTIP.
 Per Caltrans updated SHOPP List - 08/06/13
 RTP ID: 2011RTP, Page 4-26
 ***** Version 11 - 08/27/2013 *****
 Per Caltrans updated SHOPP List - 10/24/12
 RTP ID: 2011RTP, Page 4-26
 ***** Version 10 - 01/09/2013 *****
 RTP ID: 2011RTP, Page 4-26
 ***** Version 9 - 05/25/2012 *****
 100% SHOPP AC - Toll Credits
 ***** Version 8 - 02/22/2012 *****
 ***** Version 7 - 01/12/2012 *****
 ***** Version 6 - 05/10/2011 *****

 ***** Version 5 - 04/27/2010 *****
 ***** Version 4 - 03/11/2010 *****
 ***** Version 3 - 05/15/2008 *****
 Funds changed to SHOPP AC and State Cash
 ***** Version 2 - 04/26/2006 *****

 ***** Version 1 - 07/14/2004 *****
 from "Grouped in FTIP" screen 06/01/2004 ver

Prior

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
State Highway System**

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0133	TITLE (DESCRIPTION): SHOPP Collision Reduction Program (Grouped Projects for Safety Improvements - SHOPP Collision Reduction Program - Scope: Projects are consistent with CFR Part 93.126 Exempt Tables 2 and Table 3 categories - Railroad/highway crossing, Safer non-Federal-aid system roads, etc.)	MPO Aprv: State Aprv: Federal Aprv:
CT PROJECT ID:			MPO ID.: MAD406002		EPA TABLE II or III EXEMPT CATEGORY Pavement resurfacing and/or rehabilitation.
COUNTY: Madera County	ROUTE:		PM:		

IMPLEMENTING AGENCY: Caltrans
PROJECT MANAGER:

PHONE:

EMAIL:

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
17	Active	12/13/2016	JFINDLEY	Amendment - Cost/Scope/Sch. Change	1	4,885,000		
16	Official	09/21/2016	JFINDLEY	Adoption - Carry Over		3,246,000		
15	Official	07/20/2016	JFINDLEY	Amendment - Cost/Scope/Sch. Change	16	12,647,000		
14	Official	06/18/2015	JFINDLEY	Amendment - Cost/Scope/Sch. Change	6			
13	Official	07/23/2014	JFINDLEY	Adoption - Carry Over		10,571,000		
12	Official	04/15/2014	JFINDLEY	Amendment - Cost/Scope/Sch. Change	9	8,283,000		
11	Official	10/23/2013	DWINNING	Amendment - Cost/Scope/Sch. Change	7	7,864,000		
10	Official	01/15/2013	DWINNING	Amendment - Cost/Scope/Sch. Change	1	4,409,000		
9	Official	07/18/2012	DWINNING	Adoption - Carry Over		3,673,000		

* SHOPP - Collision Reduction -		PRIOR	16/17	17/18	18/19	19/20	20/21	21/22	BEYOND	TOTAL
* Fund Source 1 of 1	PE									
	RW									
* Fund Type: SHOPP Advance Construction (AC)	CON		3,246,000	1,639,000						4,885,000
* Funding Agency: Caltrans	Total:		3,246,000	1,639,000						4,885,000

Comments:

Per Caltrans Updated SHOPP List - June 2016
 ***** Version 17 - 12/13/2016 *****
 ***** Version 1 - 05/20/16 *****
 Project data transfered from 2014 FTIP.
 Per Caltrans updated SHOPP List - 06/09/15
 ***** Version 14 - 06/15/2015 *****
 ***** Version 1 - 03/25/14 *****
 Project data transfered from 2012 FTIP.
 Per Caltrans updated SHOPP List - 08/06/13
 RTP ID: 2011RTP, Page 4-26
 ***** Version 11 - 08/27/2013 *****
 Per Caltrans updated SHOPP List - 10/24/12
 RTP ID: 2011RTP, Page 4-26
 ***** Version 10 - 01/09/2013 *****
 RTP ID: 2011RTP, Page 4-26
 ***** Version 9 - 05/25/2012 *****
 100% SHOPP AC - Toll Credits
 ***** Version 8 - 02/22/2012 *****
 ***** Version 7 - 01/12/2012 *****
 ***** Version 6 - 05/10/2011 *****

 ***** Version 5 - 04/27/2010 *****
 ***** Version 4 - 03/11/2010 *****
 ***** Version 3 - 05/15/2008 *****
 Funds changed to SHOPP AC and State Cash
 ***** Version 2 - 04/26/2006 *****

 ***** Version 1 - 07/14/2004 *****
 from "Grouped in FTIP" screen 06/01/2004 ver

Amended

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
State Highway System**

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0358	TITLE (DESCRIPTION): SHOPP Roadway Preservation Program (Grouped Projects for Pavement resurfacing and/or rehabilitation - SHOPP Roadway Preservation Program - Scope: Projects are consistent with 40 CFR Part 93.126 Exempt Tables 2 categories - Pavement resurfacing and/or rehabilitation, Emergency relief (23 U.S.C. 125), Widening narrow pavements or reconstructing bridges (no additional travel lanes))	MPO Aprv: 09/21/2016 State Aprv: 11/16/2016 Federal Aprv: EPA TABLE II or III EXEMPT CATEGORY Pavement resurfacing and/or rehabilitation.
CT PROJECT ID:			MPO ID.: MAD406003		
COUNTY: Madera County	ROUTE:		PM:		

IMPLEMENTING AGENCY: Caltrans
PROJECT MANAGER:

PHONE:

EMAIL:

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
5	Active	12/13/2016	JFINDLEY	Amendment - Cost/Scope/Sch. Change	1	59,114,000		
4	Official	09/21/2016	JFINDLEY	Adoption - Carry Over		27,638,000		
3	Official	04/20/2016	JFINDLEY	Amendment - Cost/Scope/Sch. Change	14	23,774,000		
2	Official	01/21/2015	JFINDLEY	Amendment - New Project	1			
1	Official	09/17/2014	JFINDLEY	Amendment - New Project	12	16,537,000		

* SHOPP - Roadway Preservation -	PE	PRIOR	16/17	17/18	18/19	19/20	20/21	21/22	BEYOND	TOTAL
* Fund Source 1 of 1	RW									
* Fund Type: SHOPP Advance Construction (AC)	CON			5,423,000		22,215,000				27,638,000
* Funding Agency:	Total:			5,423,000		22,215,000				27,638,000

Comments:

***** Version 1 - 05/20/16 *****
Project data transferred from 2014 FTIP.
Per Caltrans memo dated March 29, 2016
***** Version 3 - 04/11/2016 *****
Per Caltrans updated SHOPP List/Request 7/21/14
***** DFTIP Version 1 - 12/05/2014 *****
Per Caltrans updated SHOPP List/Request 7/21/14
***** Version 1 - 08/19/2014 *****

Prior

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
State Highway System**

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0358	TITLE (DESCRIPTION): SHOPP Roadway Preservation Program (Grouped Projects for Pavement resurfacing and/or rehabilitation - SHOPP Roadway Preservation Program - Scope: Projects are consistent with 40 CFR Part 93.126 Exempt Tables 2 categories - Pavement resurfacing and/or rehabilitation, Emergency relief (23 U.S.C. 125), Widening narrow pavements or reconstructing bridges (no additional travel lanes))	MPO Aprv: State Aprv: Federal Aprv:
CT PROJECT ID:			MPO ID.: MAD406003		EPA TABLE II or III EXEMPT CATEGORY Pavement resurfacing and/or rehabilitation.
COUNTY: Madera County	ROUTE:	PM:			

IMPLEMENTING AGENCY: Caltrans
PROJECT MANAGER:

PHONE:

EMAIL:

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
5	Active	12/19/2016	JFINDLEY	Amendment - Cost/Scope/Sch. Change	1	58,664,000		
4	Official	09/21/2016	JFINDLEY	Adoption - Carry Over		27,638,000		
3	Official	04/20/2016	JFINDLEY	Amendment - Cost/Scope/Sch. Change	14	23,774,000		
2	Official	01/21/2015	JFINDLEY	Amendment - New Project	1			
1	Official	09/17/2014	JFINDLEY	Amendment - New Project	12	16,537,000		

* SHOPP - Roadway Preservation -	PRIOR	16/17	17/18	18/19	19/20	20/21	21/22	BEYOND	TOTAL
* Fund Source 1 of 1	PE								
* Fund Type: SHOPP Advance Construction (AC)	RW								
* Funding Agency:	CON		5,626,000	2,444,000	22,215,000	28,379,000			58,664,000
	Total:		5,626,000	2,444,000	22,215,000	28,379,000			58,664,000

Comments:

Per Caltrans updated SHOPP List - June 2016 and SHOPP Contingency (G13) Project List
 ***** Version 5 - 12/13/2016 *****
 ***** Version 1 - 05/20/16 *****
 Project data transferred from 2014 FTIP.
 Per Caltrans memo dated March 29, 2016
 ***** Version 3 - 04/11/2016 *****
 Per Caltrans updated SHOPP List/Request 7/21/14
 ***** DFTIP Version 1 - 12/05/2014 *****
 Per Caltrans updated SHOPP List/Request 7/21/14
 ***** Version 1 - 08/19/2014 *****

Amended

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
State Highway System**

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0036	TITLE (DESCRIPTION): HBP Program (HBP Program (Grouped Projects for Bridge Rehabilitation and reconstruction - HBP Program: Projects are consistent with 40 CFR 93.126 Exempt Tables 2 Categories))	MPO Aprv: 09/21/2016 State Aprv: 11/16/2016 Federal Aprv:
CT PROJECT ID:			MPO ID.: MAD410001		EPA TABLE II or III EXEMPT CATEGORY Non capacity widening or bridge reconstruction.
COUNTY: Madera County	ROUTE:		PM:		

IMPLEMENTING AGENCY: Various Agencies
PROJECT MANAGER:

PHONE:

EMAIL:

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
27	Official	09/21/2016	JFINDLEY	Adoption - Carry Over		12,573,000		
26	Official	04/20/2016	JFINDLEY	Amendment - Cost/Scope/Sch. Change	14	7,705,000		
25	Official	11/18/2015	AERLANDS	Amendment - Cost/Scope/Sch. Change	10	7,705,000		
24	Official	04/06/2015	JFINDLEY	Amendment - Cost/Scope/Sch. Change	3			
23	Official	01/21/2015	JFINDLEY	Amendment - Cost/Scope/Sch. Change	1	11,263,000		
22	Official	07/23/2014	JFINDLEY	Adoption - Carry Over		8,843,000		
21	Official	01/22/2014	JFINDLEY	Amendment - Cost/Scope/Sch. Change	8	3,320,000		
20	Official	07/11/2013	DWINNING	Amendment - Cost/Scope/Sch. Change	6	3,643,000		
19	Official	01/15/2013	DWINNING	Amendment - Cost/Scope/Sch. Change	1	4,321,000		

* Local HBRR - Local FHWA - HBRR		PRIOR	16/17	17/18	18/19	19/20	20/21	21/22	BEYOND	TOTAL
	PE									
	RW									
* Fund Source 1 of 2	CON	4,120,000	1,997,000	266,000		835,000	4,855,000			12,073,000
* Fund Type: Highway Bridge Program										
* Funding Agency: Caltrans	Total:	4,120,000	1,997,000	266,000		835,000	4,855,000			12,073,000

* Local Funds -		PRIOR	16/17	17/18	18/19	19/20	20/21	21/22	BEYOND	TOTAL
	PE									
	RW									
* Fund Source 2 of 2	CON	243,000	235,000	9,000			13,000			500,000
* Fund Type: County Funds										
* Funding Agency: Madera County	Total:	243,000	235,000	9,000			13,000			500,000

Project Total:		PRIOR	16/17	17/18	18/19	19/20	20/21	21/22	BEYOND	TOTAL
	PE									
	RW									
	CON	4,363,000	2,232,000	275,000		835,000	4,868,000			12,573,000
	Total:	4,363,000	2,232,000	275,000		835,000	4,868,000			12,573,000

Prior

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
State Highway System**

Comments:

***** Version 1 - 05/20/16 *****
Project data transfered from 2014 FTIP.
Per Caltrans memo dated March 29, 2016
***** Version 26 - 04/04/2016 *****
Per Caltrans memo dated October 30, 2015
***** Version 25 - 11/04/2015 *****
Per Caltrans memo dated March 25, 2015
***** Version 24 - 03/30/2015 *****
Per Caltrans memo dated October 29, 2014
***** DFTIP Version 2 - 12/05/2014 *****
***** Version 1 - 03/25/14 *****
Project data transfered from 2012 FTIP.
Per Caltrans memo dated November 15, 2013
***** Version 21 - 12/20/2013 *****
Per Caltrans memo dated March 26, 2013
RTP ID: 2011 RTP, Page 4-26
***** Version 20 - 07/10/2013 *****
Per Caltrans memo dated November 6, 2012
RTP ID: 2011 RTP, Page 4-26
***** Version 19 - 01/09/2013 *****
RTP ID: 2011 RTP, Page 4-26
***** Version 18 - 05/25/2012 *****
Per Caltrans memo dated Oct 20, 2011
RTP ID: 2011 RTP, Page 4-26
***** Version 17 - 01/12/2012 *****
Per Caltrans memo dated March 28, 2011
RTP ID: 2011 RTP, Page 4-26
***** Version 16 - 04/14/2011 *****
***** Version 15 - 03/17/2011 *****
***** Version 14 - 01/13/2011 *****
***** Version 13 - 10/18/2010 *****
***** Version 12 - 07/28/2010 *****
***** Version 11 - 03/11/2010 *****
***** Version 10 - 05/15/2008 *****
***** Version 9 - 01/29/2008 *****
Per Caltrans memo 12/27/2007
***** Version 8 - 01/09/2008 *****
Per Caltrans memo 8/1/2007
***** Version 7 - 02/12/2007 *****
Per Caltrans memo 1/4/2007
***** Version 6 - 04/26/2006 *****
***** Version 5 - 04/18/2005 *****
per Division of Local Assistance 04/04/05
***** Version 4 - 11/23/2004 *****
per Division of Local Assistance 11/19/2004
***** Version 3 - 05/18/2004 *****
***** Version 2 - 04/06/2002 *****
Per Caltrans' memo, projects are consistent with 40 CFR Part 93.126, 127, 128, Exempt Tables 2 & 3.

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
State Highway System**

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0036	TITLE (DESCRIPTION): HBP Program (HBP Program (Grouped Projects for Bridge Rehabilitation and reconstruction - HBP Program: Projects are consistent with 40 CFR 93.126 Exempt Tables 2 Categories))	MPO Aprv: State Aprv: Federal Aprv:
CT PROJECT ID:			MPO ID.: MAD410001		EPA TABLE II or III EXEMPT CATEGORY Non capacity widening or bridge reconstruction.
COUNTY: Madera County	ROUTE:		PM:		

IMPLEMENTING AGENCY: Various Agencies
PROJECT MANAGER:

PHONE:

EMAIL:

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
28	Active	12/13/2016	JFINDLEY	Amendment - Cost/Scope/Sch. Change	1	15,054,000		
27	Official	09/21/2016	JFINDLEY	Adoption - Carry Over		12,573,000		
26	Official	04/20/2016	JFINDLEY	Amendment - Cost/Scope/Sch. Change	14	7,705,000		
25	Official	11/18/2015	AERLANDS	Amendment - Cost/Scope/Sch. Change	10			
24	Official	04/06/2015	JFINDLEY	Amendment - Cost/Scope/Sch. Change	3	12,400,000		
23	Official	01/21/2015	JFINDLEY	Amendment - Cost/Scope/Sch. Change	1	11,263,000		
22	Official	07/23/2014	JFINDLEY	Adoption - Carry Over		8,843,000		
21	Official	01/22/2014	JFINDLEY	Amendment - Cost/Scope/Sch. Change	8	3,320,000		
20	Official	07/11/2013	DWINNING	Amendment - Cost/Scope/Sch. Change	6	3,643,000		

* Local HBRR - Local FHWA - HBRR		PRIOR	16/17	17/18	18/19	19/20	20/21	21/22	BEYOND	TOTAL
	PE									
	RW									
* Fund Source 1 of 2	CON	4,056,000	268,000	1,816,000		658,000	7,472,000			14,270,000
* Fund Type: Highway Bridge Program										
* Funding Agency: Caltrans	Total:	4,056,000	268,000	1,816,000		658,000	7,472,000			14,270,000

* Local Funds -		PRIOR	16/17	17/18	18/19	19/20	20/21	21/22	BEYOND	TOTAL
	PE									
	RW									
* Fund Source 2 of 2	CON	243,000	3,000	235,000		59,000	244,000			784,000
* Fund Type: County Funds										
* Funding Agency: Madera County	Total:	243,000	3,000	235,000		59,000	244,000			784,000

Project Total:		PRIOR	16/17	17/18	18/19	19/20	20/21	21/22	BEYOND	TOTAL
	PE									
	RW									
	CON	4,299,000	271,000	2,051,000		717,000	7,716,000			15,054,000
	Total:	4,299,000	271,000	2,051,000		717,000	7,716,000			15,054,000

Amended

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
State Highway System**

Comments:

Per Caltrans updated list 10/26/16
***** Version 28 - 12/13/2016 *****
***** Version 1 - 05/20/16 *****
Project data transfered from 2014 FTIP.
Per Caltrans memo dated March 29, 2016
***** Version 26 - 04/04/2016 *****
Per Caltrans memo dated October 30, 2015
***** Version 25 - 11/04/2015 *****
Per Caltrans memo dated March 25, 2015
***** Version 24 - 03/30/2015 *****
Per Caltrans memo dated October 29, 2014
***** DFTIP Version 2 - 12/05/2014 *****
***** Version 1 - 03/25/14 *****
Project data transfered from 2012 FTIP.
Per Caltrans memo dated November 15, 2013
***** Version 21 - 12/20/2013 *****
Per Caltrans memo dated March 26, 2013
RTP ID: 2011 RTP, Page 4-26
***** Version 20 - 07/10/2013 *****
Per Caltrans memo dated November 6, 2012
RTP ID: 2011 RTP, Page 4-26
***** Version 19 - 01/09/2013 *****
RTP ID: 2011 RTP, Page 4-26
***** Version 18 - 05/25/2012 *****
Per Caltrans memo dated Oct 20, 2011
RTP ID: 2011 RTP, Page 4-26
***** Version 17 - 01/12/2012 *****
Per Caltrans memo dated March 28, 2011
RTP ID: 2011 RTP, Page 4-26
***** Version 16 - 04/14/2011 *****
***** Version 15 - 03/17/2011 *****
***** Version 14 - 01/13/2011 *****
***** Version 13 - 10/18/2010 *****
***** Version 12 - 07/28/2010 *****
***** Version 11 - 03/11/2010 *****
***** Version 10 - 05/15/2008 *****
***** Version 9 - 01/29/2008 *****
Per Caltrans memo 12/27/2007
***** Version 8 - 01/09/2008 *****
Per Caltrans memo 8/1/2007
***** Version 7 - 02/12/2007 *****
Per Caltrans memo 1/4/2007
***** Version 6 - 04/26/2006 *****
***** Version 5 - 04/18/2005 *****
per Division of Local Assistance 04/04/05
***** Version 4 - 11/23/2004 *****
per Division of Local Assistance 11/19/2004
***** Version 3 - 05/18/2004 *****
***** Version 2 - 04/06/2002 *****
Per Caltrans' memo, projects are consistent with 40 CFR Part 93.126, 127, 128, Exempt Tables 2 & 3.

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0312	TITLE (DESCRIPTION): CMAQ; Left Turn Lane (County of Madera; Left Turn Lane - Intersection of Road 28 and Ave 14 1/2 - Northbound Road 28)	MPO Aprv: 09/21/2016 State Aprv: 11/16/2016 Federal Aprv:
CT PROJECT ID:			MPO ID.: MAD102065		
COUNTY: Madera County	ROUTE:		PM:		EPA TABLE II or III EXEMPT CATEGORY Non signalization traffic control and operatng.

IMPLEMENTING AGENCY: Madera County
PROJECT MANAGER: JARED CARTER

PHONE: (559) 675-7811

EMAIL:

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
4	Official	09/21/2016	JFINDLEY	Adoption - Carry Over		543,000		21,000
3	Official	07/23/2014	JFINDLEY	Adoption - Carry Over		543,000		21,000
2	Official	07/18/2012	DWINNING	Adoption - Carry Over		543,000		21,000
1	Official	03/21/2012	DWINNING	Amendment - New Project	9			21,000

* CMAQ -		PRIOR	16/17	17/18	18/19	19/20	20/21	21/22	BEYOND	TOTAL
* Fund Source 1 of 2	PE		19,000							19,000
	RW									
* Fund Type: Congestion Mitigation	CON				481,000					481,000
* Funding Agency: Madera County	Total:		19,000		481,000					500,000

* Local Funds -		PRIOR	16/17	17/18	18/19	19/20	20/21	21/22	BEYOND	TOTAL
* Fund Source 2 of 2	PE		2,000							2,000
	RW									
* Fund Type: County Funds	CON				62,000					62,000
* Funding Agency: Madera County	Total:		2,000		62,000					64,000

Project Total:		PRIOR	16/17	17/18	18/19	19/20	20/21	21/22	BEYOND	TOTAL
	PE		21,000							21,000
	RW									
	CON				543,000					543,000
	Total:		21,000		543,000					564,000

Comments:

***** Version 1 - 05/20/16 *****
Project data transferred from 2014 FTIP.
***** Version 1 - 03/25/14 *****
Project data transferred from 2012 FTIP.
RTP ID: 2011 RTP, Page 4-48
***** Version 2 - 05/24/2012 *****
New Project
***** Version 1 - 02/16/2012 *****

Prior

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0312	TITLE (DESCRIPTION): CMAQ; Left Turn Lane (County of Madera; Left Turn Lane - Intersection of Road 28 and Ave 14 1/2 - Northbound Road 28)	MPO Aprv: State Aprv: Federal Aprv:
CT PROJECT ID:			MPO ID.: MAD102065		EPA TABLE II or III EXEMPT CATEGORY Non signalization traffic control and operatng.
COUNTY: Madera County	ROUTE:		PM:		

IMPLEMENTING AGENCY: Madera County
PROJECT MANAGER: JARED CARTER

PHONE: (559) 675-7811

EMAIL:

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
5	Active	12/14/2016	JFINDLEY	Amendment - Cost/Scope/Sch. Change	1	543,000		21,000
4	Official	09/21/2016	JFINDLEY	Adoption - Carry Over		543,000		21,000
3	Official	07/23/2014	JFINDLEY	Adoption - Carry Over		543,000		21,000
2	Official	07/18/2012	DWINNING	Adoption - Carry Over				21,000
1	Official	03/21/2012	DWINNING	Amendment - New Project	9	264,000		21,000

* CMAQ -		PRIOR	16/17	17/18	18/19	19/20	20/21	21/22	BEYOND	TOTAL
* Fund Source 1 of 2	PE			19,000						19,000
	RW									
* Fund Type: Congestion Mitigation	CON				481,000					481,000
* Funding Agency: Madera County	Total:			19,000	481,000					500,000

* Local Funds -		PRIOR	16/17	17/18	18/19	19/20	20/21	21/22	BEYOND	TOTAL
* Fund Source 2 of 2	PE			2,000						2,000
	RW									
* Fund Type: County Funds	CON				62,000					62,000
* Funding Agency: Madera County	Total:			2,000	62,000					64,000

Project Total:		PRIOR	16/17	17/18	18/19	19/20	20/21	21/22	BEYOND	TOTAL
	PE			21,000						21,000
	RW									
	CON				543,000					543,000
	Total:			21,000	543,000					564,000

Comments:
Amendment to adjust funding years based on new CMAQ apportionment
***** Version 5 - 12/13/2016 *****
***** Version 1 - 05/20/16 *****
Project data transferred from 2014 FTIP.
***** Version 1 - 03/25/14 *****
Project data transferred from 2012 FTIP.
RTP ID: 2011 RTP, Page 4-48
***** Version 2 - 05/24/2012 *****
New Project
***** Version 1 - 02/16/2012 *****

Amended

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0333	TITLE (DESCRIPTION): CMAQ; Shoulder Paving, Curb and Gutter (City of Madera; Shoulder Paving, Curb and Gutter Around Sports Complex)	MPO Aprv: 09/21/2016 State Aprv: 11/16/2016 Federal Aprv:
CT PROJECT ID:			MPO ID.: MAD202079		
COUNTY: Madera County	ROUTE:		PM:		EPA TABLE II or III EXEMPT CATEGORY Shoulder Improvements.

IMPLEMENTING AGENCY: Madera, City of
PROJECT MANAGER: ELLEN BITTER

PHONE: (559) 661-5472

EMAIL: ebitter@cityofmadera.com

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
2	Official	09/21/2016	JFINDLEY	Adoption - Carry Over		275,000		31,000
1	Official	07/23/2014	JFINDLEY	Adoption - New Project		275,000		31,000

* CMAQ -		PRIOR	16/17	17/18	18/19	19/20	20/21	21/22	BEYOND	TOTAL
* Fund Source 1 of 2	PE		27,000							27,000
	RW									
* Fund Type: Congestion Mitigation	CON						244,000			244,000
* Funding Agency: Madera, City of	Total:		27,000				244,000			271,000

* Local Funds -		PRIOR	16/17	17/18	18/19	19/20	20/21	21/22	BEYOND	TOTAL
* Fund Source 2 of 2	PE		4,000							4,000
	RW									
* Fund Type: City Funds	CON						31,000			31,000
* Funding Agency: Madera, City of	Total:		4,000				31,000			35,000

Project Total:		PRIOR	16/17	17/18	18/19	19/20	20/21	21/22	BEYOND	TOTAL
	PE		31,000							31,000
	RW									
	CON						275,000			275,000
	Total:		31,000				275,000			306,000

Comments:
***** Version 1 - 05/20/16 *****
Project data transferred from 2014 FTIP.
***** Version 1 - 04/18/2014 *****

Prior

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0333	TITLE (DESCRIPTION): CMAQ; Shoulder Paving, Curb and Gutter (City of Madera; Shoulder Paving, Curb and Gutter Around Sports Complex)	MPO Aprv: State Aprv: Federal Aprv:
CT PROJECT ID:			MPO ID.: MAD202079		EPA TABLE II or III EXEMPT CATEGORY Shoulder Improvements.
COUNTY: Madera County	ROUTE:		PM:		

IMPLEMENTING AGENCY: Madera, City of
PROJECT MANAGER: ELLEN BITTER

PHONE: (559) 661-5472

EMAIL: ebitter@cityofmadera.com

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
3	Active	12/13/2016	JFINDLEY	Amendment - Cost/Scope/Sch. Change	1	275,000		31,000
2	Official	09/21/2016	JFINDLEY	Adoption - Carry Over		275,000		31,000
1	Official	07/23/2014	JFINDLEY	Adoption - New Project		275,000		31,000

* CMAQ -	PE	PRIOR	16/17	17/18	18/19	19/20	20/21	21/22	BEYOND	TOTAL
* Fund Source 1 of 2	PE				27,000					27,000
* Fund Type: Congestion Mitigation	RW									
	CON						244,000			244,000
* Funding Agency: Madera, City of	Total:				27,000		244,000			271,000

* Local Funds -	PE	PRIOR	16/17	17/18	18/19	19/20	20/21	21/22	BEYOND	TOTAL
* Fund Source 2 of 2	PE				4,000					4,000
* Fund Type: City Funds	RW									
	CON						31,000			31,000
* Funding Agency: Madera, City of	Total:				4,000		31,000			35,000

Project Total:	PE	PRIOR	16/17	17/18	18/19	19/20	20/21	21/22	BEYOND	TOTAL
	PE				31,000					31,000
	RW									
	CON						275,000			275,000
	Total:				31,000		275,000			306,000

Comments:

Amendment to adjust funding years based on new CMAQ apportionment
 ***** Version 3 - 12/13/2016 *****
 ***** Version 1 - 05/20/16 *****
 Project data transferred from 2014 FTIP.
 ***** Version 1 - 04/18/2014 *****

Amended

ATTACHMENT 2
FINANCIAL SUMMARY TABLES

TABLE 1: REVENUE

Madera County Transportation Commission
 2016/17-2019/20 Federal Transportation Improvement Program
 Amendment 1
 (\$'s in 1,000)

Funding Source		NOTES	4 YEAR (FTIP Cycle)								TOTAL CURRENT
			2016/17		2017/18		2018/19		2019/20		
			Amendment		Amendment		Amendment		Amendment		
			Prior No. 0	Current No. 1	Prior No. 0	Current No. 1	Prior No. 0	Current No. 1	Prior No. 0	Current No. 1	
LOCAL	Sales Tax										
	City										
	County										
	Gas Tax										
	Gas Tax (Subventions to Cities)										
	Gas Tax (Subventions to Counties)										
	Other Local Funds	\$6,498	\$6,260	\$7,106	\$7,334	\$7,434	\$7,438	\$2,371	\$2,430	\$23,462	
	County General Funds	\$1,094	\$869	\$413	\$641	\$2,273	\$2,273	\$542	\$601	\$4,375	
	City General Funds	\$5,404	\$5,400	\$6,693	\$6,693	\$5,161	\$5,165	\$1,829	\$1,829	\$19,087	
	Street Taxes and Developer Fees										
RSTP Exchange funds											
Transit											
Transit Fares											
Other (See Appendix 1)											
Local Total	\$6,498	\$6,260	\$7,106	\$7,334	\$7,434	\$7,438	\$2,371	\$2,430	\$23,462		
REGIONAL	Tolls										
	Bridge Corridor										
	Regional Sales Tax	\$1,519	\$1,519	\$5,790	\$5,790					\$7,309	
	Regional Gas Tax/Measure Other (See Appendix 2)										
Regional Total	\$1,519	\$1,519	\$5,790	\$5,790					\$7,309		
STATE	State Highway Operations and Protection Program (SHOPP) ¹	\$3,246	\$3,246	\$5,423	\$7,265	\$2,000	\$4,444	\$22,215	\$22,215	\$37,170	
	SHOPP	\$3,246	\$3,246	\$5,423	\$7,265	\$2,000	\$4,444	\$22,215	\$22,215	\$37,170	
	SHOPP Prior										
	State Minor Program										
	State Transportation Improvement Program (STIP) ¹	\$8,591	\$8,591	\$120	\$120	\$120	\$120	\$1,545	\$1,545	\$10,376	
	STIP	\$8,591	\$8,591	\$120	\$120	\$120	\$120	\$1,545	\$1,545	\$10,376	
	STIP Prior										
	State Bond										
	Proposition 1A (High Speed Passenger Train Bond Program)										
	Proposition 1B (Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006)	\$379	\$379							\$379	
Active Transportation Program ¹											
Highway Maintenance (HM) Program ¹											
Highway Bridge Program (HBP) ¹	\$1,997	\$268	\$266	\$1,816			\$835	\$658	\$2,742		
Traffic Congestion Relief Program (TCRP)											
State Transit Assistance (STA) (e.g., population/revenue based, Prop 42)											
Other (See Appendix 3)											
State Total	\$14,213	\$12,484	\$5,809	\$9,201	\$2,120	\$4,564	\$24,595	\$24,418	\$50,667		
FEDERAL TRANSIT	5307/5340 - Urbanized Area Formula Grants	\$2,222	\$2,222	\$1,495	\$1,495	\$1,494	\$1,494	\$1,560	\$1,560	\$6,771	
	5309 - Fixed Guideway Capital Investment Grants										
	5309b - New and Small Starts (Capital Investment Grants)										
	5309c - Bus and Bus Related Grants										
	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities										
	5311 - Formula Grants for Rural Areas	\$691	\$691	\$444	\$444	\$464	\$464	\$608	\$608	\$2,207	
	5311F - Intercity Bus										
	5337 - State of Good Repair Grants										
	5339 - Bus and Bus Facilities Formula Grants	\$468	\$468	\$320	\$320			\$363	\$363	\$1,151	
	FTA Transfer from Prior FTIP Other (See Appendix 4)										
Federal Transit Total	\$3,381	\$3,381	\$2,259	\$2,259	\$1,958	\$1,958	\$2,531	\$2,531	\$10,129		
FEDERAL HIGHWAY	Congestion Mitigation and Air Quality (CMAQ) Improvement Program	\$2,520	\$2,472	\$2,555	\$2,555	\$2,589	\$2,589	\$1,928	\$1,928	\$9,544	
	Construction of Ferry Boats and Ferry Terminal Facilities										
	Coordinated Border Infrastructure										
	Corridor Infrastructure Improvement Program										
	Federal Lands Access Program	\$50	\$50			\$11,434	\$11,434			\$11,484	
	Federal Lands Transportation Program										
	High Priority Projects (HPP) and Demo										
	Highway Safety Improvement Program (HSIP)	\$311	\$311							\$311	
	GARVEE Bonds Debt Service Payments										
	National Highway Freight Program										
Nationally Significant Freight and Highway Projects											
Projects of National/Regional Significance											
Public Lands Highway											
Railway-Highway Crossings											
Recreational Trails Program											
SAFETEA-LU Safe Routes to School (SRTS)											
Surface Transportation Block Grant Program (STBGP/RSTP) Other (see Appendix 5)											
Federal Highway Total	\$2,881	\$2,833	\$2,555	\$2,555	\$14,023	\$14,023	\$1,928	\$1,928	\$21,339		
Other Federal Railroad Administration (see Appendix 6)											
Federal Railroad Administration Total											
Federal Total	\$6,262	\$6,214	\$4,814	\$4,814	\$15,981	\$15,981	\$4,459	\$4,459	\$31,468		
INNOVATIVE FINANCE	TIFIA (Transportation Infrastructure Finance and Innovation Act)										
	Other (See Appendix 7)										
Innovative Financing Total											
REVENUE TOTAL		\$28,492	\$26,477	\$23,519	\$27,139	\$25,535	\$27,983	\$31,425	\$31,307	\$112,906	

Financial Summary Notes:

¹ State Programs that include both state and federal funds

TABLE 2: PROGRAMMED

Madera County Transportation Commission
 2016/17-2019/20 Federal Transportation Improvement Program
 Amendment 1
 (\$'s in 1,000)

FUNDING SOURCES		4 YEAR (FTIP Cycle)								TOTAL CURRENT
		2016/17		2017/18		2018/19		2019/20		
		Amendment		Amendment		Amendment		Amendment		
		Prior No. 0	Current No. 1	Prior No. 0	Current No. 1	Prior No. 0	Current No. 1	Prior No. 0	Current No. 1	
LOCAL	Local Total	\$6,498	\$6,260	\$7,106	\$7,334	\$7,434	\$7,438	\$2,371	\$2,430	\$23,462
REGIONAL	Tolls									
	Bridge Corridor									
	Regional Sales Tax Regional Gas Tax/Measure	\$1,519	\$1,519	\$5,790	\$5,790					\$7,309
	Other (See Appendix A)									
	Regional Total	\$1,519	\$1,519	\$5,790	\$5,790					\$7,309
STATE	State Highway Operations and Protection Program (SHOPP) ¹	\$3,246	\$3,246	\$5,423	\$7,265	\$2,000	\$4,444	\$22,215	\$22,215	\$37,170
	SHOPP	\$3,246	\$3,246	\$5,423	\$7,265	\$2,000	\$4,444	\$22,215	\$22,215	\$37,170
	SHOPP Prior									
	State Minor Program									
	State Transportation Improvement Program (STIP) ¹	\$8,591	\$8,591	\$120	\$120	\$120	\$120	\$1,545	\$1,545	\$10,376
	STIP	\$8,591	\$8,591	\$120	\$120	\$120	\$120	\$1,545	\$1,545	\$10,376
	STIP Prior									
	State Bond									
	Proposition 1A (High Speed Passenger Train Bond Program)									
	Proposition 1B (Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006)									
	Active Transportation Program ¹	\$379	\$379							\$379
	Highway Maintenance (HM) Program ¹									
Highway Bridge Program (HBP) ¹	\$1,997	\$268	\$266	\$1,816			\$835	\$658	\$2,742	
Traffic Congestion Relief Program (TCRP)										
State Transit Assistance (STA)(e.g., population/revenue based, Prop 42)										
Other (See Appendix B)										
	State Total	\$14,213	\$12,484	\$5,809	\$9,201	\$2,120	\$4,564	\$24,595	\$24,418	\$50,667
FEDERAL TRANSIT	5307/5340 - Urbanized Area Formula Grants	\$2,222	\$2,222	\$1,495	\$1,495	\$1,494	\$1,494	\$1,560	\$1,560	\$6,771
	5309 - Fixed Guideway Capital Investment Grants									
	5309b - New and Small Starts (Capital Investment Grants)									
	5309c - Bus and Bus Related Grants									
	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities									
	5311 - Formula Grants for Rural Areas	\$691	\$691	\$444	\$444	\$464	\$464	\$608	\$608	\$2,207
	5311f - Intercity Bus									
	5337 - State of Good Repair Grants									
	5339 - Bus and Bus Facilities Formula Grants	\$468	\$468	\$320	\$320			\$363	\$363	\$1,151
	FTA Transfer from Prior FTIP									
Other (See Appendix C)										
	Federal Transit Total	\$3,381	\$3,381	\$2,259	\$2,259	\$1,958	\$1,958	\$2,531	\$2,531	\$10,129
FEDERAL HIGHWAY	Congestion Mitigation and Air Quality (CMAQ) Improvement Program	\$2,513	\$2,467	\$2,531	\$2,550	\$2,561	\$2,588	\$1,899	\$1,899	\$9,504
	Construction of Ferry Boats and Ferry Terminal Facilities									
	Coordinated Border Infrastructure									
	Corridor Infrastructure Improvement Program									
	Federal Lands Access Program	\$50	\$50			\$11,434	\$11,434			\$11,484
	Federal Lands Transportation Program									
	High Priority Projects (HPP) and Demo									
	Highway Safety Improvement Program (HSIP)	\$311	\$311							\$311
	GARVEE Bonds Debt Service Payments									
	National Highway Freight Program									
	Nationally Significant Freight and Highway Projects									
	Projects of National/Regional Significance									
	Public Lands Highway									
Railway-Highway Crossings										
Recreational Trails Program										
SAFETEA-LU Safe Routes to School (SRTS)										
Surface Transportation Block Grant Program (STBGP/RSTP)										
Other (see Appendix D)										
	Federal Highway Total	\$2,874	\$2,828	\$2,531	\$2,550	\$13,995	\$14,022	\$1,899	\$1,899	\$21,299
	Other Federal Railroad Administration (see Appendix E)									
FEDERAL RAIL	Federal Railroad Administration Total									
	Federal Total	\$6,255	\$6,209	\$4,790	\$4,809	\$15,953	\$15,980	\$4,430	\$4,430	\$31,428
INNOVATIVE FINANCE	TIFIA (Transportation Infrastructure Finance and Innovation Act)									
	Other (See Appendix F)									
	Innovative Financing Total									
	PROGRAMMED TOTAL	\$28,485	\$26,472	\$23,495	\$27,134	\$25,507	\$27,982	\$31,396	\$31,278	\$112,866

MPO Financial Summary Notes:

¹ State Programs that include both state and federal funds.

TABLE 3: REVENUE-PROGRAMMED

Madera County Transportation Commission
 2016/17-2019/20 Federal Transportation Improvement Program
 Amendment 1
 (\$'s in 1,000)

FUNDING SOURCES		4 YEAR (FTIP Cycle)								TOTAL CURRENT	
		2016/17		2017/18		2018/19		2019/20			
		Amendment		Amendment		Amendment		Amendment			
		Prior No. 0	Current No. 1	Prior No. 0	Current No. 1	Prior No. 0	Current No. 1	Prior No. 0	Current No. 1		
LOCAL	Local Total										
REGIONAL	Tolls										
	Bridge										
	Corridor										
	Regional Sales Tax										
	Regional Gas Tax/Measure										
Other											
	Regional Total										
STATE	State Highway Operations and Protection Program (SHOPP) ¹										
	SHOPP										
	SHOPP Prior										
	State Minor Program										
	State Transportation Improvement Program (STIP) ¹										
	STIP										
	STIP Prior										
	State Bond										
	Proposition 1A (High Speed Passenger Train Bond Program)										
	Proposition 1B (Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006)										
	Active Transportation Program ¹										
	Highway Maintenance (HM) Program ¹										
	Highway Bridge Program (HBP) ¹										
	Traffic Congestion Relief Program (TCRP)										
State Transit Assistance (STA)(e.g., population/revenue based, Prop 42)											
Other											
	State Total										
FEDERAL TRANSIT	5307/5340 - Urbanized Area Formula Grants										
	5309 - Fixed Guideway Capital Investment Grants										
	5309b - New and Small Starts (Capital Investment Grants)										
	5309c - Bus and Bus Related Grants										
	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities										
	5311 - Formula Grants for Rural Areas										
	5311f - Intercity Bus										
	5337 - State of Good Repair Grants										
	5339 - Bus and Bus Facilities Formula Grants										
	FTA Transfer from Prior FTIP										
	Other										
		Federal Transit Total									
	FEDERAL HIGHWAY	Congestion Mitigation and Air Quality (CMAQ) Improvement Program	\$7	\$5	\$24	\$5	\$28	\$1	\$29	\$29	\$40
Construction of Ferry Boats and Ferry Terminal Facilities											
Coordinated Border Infrastructure											
Corridor Infrastructure Improvement Program											
Federal Lands Access Program											
Federal Lands Transportation Program											
High Priority Projects (HPP) and Demo											
Highway Safety Improvement Program (HSIP)											
GARVEE Bonds Debt Service Payments											
National Highway Freight Program											
Nationally Significant Freight and Highway Projects											
Projects of National/Regional Significance											
Public Lands Highway											
Railway-Highway Crossings											
Recreational Trails Program											
SAFETEA-LU Safe Routes to School (SRTS)											
Surface Transportation Block Grant Program (STBGP/RSTP)											
Other											
	Federal Highway Total	\$7	\$5	\$24	\$5	\$28	\$1	\$29	\$29	\$40	
FEDERAL RAIL	Other Federal Railroad Administration										
	Federal Railroad Administration Total										
	Federal Total	\$7	\$5	\$24	\$5	\$28	\$1	\$29	\$29	\$40	
INNOVATIVE FINANCE	TIFIA (Transportation Infrastructure Finance and Innovation Act)										
	Other										
	Innovative Financing Total										
REVENUE - PROGRAM TOTAL		\$7	\$5	\$24	\$5	\$28	\$1	\$29	\$29	\$40	

ATTACHMENT 3
PUBLIC NOTICE AND RESOLUTION

**NOTICE OF PUBLIC HEARING ON THE
DRAFT AMENDMENT #1 TO THE 2017 FEDERAL TRANSPORTATION
IMPROVEMENT PROGRAM**

NOTICE IS HEREBY GIVEN that the Madera County Transportation Commission (MCTC) will hold a public hearing on January 18, 2017, at 3:00 p.m. at the MCTC Board Room at 2001 Howard Road, Suite 201, Madera, CA 93637 regarding the Draft Amendment #1 to the 2017 Federal Transportation Improvement Program. The purpose of the hearing is to receive public comments.

- The 2017 FTIP is a listing of capital improvement and operational expenditures utilizing federal and state monies for transportation projects in Madera County during the next four years that are eligible to proceed without a conformity determination.
- The Draft Amendment #1 to the 2017 FTIP is a Type 3 amendment that contains project phases and/or projects that have been determined to be exempt from the requirement that a conformity determination and/or regional emissions analysis be performed per 40 CFR 93.126, 93.127, or 93.128. Because the projects are exempt, no further conformity determination is required.

A concurrent 7-day public review and comment period will commence on January 4, 2017 and conclude January 11, 2017 at 3:00 p.m. The draft documents are available for review at the MCTC office, located at 2001 Howard Road, Suite 201, Madera, CA 93637 and on the MCTC website at www.maderactc.org.

Public comments are welcomed at the hearing, or may be submitted in writing by 3:00 p.m. on January 11, 2017 to Jeff Findley at the address below.

This public notice of public involvement activities and time established for public review and comments on the FTIP development process will satisfy the FTA's Program of Projects requirements.

After considering the comments, the documents will be considered for adoption, by resolution, by the Madera County Transportation Commission at a regularly scheduled meeting to be held on January 18, 2017. The documents will then be submitted to state and federal agencies for approval.

Contact Person: Jeff Findley, Senior Regional Planner
Madera County Transportation Commission
2001 Howard Road, Suite 201
Madera, CA 93637
(559) 675-0721
jeff@maderactc.org

1
2 BEFORE
3 THE COMMISSIONERS OF THE MADERA COUNTY TRANSPORTATION COMMISSION
4 COUNTY OF MADERA, STATE OF CALIFORNIA
5

6
7 In the matter of) Resolution No. 16-12
8 **THE 2017 FEDERAL**) Amendment No. 1
9 **TRANSPORTATION**) Formal Amendment
10 **IMPROVEMENT PROGRAM**) Type 3
11

12
13 **WHEREAS,** the Madera County Transportation Commission (MCTC) is a Regional
14 Transportation Planning Agency and a Metropolitan Planning Organization, pursuant to State and Federal
15 designation; and
16

17 **WHEREAS,** federal planning regulations require that Metropolitan Planning Organizations
18 prepare and adopt a short range Federal Transportation Improvement Program (FTIP) for their region; and
19

20 **WHEREAS,** Amendment #1 to the 2017 Federal Transportation Improvement Program (2017
21 FTIP) has been prepared to comply with Federal and State requirements for local projects through a
22 cooperative process between the Federal Highway Administration (FHWA), the Federal Transit
23 Administration (FTA), the State Department of Transportation (Caltrans), principal elected officials of
24 general purpose local governments and their staffs, and public owner operators of mass transportation
25 services acting through the Madera County Transportation Commission forum and general public
26 involvement; and
27

28 **WHEREAS,** Amendment #1 to the 2017 FTIP program listing is consistent with: 1) the 2014
29 Regional Transportation Plan, 2) the 2016 State Transportation Improvement Program; and 3) the
30 Corresponding Conformity Analysis; and
31

32 **WHEREAS,** Amendment #1 to the 2017 FTIP contains the MPO's certification of the
33 transportation planning process assuring that all federal requirements have been fulfilled; and
34

35 **WHEREAS,** Amendment #1 to the 2017 FTIP meets all applicable transportation planning
36 requirements per Title 23 CFR Part 450; and
37

38 **WHEREAS,** projects submitted in Amendment #1 to the 2017 FTIP must be financially
39 constrained and the financial plan affirms that funding is available; and
40

41 **WHEREAS,** Amendment #1 to the 2017 FTIP meets the transportation conformity provisions of
42 40 CFR Part 93; and
43

44 **WHEREAS,** Amendment #1 to the 2017 FTIP relies on the federally approved Air Quality
45 Conformity Determination; and
46

47 **WHEREAS,** Amendment #1 to the 2017 FTIP does not interfere with the timely implementation of
48 the Transportation Control Measures; and
49

50 **WHEREAS,** Amendment #1 to the 2017 FTIP conforms to the applicable SIPs; and
51

1 **WHEREAS**, the documents have been widely circulated and reviewed by MCTC advisory
2 committees representing the technical and management staffs of the member agencies; representatives of
3 other governmental agencies, including State and Federal; representatives of special interest groups;
4 representatives of the private business sector; and residents of Madera County consistent with public
5 participation process adopted by MCTC; and
6

7 **WHEREAS**, a public hearing was conducted on January 18, 2017 to hear and consider comments
8 on Amendment #1 to the 2017 FTIP; and
9

10 **NOW, THEREFORE, BE IT RESOLVED**, that MCTC adopts Amendment #1 to the 2017 FTIP.
11

12 **BE IT FURTHER RESOLVED**, that the MCTC finds that Amendment #1 to the 2017 FTIP is
13 in conformity with the requirements of the Federal Clean Air Act Amendments and applicable State
14 Implementation Plans for air quality.
15

16 The foregoing resolution was adopted this 18th day of January, 2017 by the following vote:
17

- 18 Commissioner Rodriguez voted: _____
- 19 Commissioner Frazier voted: _____
- 20 Commissioner Wheeler voted: _____
- 21 Commissioner _____: _____
- 22 Commissioner Medellin voted: _____
- 23 Commissioner Ahmed voted: _____

24
25
26 _____
27 Chairman, Madera County Transportation Commission
28
29
30
31

32 _____
33 Executive Director, Madera County Transportation Commission

ATTACHMENT 4
GROUPED PROJECT AND/OR BACK UP LISTING

SHOPP Back Up Listing

2017 FTIP Back-Up List for Madera County Transportation Commission - Amendment No. 1

SHOPP Collision Reduction - Grouped Projects

MPO ID	CO	EA	Route	Description	Program Year	SHOPP AC
MAD 406002	Madera	0Q610	99	In the cities of Madera and Chowchilla, from Route 145 to East Robertson Boulevard at various locations. Roadside maintenance safety improvements.	16-17	\$3,246,000
MAD 406002	Madera	0U710	41	In Madera County on Route 41 at various locations; also on Routes 49 and 145 at various locations. Construct center line rumble strips	17-18	\$1,639,000

SHOPP Roadside Preservation - Grouped Projects

MPO ID	CO	EA	Route	Description	Program Year	SHOPP AC
MAD 406004	Madera	0U020	Various	In various counties and on various routes. Establish mitigation bank for future Caltrans projects in Districts 6 and 10 to protect the California Tiger Salamander.	18-19	\$2,000,000

SHOPP Roadway Preservation - Grouped Projects

MPO ID	CO	EA	Route	Description	Program Year	SHOPP AC
MAD 406003	Madera	0R160	41	In and near Oakhurst, from north of Road 426 to north of Allen Road. Rehabilitate pavement.	17-18	\$5,626,000
MAD 406003	Madera	0R210	41	Near Fresno, from north of Avenue 15 to south of Route 145; Roadway rehabilitation. Additional \$22,000 from Local/Private Contribution.	19-20	\$22,215,000
MAD 406003	Madera	0T210	99	In and near Chowchilla, from Route 152 to the Merced County line. Roadway rehabilitation. (G13 Contingency Project)	18-19	\$2,444,000

2014/15-2019/20 Highway Bridge Program

CAUTION -- This is NOT the FTIP/FSTIP. See the appropriate FTIP/FSTIP for current funding commitments. This listing provides the HBP lump sum amounts that should be programmed in the FTIP.

10/26/2016, 10:08 AM

- Notes:
- 1) This report summarizes how much HBP funds should be programmed as lump sum for the MPO.
 - 2) Programmed funds are based on rough estimates provided by local agencies. Guaranteed funding levels are determined at time of authorization for given phase of work.
 - 3) Prop 1B bond funds for the Local Seismic Safety Retrofit Program (LSSRP) used for matching federal funds are also managed by Caltrans.
 - 4) Financial constraint of LOCAL matching funds (including regional STIP funds) and LOCAL Advance Construction (AC) is the responsibility of the MPOs and their local agencies.
 - 5) Corrections to this report should be addressed to the District Local Assistance Engineer:

<http://www.dot.ca.gov/hq/LocalPrograms/dlae.htm>

Note id: 13

2014/15-2019/20 Highway Bridge Program

6138

Madera County Transportation Commission

Number of Projects: 12

Project Costs to be programmed under construction:

	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$	1,227,266	1,156,124	268,895	267,833	1,815,750		658,214	7,472,455	12,866,536
Local Match	101,539	123,876	11,355	2,868	235,250		59,366	243,795	778,049
LSSRP Bond									
Local AC									
Total	1,328,805	1,280,000	280,250	270,700	2,051,000		717,580	7,716,250	13,644,585

2014/15-2019/20 Highway Bridge Program

See the appropriate FTIP/FSTIP for current funding commitments. This listing provides the backup project information to support the lump sum amounts programmed in the FTIP.

10/26/2016, 10:08 AM

- Notes:
- 1) This is the FTIP lump sum “backup” list for HBP funded projects. Please see the Local Assistance web site for the most current listings:

http://www.dot.ca.gov/hq/LocalPrograms/hbrr99/HBP_FSTIP.html
 - 2) The purpose of this list is to show which projects being advanced by local agencies have met the eligibility requirements of the federal Highway Bridge Program and have been prioritized for funding by the Department in cooperation with local agencies for funding.
 - 3) Contractual funding levels are determined at time of federal authorization/obligation for given phase of work. For details see Chapter 3 of the Local Assistance Procedures Manual.
 - 4) For FTIP/FSTIP purposes, Federal Highway Bridge Program (HBP) funding constraint is managed by Caltrans.
 - 5) Prop 1B bond funds for the Local Seismic Safety Retrofit Program (LSSRP) used for matching federal funds are also managed by Caltrans.
 - 6) Financial constraint of LOCAL matching funds (including regional STIP funds) and LOCAL Advance Construction (AC) is the responsibility of the MPOs and their local agencies.
 - 7) Some projects show that they are programmed using State STP funds. These funds are HBP funds transferred to the STP for bridge work that is not ordinarily eligible for HBP funds. See the HB Program Guidelines for details. Do not confuse these STP funds with Regional STP funds.
 - 8) Corrections to this report should be addressed to the District Local Assistance Engineer:

<http://www.dot.ca.gov/hq/LocalPrograms/dlae.htm>

2014/15-2019/20 Highway Bridge Program

See the appropriate FTIP/FSTIP for current funding commitments. This listing provides the backup project information to support the lump sum amounts programmed in the FTIP.

District: 06 County: Madera

Responsible Agency HBP-ID Project Description

Chowchilla 4473 BRIDGE NO. 41C0033, ROAD 16 OVER BERENDA SLOUGH, 0.6 MI N OF AVE 23. Scour countermeasure project. 10/6/2016:

New!

Project #:

Phase Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
PE							335,500		335,500
R/W									
CON								1,878,000	1,878,000
Total							335,500	1,878,000	2,213,500
Fund Source Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$							297,018	1,662,593	1,959,612
Local Match							38,482	215,407	253,888
LSSRP Bond									
Local AC									
Total							335,500	1,878,000	2,213,500
PE Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$							297,018		297,018
Local Match							38,482		38,482
LSSRP Bond									
Local AC									
Total							335,500		335,500
CON Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$								1,662,593	1,662,593
Local Match								215,407	215,407
LSSRP Bond									
Local AC									
Total								1,878,000	1,878,000

2014/15-2019/20 Highway Bridge Program

See the appropriate FTIP/FSTIP for current funding commitments. This listing provides the backup project information to support the lump sum amounts programmed in the FTIP.

District: 06 County: Madera

Responsible Agency HBP-ID Project Description

Chowchilla 4494 BRIDGE NO. PM00156, Bridge Preventive Maintenance Program (BPMP) various bridges in the City of Chowchilla. See Caltrans Local Assistance HBP website for backup list of projects.

New!

Phase Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
PE							45,000		45,000
R/W									
CON								135,000	135,000
Total							45,000	135,000	180,000
Fund Source Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$							39,839	119,516	159,354
Local Match							5,162	15,485	20,646
LSSRP Bond									
Local AC									
Total							45,000	135,000	180,000
PE Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$							39,839		39,839
Local Match							5,162		5,162
LSSRP Bond									
Local AC									
Total							45,000		45,000
CON Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$								119,516	119,516
Local Match								15,485	15,485
LSSRP Bond									
Local AC									
Total								135,000	135,000

Project #:

2014/15-2019/20 Highway Bridge Program

See the appropriate FTIP/FSTIP for current funding commitments. This listing provides the backup project information to support the lump sum amounts programmed in the FTIP.

District: 06 County: Madera

Responsible Agency HBP-ID Project Description

Madera 3709 PM00054, Bridge Preventive Maintenance Program, various locations in the City of Madera. See Caltrans Local Assistance HBP web site for backup list of bridges.

Phase Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
PE	42,250	5,000							47,250
R/W									
CON	236,255								236,255
Total	278,505	5,000							283,505
Fund Source Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$	246,560	4,427							250,987
Local Match	31,945	574							32,518
LSSRP Bond									
Local AC									
Total	278,505	5,000							283,505
PE Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$	37,404	4,427							41,830
Local Match	4,846	574							5,420
LSSRP Bond									
Local AC									
Total	42,250	5,000							47,250
CON Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$	209,157								209,157
Local Match	27,098								27,098
LSSRP Bond									
Local AC									
Total	236,255								236,255

Project #:

5157(081)
5157(096)

2014/15-2019/20 Highway Bridge Program

See the appropriate FTIP/FSTIP for current funding commitments. This listing provides the backup project information to support the lump sum amounts programmed in the FTIP.

District: 06 County: Madera

Responsible Agency HBP-ID Project Description

Madera 4310 BRIDGE NO. PM00133, Bridge Preventive Maintenance Program (BPMP), various bridges in the City of Madera. See Caltrans Local Assistance HBP web site for backup list of bridges.

Phase Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
PE			29,000	25,000					54,000
R/W									
CON							137,080		137,080
Total			29,000	25,000			137,080		191,080
Fund Source Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$			25,674	22,133			121,357		169,163
Local Match			3,326	2,868			15,723		21,917
LSSRP Bond									
Local AC									
Total			29,000	25,000			137,080		191,080
PE Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$			25,674	22,133					47,806
Local Match			3,326	2,868					6,194
LSSRP Bond									
Local AC									
Total			29,000	25,000					54,000
CON Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$							121,357		121,357
Local Match							15,723		15,723
LSSRP Bond									
Local AC									
Total							137,080		137,080

Project #:
5157(104)

2014/15-2019/20 Highway Bridge Program

See the appropriate FTIP/FSTIP for current funding commitments. This listing provides the backup project information to support the lump sum amounts programmed in the FTIP.

District: 06 County: Madera

Responsible Agency HBP-ID Project Description

Madera County 3930 BRIDGE NO. 41C0032, AVE 25, OVER ASH SLOUGH, 0.5 MI W RD 13. Scour Countermeasure Project

Phase Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
PE		5,000	70,000						75,000
R/W									
CON								112,500	112,500
Total		5,000	70,000					112,500	187,500
Fund Source Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$		4,427	61,971					99,596	165,994
Local Match		574	8,029					12,904	21,506
LSSRP Bond									
Local AC									
Total		5,000	70,000					112,500	187,500
PE Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$		4,427	61,971						66,398
Local Match		574	8,029						8,603
LSSRP Bond									
Local AC									
Total		5,000	70,000						75,000
CON Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$								99,596	99,596
Local Match								12,904	12,904
LSSRP Bond									
Local AC									
Total								112,500	112,500

Project #:
5941(100)

2014/15-2019/20 Highway Bridge Program

See the appropriate FTIP/FSTIP for current funding commitments. This listing provides the backup project information to support the lump sum amounts programmed in the FTIP.

District: 06 County: Madera

Responsible Agency HBP-ID Project Description

Madera County 3781 BRIDGE NO. 41C0065, ROAD 600 OVER MADERA CANAL, 3.9 MI NE OF AVE 21. Replace 2 lane bridge with 2 lane bridge. No added lane capacity.

Phase Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
PE	208,000								208,000
R/W									
CON		1,040,000							1,040,000
Total	208,000	1,040,000							1,248,000

Fund Source Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$	184,142	920,712							1,104,854
Local Match	23,858	119,288							143,146
LSSRP Bond									
Local AC									
Total	208,000	1,040,000							1,248,000

PE Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$	184,142								184,142
Local Match	23,858								23,858
LSSRP Bond									
Local AC									
Total	208,000								208,000

R/W Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$									
Local Match									
LSSRP Bond									
Local AC									
Total									

CON Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$		920,712							920,712
Local Match		119,288							119,288
LSSRP Bond									
Local AC									
Total		1,040,000							1,040,000

Project #: 5941(076)

2014/15-2019/20 Highway Bridge Program

See the appropriate FTIP/FSTIP for current funding commitments. This listing provides the backup project information to support the lump sum amounts programmed in the FTIP.

District: 06 County: Madera

Responsible Agency HBP-ID Project Description

Madera County 4258 BRIDGE NO. 41C0099, CR 5.5 OVER CHOWCHILLA RIVER, 0.23 MI N OF AVE 24. Replace 2 lane bridge with 2 lane bridge. No added lane capacity. 10/28/2015: Toll credits used for PE and CON.

Phase Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
PE		100,000	181,250						281,250
R/W									
CON								1,406,250	1,406,250
Total		100,000	181,250					1,406,250	1,687,500
Fund Source Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$		100,000	181,250					1,406,250	1,687,500
Local Match									
LSSRP Bond									
Local AC									
Total		100,000	181,250					1,406,250	1,687,500
PE Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$		100,000	181,250						281,250
Local Match									
LSSRP Bond									
Local AC									
Total		100,000	181,250						281,250
CON Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$								1,406,250	1,406,250
Local Match									
LSSRP Bond									
Local AC									
Total								1,406,250	1,406,250

Project #:
5941(104)

2014/15-2019/20 Highway Bridge Program

See the appropriate FTIP/FSTIP for current funding commitments. This listing provides the backup project information to support the lump sum amounts programmed in the FTIP.

District: 06 County: Madera

Responsible Agency HBP-ID Project Description

Madera County 3494 BRIDGE NO. 41C0123, SCHOOL RD 427, OVER OAK CREEK, 0.1 MI E RD 418. Replace 2 lane bridge with 2 lane bridge. Toll Credits programmed for PE, R/W. & Con.

Phase Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
PE	276,800			118,200					395,000
R/W							140,000		140,000
CON								2,212,000	2,212,000
Total	276,800			118,200			140,000	2,212,000	2,747,000
Fund Source Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$	276,800			118,200			140,000	2,212,000	2,747,000
Local Match									
LSSRP Bond									
Local AC									
Total	276,800			118,200			140,000	2,212,000	2,747,000
PE Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$	276,800			118,200					395,000
Local Match									
LSSRP Bond									
Local AC									
Total	276,800			118,200					395,000
R/W Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$							140,000		140,000
Local Match									
LSSRP Bond									
Local AC									
Total							140,000		140,000
CON Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$								2,212,000	2,212,000
Local Match									
LSSRP Bond									
Local AC									
Total								2,212,000	2,212,000

Project #: 5941(081)

2014/15-2019/20 Highway Bridge Program

See the appropriate FTIP/FSTIP for current funding commitments. This listing provides the backup project information to support the lump sum amounts programmed in the FTIP.

District: 06 County: Madera

Responsible Agency HBP-ID Project Description

Madera County 3564 BRIDGE NO. 41C0130, ON ROAD 23, OVER DRY CREEK, 0.5 MI S OF AVE 18 1/2. Replace 2 lane bridge with 2 lane bridge.

Phase Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
PE	366,250								366,250
R/W		30,000							30,000
CON					2,051,000				2,051,000
Total	366,250	30,000			2,051,000				2,447,250
Fund Source Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$	324,241	26,559			1,815,750				2,166,550
Local Match	42,009	3,441			235,250				280,700
LSSRP Bond									
Local AC									
Total	366,250	30,000			2,051,000				2,447,250
PE Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$	324,241								324,241
Local Match	42,009								42,009
LSSRP Bond									
Local AC									
Total	366,250								366,250
R/W Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$		26,559							26,559
Local Match		3,441							3,441
LSSRP Bond									
Local AC									
Total		30,000							30,000
CON Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$					1,815,750				1,815,750
Local Match					235,250				235,250
LSSRP Bond									
Local AC									
Total					2,051,000				2,051,000

Project #: 5941(088)

2014/15-2019/20 Highway Bridge Program

See the appropriate FTIP/FSTIP for current funding commitments. This listing provides the backup project information to support the lump sum amounts programmed in the FTIP.

District: 06 County: Madera

Responsible Agency HBP-ID Project Description

Madera County 3562 BRIDGE NO. 41C0149, AVENUE 16.5 OVER DRY CREEK, AT ROAD 19. Replace 2 lane bridge with 2 lane bridge - Toll Credits programmed for PE, R/W & CON.

Phase Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
PE	166,750								166,750
R/W							60,000		60,000
CON								835,000	835,000
Total	166,750						60,000	835,000	1,061,750
Fund Source Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$	166,750						60,000	835,000	1,061,750
Local Match									
LSSRP Bond									
Local AC									
Total	166,750						60,000	835,000	1,061,750
PE Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$	166,750								166,750
Local Match									
LSSRP Bond									
Local AC									
Total	166,750								166,750
R/W Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$							60,000		60,000
Local Match									
LSSRP Bond									
Local AC									
Total							60,000		60,000
CON Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$								835,000	835,000
Local Match									
LSSRP Bond									
Local AC									
Total								835,000	835,000

Project #: 5941(089)

2014/15-2019/20 Highway Bridge Program

See the appropriate FTIP/FSTIP for current funding commitments. This listing provides the backup project information to support the lump sum amounts programmed in the FTIP.

District: 06 County: Madera

Responsible Agency HBP-ID Project Description

Madera County 4257 BRIDGE NO. 41C0162, C.R. 210 OVER RYAN CREEK, 4.0 MI E OF CR 211. Replace 1 lane bridge with 2 lane bridge. Not capacity increasing project. 10/24/2014: Toll Credits programmed for PE & CON.

Phase Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
PE		100,000		127,500					227,500
R/W									
CON								1,137,500	1,137,500
Total		100,000		127,500				1,137,500	1,365,000
Fund Source Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$		100,000		127,500				1,137,500	1,365,000
Local Match									
LSSRP Bond									
Local AC									
Total		100,000		127,500				1,137,500	1,365,000
PE Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$		100,000		127,500					227,500
Local Match									
LSSRP Bond									
Local AC									
Total		100,000		127,500					227,500
CON Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$								1,137,500	1,137,500
Local Match									
LSSRP Bond									
Local AC									
Total								1,137,500	1,137,500

Project #:
5941(103)

2014/15-2019/20 Highway Bridge Program

See the appropriate FTIP/FSTIP for current funding commitments. This listing provides the backup project information to support the lump sum amounts programmed in the FTIP.

District: 06 County: Madera

Responsible Agency HBP-ID Project Description

Madera County 3981 BRIDGE NO. PM00072, Developing of the Bridge Preventive Maintenance Plan by Madera County. (Project studies only - for developing projects list - NOT for project development)

Phase Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
PE	32,500								32,500
R/W									
CON									
Total	32,500								32,500
Fund Source Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$	28,772								28,772
Local Match	3,728								3,728
LSSRP Bond									
Local AC									
Total	32,500								32,500
PE Summary:	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$	28,772								28,772
Local Match	3,728								3,728
LSSRP Bond									
Local AC									
Total	32,500								32,500

Project #: 5941(098)

2014/15-2019/20 Highway Bridge Program

See the appropriate FTIP/FSTIP for current funding commitments. This listing provides the backup project information to support the lump sum amounts programmed in the FTIP.

District: 06 County: Madera

Responsible Agency HBP-ID Project Description

MPO Summary: Madera County Transportation Commission

Number of Projects: 12

Totals:

	Prior	14/15	15/16	16/17	17/18	18/19	19/20	Beyond	Total
Fed \$	1,227,266	1,156,124	268,895	267,833	1,815,750		658,214	7,472,455	12,866,536
Local Match	101,539	123,876	11,355	2,868	235,250		59,366	243,795	778,049
LSSRP Bond									
Local AC									
Total for all Phases	1,328,805	1,280,000	280,250	270,700	2,051,000		717,580	7,716,250	13,644,585

MEMORANDUM

ITEM IV-B

DATE: January 18, 2017

TO: MCTC Policy Board

FROM: Dylan Stone, Regional Planning Supervisor
Madera County Transportation Commission

RE: 2014 Madera County Regional Transportation/Sustainable Communities Strategy
Amendment Update

I. Requested Action:

Information and Discussion

II. Summary:

The 2014 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) and Environmental Impact Report (EIR) were adopted by the Madera County Transportation Commission (MCTC) Board in June of 2014. Senate Bill 375 (SB 375) introduced a new component of the Regional Transportation Plan involves the development of a sustainable communities strategy to reduce greenhouse gas (GHG) emissions from vehicle tailpipes through the integration of transportation and land use planning. The California Air Resource Board (ARB) established targets for GHG reductions in the years 2020 and 2035 measured against GHG levels in 2005. The 2014 RTP/SCS preferred planning scenario did not meet the GHG reduction goals established by ARB. SB 375 provides an option for a RTP/SCS which does not meet the targets to develop an Alternative Planning Strategy (APS) which can.

MCTC Staff is finalizing an amendment to the 2014 RTP/SCS and EIR. This amendment will be the culmination of many staff and consultant hours aimed towards assessing why the preferred RTP/SCS scenario was unable to meet the GHG reduction targets, what steps need to be taken to develop a scenario which does meet the targeted reductions, and actions taken to implement a plan that does meet the GHG targeted reductions. In the steps leading to the decision to amend the plan, staff decided to forgo the creation of an APS to focus on a plan that is both feasible and fiscally constrained as required of an RTP but not an APS. As a result, the 2014 RTP/SCS will be able to demonstrate compliance with the GHG reductions per capita requirements established by the ARB to comply with SB 375.

Staff will hold an SCS stakeholder committee and meet with interested individual groups to provide comprehensive information regarding the amendment of the 2014 RTP/SCS and EIR before officially bringing the amendment before the MCTC board for action in the spring of 2017.

III. Fiscal Impact:

No Impact to Fiscal Year 2016/2017 Budget

MADERA COUNTY TRANSPORTATION COMMISSION

EXECUTIVE MINUTES

Date: Wednesday, November 23, 2016

Time: 3:00 p.m.

Place: MCTC Board Chambers

Members Present: Chairman - Waseem Ahmed – Mayor, City of Chowchilla
Vice Chairman - Andrew Medellin – Councilmember, City of Madera
Robert Poythress - Mayor, City of Madera
Brett Frazier - Supervisor, Madera County
Max Rodriguez - Supervisor, Madera County

Members Absent: Tom Wheeler - Supervisor, Madera County

Policy Advisory Committee: Above Members present and Caltrans Representatives:
Gail Miller, Dist. 06, Planning Director

MCTC Staff Present: Patricia Taylor, Executive Director
Dylan Stone, Regional Planning Supervisor
Troy McNeil, Fiscal Supervisor
Jeff Findley, Senior Regional Planner
Amelia Davies, Regional Planner
Sandy Ebersole, Grants Analyst

MCTC sitting as the Transportation Policy Committee

I. PLEDGE OF ALLEGIANCE

II. PUBLIC COMMENT

None.

III. TRANSPORTATION CONSENT ITEMS

A. 2016 Annual Listing Projects

Federal legislation requires that Metropolitan Planning Organizations (MPOs) either publish or make available an annual listing of projects for which federal funds have been obligated in the preceding year. This listing is required to be consistent with the categories identified within the Federal Transportation Improvement Program (FTIP). Commission staff recently published the 2016 Annual Listing of Projects on the MCTC Website at <http://www.maderactc.org>.

Included in the Commissioner's packet was a copy of the listing of federally funded projects that were obligated during FY 2015-16. The project obligations are shown by specific program and project phase (i.e. preliminary engineering, right-of-way acquisition, and construction).

Action: Information and Discussion Only.

B. 2016 California Statewide Local Streets and Roads Needs Assessment

The California State Association of Counties (CSAC) and the League of Cities (League) have released the 2016 California Statewide Local Streets and Roads Needs Assessment. This process began in February, when each city and county throughout California was contacted to provide information on the conditions of their local streets and roads. All three member agencies in the Madera region were contacted by CSAC/League and MCTC staff to encourage their participation in completing the online survey.

This report is updated every two years provides important information to maintain and obtain transportation funding. The information will be used to educate elected officials, policy- and decision makers, and the public about local transportation needs. The 2016 Report identified a funding shortfall of approximately \$70 billion statewide for local streets and roads.

The report may be found online at: <http://www.savecaliforniastreet.org/wp-content/uploads/2016/10/2016-CA-Statewide-Local-Streets-and-Roads-Needs-Assessment-Final-Report.pdf>

Action: Information and Discussion Only.

C. MCTC Brochure

Madera County Transportation Commission (MCTC) Staff created an informational brochure for public use and benefit. This brochure contains matter regarding our Transportation Policy Committee, Technical Advisory Committee (TAC), Social Services Transportation Advisory Council (SSTAC), and the Measure T Citizens' Oversight Committee. The brochure conveys to readers topics regarding who we are and what we do and includes information about how we are funded and our transportation planning process. This document provides useful material about MCTC's role in comprehensive regional planning and will engage the public to participate in the planning process.

The final MCTC brochure was available as a handout. It is also available on the MCTC Website <http://www.maderactc.org>

Action: Information and Discussion Only.

D. 2017 San Joaquin Valley Blueprint Awards Nominations

The Community and Regional Planning Center at Fresno State and American Planning Association - California, Central Section are pleased to announce the call for nominations for 2017 San Joaquin Valley Blueprint Awards. The awards program recognizes outstanding achievements and practices in the built environment.

In 2009, the San Joaquin Valley's eight regional transportation agencies created the awards program to encourage quality in planning and development, with the smart-growth oriented 12 Blueprint Principles as the basis. The hope was to provide visual examples of attractive, functional and environmentally friendly projects that could have relevance throughout the Valley. Over 50 projects and individuals have received awards since the program began.

The 2017 awards program is seeking nominations in the following sustainable development categories: residential, commercial, mixed use, downtown revitalization, transportation enhancement, and historic revitalization. Nominations are also sought for individuals who have shown enthusiasm and tenacity in promoting the smart-growth principles.

Nominations are open to all 8 counties of the San Joaquin Valley. The deadline to receive nominations is February 3, 2017. For more information and to apply, visit www.valleyblueprint.org.

Award recipients will be recognized at the 12th Annual San Joaquin Valley Spring Policy Conference hosted by the Fresno Council of Governments on March 8-9, 2017.

Action: Information and Discussion Only.

E. 2017 Meeting Schedule

Included in the Commissioner's packet was a copy of the schedule for the 2017 Technical Advisory Meetings and the Madera County Transportation Policy Board meetings.

Action: Information and Discussion Only.

Transportation Consent Calendar Action: Upon motion by Commissioner Poythress, seconded by Commissioner Frazier to approve the Transportation Consent Calendar (Items A-E). A vote was called and the motion carried.

IV. TRANSPORTATION ACTION/DISCUSSION ITEM

A. FASTLANE Grant Program – Letter of Support

The U.S. Department of Transportation's Build America Bureau is now soliciting applications for up to \$850 million in Fostering Advancements in Shipping and Transportation for the Long-term Achievement of National Efficiencies (FASTLANE) grants.

The FASTLANE program was established in the Fixing America's Surface Transportation (FAST) Act to fund critical freight and highway projects across the country. The FAST Act authorized the program at \$4.5 billion for fiscal years (FY) 2016 through 2020, including \$850 million for FY 2017 to be awarded by the Secretary of Transportation.

MCTC is currently in the process of resubmitting our application for the FASTLANE Grant for the widening of SR 99 from Avenue 12 to Avenue 17. We have retained VRPA Technologies to assist with the grant application. Staff requested a letter of support from the Board. The application deadline is **December 15, 2016 by 8:00 pm EST.**

For more information see: <https://www.transportation.gov/FASTLANEgrants>

Action: Upon motion by Commissioner Frazier, seconded by Commissioner Rodriguez to approve Letter of Support for FASTLANE Grant Program. A vote was called and the motion carried.

B. RTP/SCS Update - SB 375 Target Setting

MCTC has been charged with recommending a target for per capita greenhouse gas reductions in its upcoming 2018 Regional Transportation Plan / Sustainable Communities Strategy (RTP/SCS).

In addition to MCTC's efforts to comply with state climate change goals via its 2014 RTP/SCS, MCTC is actively pursuing Valley-wide initiatives and local projects and initiatives to demonstrate progress toward achieving SB 375 goals. Nevertheless, despite these ongoing SB 375 efforts, there exist outstanding variables beyond MCTC's or the Valley's control that negatively affect the extent to which targets can expand beyond previously set targets, including:

- Transition from the MIP1 to the MIP2 transportation model;
- Transition from the EMFAC2011 to the EMFAC2014 emissions model;
- Impact of automobile operating costs on VMT and emissions; and
- Impact of economic recovery on VMT and emissions.

Though these variables present challenges, MCTC staff believes that reaching the existing achieved per capita greenhouse gas reductions is possible with the efforts underway in Madera County in support of SB 375, and the efforts being committed to above and beyond those previously identified in the 2014 RTP/SCS.

BACKGROUND:

With the passage of SB 375 in 2008, metropolitan planning organizations were required to develop a Sustainable Communities Strategy (SCS). An SCS must demonstrate an ambitious, yet achievable, approach to how land use development and transportation can work together to meet greenhouse gas emission reduction targets for cars and light

trucks. In advance of the 2014 RTP/SCS, the California Air Resources Board established (per capita) greenhouse gas emission reduction targets of 5 percent by 2020 and 10 percent by 2035 for the region.

The San Joaquin Valley is home to some of the most disadvantaged communities in the State, communities that share an air basin challenged by weather and topography that creates an ideal setting for extreme air pollution. MCTC and the other Valley MPOs are sensitive to the need for air quality improvement, and are committed to the intent of SB 375.

As such, in addition to the Valley's extensive efforts to comply with state climate change goals via each agency's 2014 SCS, the San Joaquin Valley is committed to accomplishing multiple Valley-wide initiatives as well as local projects and initiatives to demonstrate progress toward achieving SB 375 goals.

SB 375 Efforts in Madera County

MCTC has been working to create an SCS that meets the objectives of SB 375 in the San Joaquin Valley. Staff has worked to enhance the functionality of the technical tools utilized for the SCS development process, introduced newer and more accurate model input data and revalidated all enhancements against observed, existing conditions. As a result, MCTC has developed a Sustainable Communities Strategy capable of achieving the 2014 placeholder targets of 5% and 10% GHG reduction per capita from 2005 for the years 2020 and 2035 respectively. The plan utilizes shifts in land use density towards more compact form in urban areas and greater investment in to alternative modes of travel. Staff will seek MCTC Board adoption of the new SCS in early 2017.

Variables Affecting SB 375 Targets

Despite ongoing efforts in support of SB 375, there exist outstanding variables beyond MCTC's or the Valley's control that negatively affect the extent to which targets can expand beyond previously set targets. Specifically, these variables include:

Transition to the MIP2 transportation model.

The "MIP2 model" is the software to be used in evaluating travel demand and air quality, representing an update from the previous "MIP1 model." The MIP2 model is being updated and revalidated to incorporate the latest data such as the 2010 census, 2012 California Household Travel Survey data, and cell phone data for county-to-county flows. Many enhancements are also being made to the structure of the model for both sensitivity and functionality. The combination of these updates amount to substantial changes to current planning assumptions, and will result in different interaction between land use location, demographics, trip purpose, built environment, and travel compared to the existing MIP1 models. Testing with the MIP2 model suggests that even without adjusting any model inputs (e.g., land use, demographics, network modifications), the MIP2 model is expected to calculate higher VMT levels in the future than were calculated with the MIP1 model.

Transition to EMFAC2014 emissions model.

Similarly, MCTC has been asked to use the latest version of the California emission factor model, EMFAC2014, for use in developing numeric target recommendations, representing an update from the previous EMFAC2011. Testing with EMFAC2014 suggests that even without adjusting any model inputs, EMFAC2014 is calculating higher GHG levels in the future than were calculated with EMFAC2011.

Impact of automobile operating costs on VMT and emissions.

The Valley has revised its assumptions regarding automobile operating costs in the MIP2 models, based on an approved methodology used throughout the State. The methodology uses a consistent growth in fuel price between the SB 375 base year of 2005 and the forecast years 2020 and 2035 based on Department of Energy annual forecasts. Based on recent trends in fuel costs, current fuel price estimates for future years are considerably lower than those assumed in previous SB 375 Target Setting efforts. As a result, MCTC's modeling demonstrates an increase in VMT and GHG associated with the reduced cost of automobile operation.

Impact of economic recovery on VMT and emissions.

The recovery rate and economic forecasts in MCTC's 2014 RTP/SCS were developed prior to the recovery from the recession, and with the best information at the time. Leading up to the development of the RTP/SCS, the Valley had been slow to recover from the 2008 Recession, and this was forecast to continue in the development of the housing and employment represented in the future scenarios. The region has experienced relatively high unemployment, slow growth in jobs and rapid growth in housing. MCTC expects economic recovery to occur at a faster rate than previously assumed in 2014 RTP/SCS documents. As such, increases in employment and income levels, as well as a revised distribution of low, medium, and high paying jobs are anticipated. As a result, MCTC's modeling demonstrates an increase in VMT and GHG associated with economic recovery.

Approach

The variables outlined in this report present challenges for the region to be able to match the per capita greenhouse gas reductions previously achieved with the, to be amended, 2014 RTP/SCS. However, given the efforts underway in Madera County in support of SB 375, and the efforts being committed to above and beyond those previously identified in the 2014 RTP/SCS, MCTC staff believes that reaching the previously achieved per capita greenhouse gas reductions is possible.

MCTC staff shares the understanding of the impact of the outlined variables, and the conclusion that achieved previous reduction levels is possible, with the other regional transportation planning agencies in the San Joaquin Valley. As such, Valley staff has agreed to submit a joint SB 375 Target Setting Recommendation letter, with a unified voice, requesting that SB 375 Targets be set for each county at the per capita greenhouse gas reductions previously achieved with the 2014 RTP/SCS.

Action: Upon motion by Commissioner Frazier, seconded by Commissioner Rodriguez directing staff to issue a joint SB 375 Target Setting recommendation with Valley partners to the California Air Resources Board, establishing SB 375 Target for Madera equivalent to the per capita greenhouse gas reductions previously achieved with the, to be amended, 2014 RTP/SCS. A vote was called and the motion carried.

C. Madera Region Programs and Projects update

Staff gave a verbal presentation and update of the transportation funding programs available to local agencies.

Action: Informational and Discussion Only.

D. Amtrak San Joaquins Mid-Corridor Starts-Ends

On November 3, 2016, San Joaquin Joint Powers Authority (SJJPA) Staff gave a report to the SJJPA Board concerning the Early Morning Service/Mid-Corridor Starts-Ends. The SJJPA Board took action at the previous meeting to select Fresno as the initial station for mid-corridor starts/ends. With this possible new service, it is expected that there will be more passengers making daily round-trips. As a result, SJJPA staff is seeking funding for a number of improvements at certain Amtrak San Joaquins Stations which could help encourage higher ridership. For Madera, SJJPA is interested in additional parking spaces, security cameras, and lighting.

SJJPA Staff is working on carrying out surveys of potential business passengers throughout the Northern and Central San Joaquin Valley to help assess the interest in early morning rail service to Sacramento.

Enclosed is a PDF of the survey that can be completed and returned to the email address found on the front page. It may also be found online at: <https://www.surveymonkey.com/r/KGB7GKZ>

Action: Information and Discussion Only.

E. Sacramento Valley Voice Trip – March 1, 2017

The San Joaquin Valley Legislative Affairs Committee has scheduled a one day Sacramento Valley Voice Trip for March 1, 2017. The areas that have been identified as priorities will focus on issues related to funding in the San Joaquin Valley for transportation projects; Cap and Trade funding; Cal Enviro Screen definition; NEPA Exemption; goods/freight movement; air quality funding; and San Joaquin AMTRAK intercity passenger rail service. Commissioner Poythress and Commissioner Frazier will be attending.

Action: Information and Discussion. Direction may be provided.

V. REAFFIRM ALL ACTIONS TAKEN WHILE SITTING AS THE TRANSPORTATION POLICY COMMITTEE

Action: Upon motion by Commissioner Poythress seconded by Commissioner Medellin to reaffirm all actions taken while sitting as the Transportation Policy Committee. A vote was called and the motion carried.

VI. ADMINISTRATIVE CONSENT ITEMS

A. Executive Minutes – October 19, 2016

Included in the Commissioner's packet was a copy of the October 19, 2016 Executive Minutes of the Policy Board.

Action: Approve Executive Minutes of October 19, 2016.

Administrative Consent Calendar Action: Upon motion by Commissioner Rodriquez, seconded by Commissioner Frazier to approve the Administrative Consent Calendar (Items A). A vote was called and the motion carried.

VII. ADMINISTRATIVE ACTION/DISCUSSION ITEMS

None

MCTC Sitting as the Madera County 2006 Transportation Authority

VIII. AUTHORITY – CONSENT ITEMS

None.

IX. AUTHORITY – ACTION/DISCUSSION ITEMS

None.

X. Miscellaneous

A. Items from Caltrans

Gail Miller, Dist. 06, Planning Director, provided a brief update on the local projects in Madera County.

B. Items from Staff

None.

C. Items from Commissioners

None.

XI. Adjournment

Meeting adjourned at 3:40 p.m.

Next meeting set for Wednesday, January 18, 2017

Respectfully Submitted,



Patricia S. Taylor
Executive Director
Madera County Transportation Commission

BEFORE
THE COMMISSIONERS OF THE MADERA COUNTY TRANSPORTATION COMMISSION
COUNTY OF MADERA, STATE OF CALIFORNIA

In the matter of) Resolution No. **16-08**
APPORTIONMENT OF 2016/17) **Amendment No. 1**
STATE TRANSIT ASSISTANCE)

WHEREAS, the Mills-Alquist-Deddeh Act of 1979 established a State Transit Assistance Fund for each transportation planning agency in California; and

WHEREAS, the California State Legislature has allocated \$266,873,000 in 2016/17 for the State Transit Assistance Fund; and

WHEREAS, the 2016/17 revised estimate for the State Transit Assistance Fund is \$528,054 for Madera County; and

WHEREAS, the County of Madera, City of Madera, and City of Chowchilla expends Transportation Development Act Funds for various transportation purposes; and

WHEREAS, the County of Madera has entered into an agreement, Agreement No. 5686-C-96) - May 21, 1996, with the City of Chowchilla for annexation of State Prison Facilities to the City of Chowchilla, per A.B. No. 1997 – an act to add Section 56111.12 to the Government Code, and to amend Section 99231 of the Public Utilities Code, relating to annexation, and declaring the urgency thereof, to take effect immediately; and

WHEREAS, Agreement No. 5686-C-96 states the County of Madera and the City of Chowchilla agree that the County shall be entitled to receive from Chowchilla a sum equal to the sum of the revenues from all existing revenue sources attributable to the prison territory, including, but not necessarily limited to, Transportation Development Act Funds, FAST Act Funds, Measure “T” Sales and Use Tax Ordinance Funds, and Sales and Use Tax Revenues generated from taxable sales and uses within the prison territory; and

WHEREAS, the California Department of Finance has provided information that the January 31, 2016 population housed in the two state prison facilities is 6,132; and

WHEREAS, the populations of the County and the City of Chowchilla have been adjusted to reflect the new DOF (E1) population report dated May 1, 2016 adjustments are as follows:

**Calculation of Madera County and City of Chowchilla
Population per 05/01/16 DOF**

	DOF(E-1) Population 05/01/16	DOF Prison Population	Adjusted Populations
Chowchilla	18,547	(6,132)	12,415
County	71,328	6,132	77,460

1 **WHEREAS,** the County of Madera, City of Chowchilla, and City of Madera have requests
2 for 2016/17 allocations,
3

Member	DOF (E-1) Population 05/01/16	Percent	PUC 99313 Allocation
Chowchilla	12,415	7.99%	\$42,200
Madera	65,474	42.15%	\$222,556
County	77,460	49.86%	\$263,298
	155,349	100.00%	\$528,054

4
5 **BE IT FURTHER RESOLVED,** that the Madera County Transportation Commission
6 will not accept claims from these three entities for transportation planning or mass transportation
7 purposes unless the California State Legislature allocates funds to the State Transit Assistance fund.
8

9 The foregoing resolution was adopted this 18th day of January, 2017 by the following vote:

- 11 Commissioner Rodriguez voted: _____
- 12 Commissioner Frazier voted: _____
- 13 Commissioner Wheeler voted: _____
- 14 Commissioner Oliver voted: _____
- 15 Commissioner Medellin voted: _____
- 16 Commissioner Ahmed voted: _____

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Chairman, Madera County Transportation Commission

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30 _____
31 Executive Director, Madera County Transportation Commission
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Procurement Policies and Procedures

**Approved
May 2010**

Revised February 2014

Revised April 2015

Revised October 2015

Revised January 2017

Table of Contents

CHAPTER I – Introduction	<u>56</u>
CHAPTER II- Quick Reference Guide.....	<u>67</u>
A. STEP-BY-STEP GUIDE.....	<u>67</u>
B. BRIEF DESCRIPTION OF METHODS OF PROCUREMENT	<u>67</u>
C. DELEGATIONS	<u>89</u>
CHAPTER III- Policies and Procedures.....	<u>910</u>
A. PROCUREMENT POLICIES.....	<u>910</u>
1. Procurement Officer and Project Manager Responsibilities.....	<u>910</u>
2. Standards of Conduct and Conflict of Interest Policies.....	<u>1112</u>
3. Purchasing Policies.....	<u>1314</u>
4. Public Records Act.....	<u>1415</u>
B. PROCUREMENT PROCEDURES	<u>1415</u>
1. Independent Cost Estimate.....	<u>1415</u>
2. Reasonableness of Price (Price/Cost Analysis).....	<u>1516</u>
3. Best Value	<u>1718</u>
4. Tag-ons	<u>1718</u>
5. Piggybacking	<u>1718</u>
6. Use of Brand Name.....	<u>1819</u>
7. Options.....	<u>1819</u>
8. Advance Payments.....	<u>1819</u>
9. Progress Payments.....	<u>1920</u>
10. Procurement by Micro-Purchases.....	<u>1920</u>
11. Small Purchases.....	<u>1920</u>
12. Competitive Procurement Process.....	<u>1920</u>
IFB Packet.....	<u>2122</u>
Pre-Bid Conference.....	<u>2223</u>
Amendments to Invitation for Bids.....	<u>2324</u>
Cancellation of IFB.....	<u>2324</u>
Receipt of Bids.....	<u>2425</u>
Withdrawal of Bids	<u>2425</u>
Bid Opening	<u>2425</u>
Tabulation of Bids.....	<u>2627</u>
Mistakes in Bids.....	<u>2627</u>
Minor Irregularities in Bids	<u>2728</u>
Multiple or Alternate Bids	<u>2728</u>
Analysis of Limited Bid Response	<u>2728</u>
Determination of Responsiveness.....	<u>2728</u>

Responsible Bidder Evaluation.....	2829
Rejection of All Bids	2930
Rejection of Individual Bids	3031
Award of the Contract.....	3132
Final Award	3233
Project Completion	3233
Issuance of RFP	3334
RFP Packet.....	3334
Pre-Proposal Conference	3536
RFP Amendments	3536
Cancellation of RFP.....	3637
Receipt of Proposals	3637
Withdrawal of Proposals.....	3738
Format of Proposal.....	3738
Evaluation and Selection Process	3738
Interviews and Best and Final Offers (BAFOs).....	3738
MCTC Board Makes Final Determination	3839
Debriefing of Unsuccessful Proposers.....	3839
Debriefing shall:.....	3839
Notice of Contract Award.....	3839
Final Contract Draft	3940
Project Completion	3940
13. Architectural / Engineering Services Request for Qualifications.....	4546
Issuance of an “A/E” RFQ.....	4546
“A/E” RFQ Packet	4647
Pre-Proposal Conference	4748
Amendments of “A/E” Requests for Proposals	4748
Cancellation of an “A/E” RFQ	4849
Receipt of Proposals	4849
Withdrawal of Proposals.....	4950
Format of Proposal.....	4950
14. Sole Source Procurements.....	5152
15. State Bid/Piggy Backing/ Consortium Purchases.....	5253
16. Emergency Procurements	5354
17. Construction Projects.....	5354
18. Amendments and Change Orders	5354
19. Purchase Request/Order Procedures.....	5455
20. Protest Procedures	5657
A. Purpose.....	5657
B. General	5657
C. Definitions.....	5657

E. Contents of Protest	5758
CHAPTER IV-Contract Administration.....	6162
A. CONTRACT ADMINISTRATION GUIDELINES	6162
B. FEDERAL/STATE PROCUREMENT REQUIREMENTS.....	6162
C. BONDING REQUIREMENTS.....	6364
Purpose.....	6364
Responsibility	6364
Types of Bonds	6465
Procedures.....	6465
D. INSURANCE REQUIREMENTS	6566
E. LIQUIDATED DAMAGES.....	6667
F. INDEMNIFICATION.....	6667
G. TERMINATION	6667
H. DISPUTE RESOLUTION	6768
I. FINAL CONTRACT APPROVAL AND DISTRIBUTION.....	6869
c. MCTC Contract/Procurement File	6970
J. WRITTEN RECORD OF PROCUREMENT HISTORY (project control file).....	6970
CHAPTER V – Types of Contracts & Methods of Payment.....	7172
A. TYPES OF CONTRACTS.....	7172
1. PROJECT SPECIFIC CONTRACT.....	7172
2. MULTI-PURPOSE OR MULTI-PHASED CONTRACT.....	7172
3. ON-CALL CONTRACT	7172
B. METHODS OF PAYMENT	7172
1. ACTUAL COST PLUS FIXED FEE.....	7172
2. COST PER UNIT OF WORK.....	7273
3. SPECIFIED RATES OF COMPENSATION	7273
4. LUMP SUM OR FIRM FIXED PRICE.....	7273
CHAPTER VI-Contract Closeout Procedures.....	7475
A. FINAL PAYMENT.....	7475
B. POST-PERFORMANCE AUDIT.....	7576
C. CONTRACT CLOSEOUT CHECKLIST	7576
Procurement Request	8081

CHAPTER I – Introduction

This procurement manual outlines the policies and procedures of the purchase of goods and services for the Madera County Transportation Commission (MCTC).

MCTC as a Metropolitan Planning Organization (MPO) is responsible for the planning, programming, and monitoring of transportation projects in Madera County.

MCTC receives funding from the federal government, the State of California, as well as from local sources. Therefore, MCTC adopts procurement policies and procedures that are consistent with federal regulations, the laws of the State of California, and any agreements with funding sources (i.e. Master Agreement with Caltrans).

The purpose of these policies and procedures is to set forth procurement methods and establish standards for obtaining goods and services necessary to fulfill the purposes of MCTC. These procedures include guidelines for the solicitation, award, and administration of formally advertised contracts, as well as the consultant selection, negotiation, and award and administration of competitively procured contracts. All procurement transactions will be conducted in a manner providing full and open competition consistent with the standards of 2 CFR Part 200 and with Caltrans policies and procedures.

The procurement procedures are designed to:

1. Instill public confidence in the procurement process of MCTC.
2. Ensure fair and equitable treatment for all vendors who seek to deal with MCTC.
3. Ensure maximum open and free competition in the expenditure of public funds.
4. Provide the safeguards to maintain a procurement system of quality and integrity.

The methods by which the foregoing is implemented are described in detail in the remainder of this document and the attachments hereto.

The procurement process is ongoing throughout the fiscal year. During budget preparation, the needs for all goods and services are identified that will be procured during the upcoming fiscal year (July 1 - June 30).

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CHAPTER II- Quick Reference Guide

A. *STEP-BY-STEP GUIDE*

Step 1: Staff must determine the following:

1. Project scope;
2. Expected cost of the procurement;
3. Funding source and whether the procurement is budgeted or non-budgeted; and
4. Method of procurement.

Step 2: For procurement type, staff should refer to the policies described herein. Any questions regarding the procurement process should be immediately discussed with the Procurement Officer to ensure that the policies are being followed.

Step 3: The Fiscal Supervisor is responsible for the administration of the procurement, which includes obtaining the required approval, if necessary, before initiating the procurement process. The MCTC Executive Director is responsible for authorizing procurements conducted by the MCTC Fiscal Supervisor.

Step 4: Upon completion of the procurement process, authorization must be issued by the Procurement Officer prior to the execution of any contract, notice-to-proceed, or initiation of work.

B. *BRIEF DESCRIPTION OF METHODS OF PROCUREMENT*

1. Goods and Services

Definition: Procurements of services, supplies, or other property, with the exception of professional / architectural and engineering services or labor and/or materials for public works/construction projects.

<i>Price Threshold</i>	<i>Method of Procurement</i>	<i>Required Approval Level</i>
Less than \$3,000	Micro Purchase	Fiscal Supervisor
\$3,000 – \$100,000	Small Purchase / RFP / IFB / <u>RFQ</u>	MCTC Executive Director or designee
Greater than \$100,000	RFP / IFB / <u>RFQ</u>	MCTC Board

Please note that any amendments and/or change orders will be approved at the same price thresholds listed above.

2. Professional Services

Definition: The services of attorneys, physicians, consultants, auditors, specialized printers, or other individuals or organizations possessing a high degree of professional, unique specialized technical skill or expertise, or where the service involves a contract for special activities, negotiations for the acquisition of land, insurance bonds, or any other service similar to the above, engaged for a particular project or series of projects.

***Auditors:** As a policy MCTC will retain an auditor for a three year period, renewable annually, and may extend the contract to a maximum of five years. After this three year period, (may be up to five years), MCTC will conduct a new RFP process.

<i>Price Threshold</i>	<i>Method of Procurement</i>	<i>Required Approval Level</i>
Up to \$2,500	Micro purchase	Fiscal Supervisor
\$2,500 to \$24,999	Small Purchase	MCTC Executive Director or designee
\$25,000- \$100,000	Small Purchase (RFP/RFQ Optional)	MCTC Executive Director or designee *
Greater than \$100,000	RFP/RFQ	MCTC Board

*If not already included in the MCTC budget, then the item will be taken to the Board for approval.

3. Architectural and engineering services

Definition: Procurement of professional consultants for engineering, architectural, land surveying or other support services, such as program management, construction management, feasibility studies, preliminary engineering and design which require performance by a registered or licensed architect or engineer. A/E services require the use of an A/E method of procurement.

<i>Price Threshold</i>	<i>Method of Procurement</i>	<i>Required Approval Level</i>
Up to \$25,000	RFP / A/E	MCTC Executive Director or designee
Greater than \$25,000	RFP / A/E	MCTC Board

Please note that any amendments and/or change orders greater than 10% of the original

Purchase Order must be approved by the MCTC Board.

4. Sole Source

Definition: Procurement accomplished through solicitation or acceptance of a proposal from only one available source or solicitation of a number of sources in which competition is determined inadequate. See Chapter III, Section B.14 for standards for justification for Sole Source.

<i>Price Threshold</i>	<i>Method of Procurement</i>	<i>Required Approval Level</i>
Services up to \$50,000	Sole Source	MCTC Executive Director or designee
Goods up to \$25,000	Sole Source	MCTC Executive Director or designee
Services greater than \$50,000	Sole Source	MCTC Board
Goods greater than \$25,000	Sole Source	MCTC Board

C. DELEGATIONS

1. Except as otherwise provided in these procedures, all rights, powers, duties and authorities relating to the procurement of supplies, services and construction vested in the Executive Director are hereby delegated to the Procurement Officer or his designee.
2. The Executive Director is specifically authorized to delegate approval authority to the Procurement Officer or his other designee.
3. The MCTC Board is specifically authorized to execute approval authorized at any level.
4. The MCTC Executive Director is specifically authorized to execute approvals delegated to the MCTC Procurement Officer.

CHAPTER III- Policies and Procedures

A. *PROCUREMENT POLICIES*

MCTC is governed by a Board of Directors. The Board of Directors is comprised of three (3) members from the Madera County Board of Supervisors; two (2) members from the Madera City Council; and one (1) member from the Chowchilla City Council. The members shall be appointed by the member agencies. The MCTC Board has adopted policies that serve to guide procurement activities. Those policies are summarized in this Section.

1. Procurement Officer and Project Manager Responsibilities

a. Procurement Officer

The MCTC Fiscal Supervisor will act in the capacity of Procurement Officer, having authority to authorize contract actions. Whenever the term "Procurement Officer" shall appear in this document, the term shall also include authorized designee(s). (The authority of the designees varies significantly depending on the value and type of procurement action).

1. The Procurement Officer is responsible for updating these procurement policies and procedures on an as-needed basis.
2. The Procurement Officer shall be authorized to enter into, administer, and terminate contracts. However, the Procurement Officer may bind MCTC only to the extent of the contracting authority delegated by the MCTC Executive Director.
3. The Procurement Officer shall ensure that a clear and accurate specification / scope of work is developed for each procurement.
4. The Procurement Officer shall not enter into a contract unless the Procurement Officer has ensured that all applicable requirements of Federal law, Federal regulations and Circulars, California law, and all other applicable MCTC procedures (including approvals) have been met.
5. The Procurement Officer shall ensure that contractors receive impartial, fair, and equitable treatment in accordance with the policies specified in this Manual.
6. The Procurement Officer or his/her designee shall be the primary MCTC employee to determine that contract prices are fair and reasonable prior to signing the contract or any changes thereto.

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7. The Procurement Officer shall not make any purchase or enter into any contract for an amount, which exceeds his or her specifically delegated contracting authority.
8. The Procurement Officer is responsible for soliciting bids and proposals; for serving as the chairperson of pre-bid and pre-proposal conferences, qualification hearings and proposal evaluation meetings; for conducting contract negotiation sessions; for managing the non-technical aspects of post award contract administration including negotiation of modifications, claims, and supplemental agreements; and for maintaining all official contract files.
9. The Procurement Officer is also responsible for such tasks as writing, preparing and assembling contract documents; obtaining necessary pre-solicitation approvals; advertising RFP's and IFB's, issuing amendments, obtaining post-bid opening approvals for award, conducting investigations of proposed Contractor's past performance, conducting consultant selection meetings for negotiated contracts and conducting negotiations, consulting with Project Managers to monitor Contractor's performance, and managing termination for default or convenience procedures whenever the need arises.

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b. Project Manager

A duly appointed MCTC employee who will be directly responsible for the daily technical administration of a contract including monitoring the contractor in its performance of the contract and performing those functions as specified by MCTC Policy. The Project Manager should be a responsible individual assigned to and familiar with the procedures and requirements of the user department. As such, the Project Manager is the Procurement Officer's technical expert and is at his/her disposal to assist in ensuring contractor compliance with technical requirements of the contract. Normally, the Project Manager approves or disapproves the technical acceptability and timeliness of the work completed and the invoices submitted by the contractor for payment.

1. The Project Manager shall ensure that sufficient unencumbered funds are available for obligation for each contract.
2. The Project Manager shall develop a clear and accurate specification / scope of work for each procurement.
3. The Project Manager is also the person to whom reports of warranted equipment malfunctions, failures or any problems with the contractor's performance are submitted, pursuant to the specific authority granted by the Executive Director. The Project Manager makes the initial request for contractor remedial action. The Procurement Officer becomes involved when and if the lapse constitutes a serious, i.e., repetitive, or unresolved, breach of contractor's civil or contractual responsibility.
4. Should the contractor fail to respond in a timely or adequate manner to rectify

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any problem, the Project Manager notifies The Procurement Officer that an apparent breach of the contract exists. After investigating the situation, the Procurement Officer and the Project Manager take any steps necessary and available to enforce MCTC's rights under the contract. This may include withholding payment, imposing liquidated damages, negotiation and recommending a settlement, terminating the contractor for default, or referring the matter for legal action.

5. The Project Manager also attends pre-bid and pre-proposal conferences as the technical expert, conducts investigations of proposed contractor's technical past performance, questions prospective contractors during clarifications and discussions as to their technical capability to perform the contract, assists the Procurement Officer with contract negotiations, ascertains the availability of funds prior to asking the Procurement Officer to initiate the negotiation and approval process for change orders, contract modifications and supplemental agreements, and issues directions to correct or replace defective items of work.

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2. Standards of Conduct and Conflict of Interest Policies

There will be uniform and equitable application of the Standards of Conduct of MCTC involving all activities associated with the procurement of goods and services. This section defines responsibility to identify and prevent a real or apparent conflict of interest.

a. Conflict of Interest

In order to promote governmental integrity and to guard against even the appearance of impropriety, all MCTC employees, board members, and any consultants hired to assist in the procurement process who engage in any procurement-related activity shall comply with the following standards of ethical conduct:

1. MCTC employees and board members shall discharge their duties impartially so as to assure fair access to governmental procurement by responsible vendors and service providers and to foster public confidence in the integrity of the MCTC procurement system.
2. MCTC employees and board members shall not solicit, demand, accept or agree to accept a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement, specification, standard or contract.
3. The MCTC has adopted a Conflict of Interest Code under which the

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following groups shall not participate in or attempt to use their official position to influence any purchasing decisions in which they or persons related to them have a financial interest:

- (a) The employee, officer, agent or Board member
- (b) Any member of his/her immediate family
- (c) His or her partner, or
- (d) An organization that employees, or is about to employ, any of the above.

In cases where there may be a benefit, either direct or indirect, there is a responsibility to report in writing such benefit to the MCTC. If anyone fails to report such benefit, he or she will be subject to any disciplinary proceeding deemed appropriate by the MCTC, including possible dismissal.

Members of the groups listed in item (a) above shall be subject to the conflict of interest laws of the state of California. Anyone who violates the standards of the law shall be subject to the penalties, sanctions, or other disciplinary actions provided for therein.

b. Gratuities, Kickbacks, and Contingent Fees

No member of the groups listed in item (a) above shall solicit, demand or accept from any person, contractor, potential contractor, or potential subcontractors, anything of a monetary value, including gifts, gratuities, favors, etc. Anyone failing to adhere to the above will be subject to any disciplinary proceeding deemed appropriate by MCTC, including possible dismissal.

c. Confidential Information

No member of the groups listed in item (a) above shall use confidential information for his or her actual or anticipated personal gain, or the actual or anticipated personal gain of any other person related to them by blood, marriage, or by common commercial or financial interest. Anyone failing to adhere to the above will be subject to any disciplinary proceeding deemed appropriate by MCTC, including possible dismissal.

d. Organizational Conflict of Interest

Each entity that enters into a contract with MCTC is required, prior to entering into such contract, to inform MCTC of any real or apparent organizational conflict of interest. Such organizational conflict of interest exists when the nature of the work to be performed under a contract may, without some restriction on future activities, results in an unfair competitive advantage to the

contractor, or may impact the contractor's objectivity in performing the contract

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work.

3. Purchasing Policies

a. Equal Employment Opportunity/Affirmative Action

All procurement documents issued by MCTC require all interested vendors to certify:

1. That the vendor does not discriminate against any employee or applicant for employment, because of race, religion, sex, age, creed, color, disability or national origin;
2. That the vendor is in compliance with all Executive Orders and federal, state and local laws regarding fair employment practices and non-discrimination in employment; and
3. That the vendor agrees to demonstrate positively and aggressively the principle of equal opportunity in employment.

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b. Disadvantaged Business Enterprise

MCTC has determined that disadvantaged business enterprises as defined in 49 C.F.R. Part 26 shall have the opportunity to compete fairly for contracts financed in whole or in part with Federal funds. Accordingly, all MCTC procurements funded with Federal funds may include, as appropriate, the use of goals for the procurement of all classes of goods and services, as set forth in MCTC's Disadvantaged Business Enterprise program.

c. Cooperative Procurement

When circumstances warrant, MCTC may attempt to fill requirements through a cooperative purchasing agreement (without independent bids or quotations) with the State of California, or with other appropriate public agencies.

d. Open Competition Required

All procurement transactions using State and Federal funds will be conducted in a manner providing full and open competition. Some of the situations considered to be restrictive of competition include, but are not limited to:

- 1. Unreasonable requirements placed on firms in order for them to qualify to do business;
- 2. Unnecessary experience and excessive bonding requirements;
- 3. Noncompetitive pricing practices between firms or between affiliated

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companies;

- 4. Noncompetitive award to any person or firm on retainer contracts;
- 5. Organizational conflicts of interest. An organizational conflict of interest means that because of other activities, relationships, or contracts, a contractor is unable or potentially unable, to render impartial assistance or advice to MCTC; a contractor’s objectivity in performing the contract work is or might be otherwise impaired; or a contractor has an unfair competitive advantage.
- 6. The specification of only a brand name product without listing its salient characteristics and not allowing an equal product to be offered;
- 7. Exclusionary or discriminatory specifications; and
- 8. Any arbitrary action in the procurement process.

e. Local Preference

It is the policy of the MCTC to encourage hiring professional service firms that have an office within Madera County when the funding source for the procurement is isolated to local funds.

4. Public Records Act

All bids and proposals received become the exclusive property of MCTC. At such time as a contract award is recommended to the MCTC, all bids and proposals become a matter of public record and shall be regarded as public records, with the exception of those elements in each proposal which are trade secrets as that term is defined in California Government Code 6254.7 and which are so marked as “TRADE SECRET,” “CONFIDENTIAL” OR “PROPRIETARY”. MCTC shall not in any way be liable or responsible for the disclosure of any such records or portions thereof, including, with limitation, those so marked if disclosure is deemed required by law or by an order of a court. Bids or proposals that indiscriminately identify all or most of the bid or proposal as exempt from disclosure without justification may be found technically unacceptable.

B. PROCUREMENT PROCEDURES

1. Independent Cost Estimate

An independent cost estimate shall be performed on all federally funded procurements prior to receiving bids or proposals. The extent of the cost estimate will depend on the type of procurement being pursued. For example, a cost estimate for a micro purchase (see explanation below) may only involve phone calls to obtain

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price quotes; while a cost estimate for the procurement of professional services would require a more involved process to assess the market and to develop a reasonably accurate estimate. The cost required to research and prepare the estimate should not outweigh the potential benefits of the estimate. An independent estimate can be obtained from different sources including the following:

- (a) Published competitive prices
- (b) Results of competitive procurements
- (c) Outside estimators

2. Reasonableness of Price (Price/Cost Analysis)

In all state and federal funded procurements, a price or cost analysis shall be used to determine the reasonableness of the proposed price.

The Procurement Officer may conduct a price analysis in evaluating a proposed price. If a valid price analysis cannot be completed, a cost analysis of the proposed price may be conducted.

“Price analysis” is the process of examining and evaluating a prospective price without evaluation of the separate cost elements or proposed profit of the prospective supplier.

“Cost analysis” is the review and analysis of a contractor's cost or pricing data and of the factors applied in projection from the data to the estimated costs in order to form an opinion on the degree to which the contractor's proposed costs represent the cost of performance of the contract, assuming reasonable economy and efficiency. The evaluation of the specific elements of costs and profits is required.

As compared to price analysis, cost analysis involves a more detailed review of the offeror's proposal. Normally, price analysis may be accomplished through one or more of the following activities:

The comparison of prior quotations and contract prices with current quotations for the same or similar end items (to provide a suitable basis for comparison, appropriate allowances must be made for differences in such factors as specifications, quantities ordered, time for delivery, etc.).

- A. The use of "yardsticks" (such as dollars per pound, per horsepower, or other units) to point up apparent gross inconsistencies which should be subjected to greater pricing inquiry.
- B. The comparison of prices set forth in published price lists issued on a

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competitive basis, published market prices of commodities, and similar indicators, to MCTC with discount or rebate arrangements.

•C. The comparison of proposed prices with estimates of cost independently developed by personnel within MCTC.

•D. The comparison of prices paid by other users (government or commercial) of the same or similar items to the proposed prices.

Normally, cost analysis may be accomplished through the following:

•A. Verify contractor's cost data.

•B. Evaluate specific elements of costs and project these elements to determine the effect on prices of such factors as:

- The necessity for certain costs;
- The reasonableness of amounts estimated for the necessary costs;
- Allowances for contingencies; and
- The basis used for allocations of particular overhead costs to the proposed contract.

•C. When the necessary data is available, compare the contractor's estimated cost with:

- Actual costs previously incurred by the contractor;
- The contractor's last prior cost estimate for the same or similar estimates;
- Current cost estimates from other possible sources; and
- Prior estimates or historical costs of other contractors manufacturing the same or similar items.

•D. Forecasting future trends in costs from historical experience:

- In periods of either rising or declining costs, an adequate cost analysis must include some evaluation of the trends.
- In cases involving recently developed, complex equipment, even in periods of relative price stability, trend analysis of basic labor and materials costs should be undertaken.

The negotiation of profit as a separate element of the price for each contract in which

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there is no price competition and in all cases where costs analysis is performed is required. To establish a fair and reasonable profit, consideration will be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

In performing a cost analysis, there are three questions that should be asked in the examination of costs, particularly those in the overhead area: (1) Is the cost allowable in accordance with federal guidelines? (2) Is the cost allocable to the particular project? and (3) Is the cost reasonable?

If only one proposal is received, the sole bidder must cooperate with MCTC as necessary in order for its proposal to be considered for award. A new solicitation of proposals may be made if the single proposed price appears unreasonable or if no determination is made as to the reasonableness of the single proposal.

3. Best Value

"Best Value" is a selection process in which proposals contain both price and qualitative components, and award is based upon a combination of price and qualitative considerations. Qualitative considerations may include technical design, technical approach, quality of proposed personnel, and/or management plan. The award selection is based upon consideration of a combination of technical and price factors to determine {or derive} the offer deemed most advantageous and of the greatest value to the procuring agency.

4. Tag-ons

"Tag-on" is defined as the addition of work (supplies, equipment or services) that is beyond the scope of the original contract that amounts to a cardinal change as generally interpreted in Federal practice by the various Boards of Contract Appeals. "In scope" changes are not tag-ons. The use of tag-ons is prohibited and applies to the original buyer as well as to others.

5. Piggybacking

"Piggybacking" is an assignment of existing contract rights to purchase supplies, equipment, or services.

Piggybacking is permissible when the solicitation document and resultant contract contain an assignability clause that provides for the assignment of all or a portion of the specified deliverables as originally advertised, competed, evaluated, and awarded. If the supplies were solicited, competed, and awarded through the use of an indefinite-delivery-indefinite-quantity (IDIQ) contract, then both the solicitation and contract award must contain a minimum and maximum quantity that represent the

reasonably foreseeable needs of the party(s) to the solicitation and contract. If two or more parties jointly solicit and award an IDIQ contract, then there must be a total minimum and maximum.

6. Use of Brand Name

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equal” description may be used as a means to define the performance or other salient characteristics of a procurement. The specific features of the named brand which must be met by offerors shall be clearly stated.

7. Options

MCTC may include options in contracts. An option is a unilateral right in a contract by which, for a specified time, a grantee may elect to purchase additional equipment, supplies, or services called for by the contract, or may elect to extend the term of the contract. If MCTC chooses to use options, the requirements below apply:

A. Evaluation of Options

The option quantities or periods contained in the contractor's proposal or offer must be evaluated in order to determine contract award. When options have not been evaluated as part of the award, the exercise of such options will be considered a sole source procurement.

B. Exercise of Options

- 1.MCTC must ensure that the exercise of an option is in accordance with the terms and conditions of the option stated in the initial contract awarded.
- 2.An option may not be exercised unless MCTC has determined that the option price is better than prices available in the market or that the option is the more advantageous offer at the time the option is exercised.

8. Advance Payments

MCTC does not authorize and will not participate in funding payments to a contractor prior to the incurrence of costs by the contractor unless prior written concurrence is obtained from the appropriate cognizant agency. There is no prohibition on MCTC’s use of local match funds for advance payments. However, advance payments made with local funds before a grant has been awarded, or

before the issuance of a letter of no prejudice or other pre-award authority, are ineligible for reimbursement.

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9. Progress Payments

MCTC may use progress payments provided the following requirements are followed:

- (a) Progress payments are only made to the contractor for costs incurred in the performance of the contract.
- (b) Progress payments can be based back to the contract terms.

10. Procurement by Micro-Purchases

Purchases below \$ 3,000 may be made without obtaining competitive quotations if it is determined that the price is fair and reasonable. How the determination is made must be documented and attached to the invoice. For public works/construction projects or activities exceeding \$2,000, the requirements of the Davis-Bacon Act (40 U.S.C. 276a - 276a(7)) and implementing Department of Labor regulations apply. In these cases, please follow Davis Bacon requirements in place of micro purchase procurement methods.

11. Small Purchases

For procurements between \$2,500 and \$100,000 for professional services or between \$3,000 and \$100,000 for goods and other services, at least three (3) written or e-mailed quotations from vendors are required. Oral quotes will be accepted with written or e-mailed confirmation received in 24 hours. The responsibility for soliciting quotations rests with the Procurement Officer or designee. Appropriate documentation, including but not limited to a list of the vendors contacted, a fair and reasonable price determination and the quotes received, shall be filed with the project documentation.

12. Competitive Procurement Process

Competitive procurement procedures are used for procurement of professional services valued greater than \$100,000, procurement of goods and other services valued greater than 100,000 and public works/construction projects valued at greater than \$10,000. The ~~two-three~~ types of competitive procurements discussed here are the Request for Proposals, the Request for Qualifications, and the Invitation for Bids. The following procedures describe each type in detail.

a. Invitation for Bids (IFB)

The Invitation for Bids (IFB) competitive procurement process is used for public works/construction projects, and, if appropriate, purchases of goods and services

whose cumulative value will exceed \$25,000. The IFB process is coordinated by the Procurement Officer.

The IFB method of procurement is employed when all of the following apply:

- 1. A complete, adequate and realistic specification or purchase description is available
- 2. Two or more responsible suppliers are willing and able to compete effectively for the contract
- 3. The procurement lends itself to a firm-fixed price contract, and selection of the successful bidder can be made on the basis of price
- 4. Scope of work is clearly defined
- 5. No discussion with bidder is needed

The following general rules apply to scopes of work and specifications:

1. A common basis for bidding must be provided. Specifications and scopes of work should set out the essential characteristics of the items or services to be procured. Whenever possible, the expected quality of services to be provided or the performance characteristics of the item should be specified.
2. Specifications and scopes of work should not call for features or quality levels which are not necessary to meet the bid requirements.
3. All optional items should be identified by MCTC, and the solicitation documents should set forth the expected needs and the manner in which the related bid prices will be considered.
4. In order to foster free and open competition, specifications may not require a “brand name” product without allowing an “or equal” product to be offered. The specifications would, accordingly, describe the performance or other salient characteristics of the brand name product.
5. Because standard specifications and requirements allow for more efficient operations and result in lower prices, they should be used wherever suitable. Maximum use should be made of industry, federal, state and local government specifications and requirements.

Issuance of IFB

1. The Project Manager shall initiate a procurement request, in accordance with the procedures set forth in Chapter III.B.18 at the start of the IFB process.

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2. A notice of an Invitation for Bid (IFB) will be prepared by the Procurement Officer, and will be advertised, and, if the value of the procurement is over \$50,000, must be published in a newspaper of general circulation or in a trade magazine/newspaper related to the procurement no less than three weeks prior to the date set for bid closing. The notice must include the following minimum information:

- A general description of the services or goods to be purchased
- Where to request an IFB
- The location, day and time of the Pre-Bid Conference (If one is scheduled)
- The location, last day and hour bids will be accepted (deadline)
- Bid Acceptance Period
- Whether Federal funds are being used for the procurement.

IFB Packet

The Procurement Officer will coordinate the release of the IFB packet. The IFB packet will include the following:

1. **Instructions To Bidders** - General instructions concerning the bid format, pre-contractual expenses, contract conditions, pre-bid conferences, and other information
2. **Submittal Documents** – Required forms to be complete by the bidder and submitted with the bid.
3. **Exhibits** - These can be documents which display key facts, specifications, maps, report formats, and other important information to clearly define the goods or services needed in order for the bidders to properly respond to the IFB
4. **General Terms and Conditions** - General provisions concerning the IFB process.
5. **Special Terms and Conditions** – Provisions unique to each IFB, if applicable, will be included (e.g., special terms of the resulting contract; any modifications to general terms and conditions; milestones; and special payments procedures).

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6. Technical Specifications

1. Specifications shall incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Specifications shall also seek to promote overall economy for the purposes intended, and encourage competition in satisfying MCTC's needs. Descriptions shall not contain features that unduly restrict competition. The description shall include a statement of the qualitative nature of the material, product, or service to be procured. When necessary, the description shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use.

2. Overly detailed product specifications should be avoided. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equal" description will be used.

3. A "brand name or equal" description can be used only when an adequate specification or more detailed description cannot be provided, without performing an inspection and analysis, in time for the acquisition under consideration. If "brand name or equal" is used, the IFB must carefully identify the minimum needs, and clearly set forth those salient physical and functional characteristics of the brand name product in the solicitation.

A control record will be maintained by the Procurement Officer as IFB packets are distributed to prospective bidders. The control record profiles the following information:

1. Date and time IFB packets are distributed

2. Names and addresses of bidders receiving bid invitations and attending pre-bid conferences

The control record has two primary purposes:

1. Serves as a mailing list for the issuance of addenda

2. Provides a record for verification in cases of vendor protests and other issues

Pre-Bid Conference

A pre-bid conference may be used as a means of briefing prospective bidders and explaining specifications and requirements to them as early as possible after the invitation has been issued and before the bids are opened. The pre-bid conference will not be used as a substitute for amending a defective or ambiguous invitation.

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Attendance by potential bidders is not mandatory. Minutes of the conference and the list of attendees will be issued to all prospective bidders.

The pre-bid conference shall be chaired by the Procurement Officer, and shall follow the format below:

1. Discuss basic requirements such as instructions to the bidders, funding, contract type, and specific points that should be addressed in each bid;
2. Discuss the participation requirements for disadvantaged business enterprises (DBE);
3. Discuss the scope of work and have the appropriate staff available to answer technical questions; and,
4. Conclude by announcing when and where the bids are due.

Amendments to Invitation for Bids

If after issuance of an IFB, but before the time set for opening of bids, it becomes necessary to make changes in quantities, specifications, opening dates, etc., or to correct or clarify a defective or ambiguous IFB, such changes shall be accomplished by the issuance, in writing, of an amendment to the IFB. Before issuing an amendment to an IFB, the period of time remaining until the time set for bid submittal and the need for extending this time must be considered. Where only a short time remains, consideration should be given to notifying prospective bidders of an extension of time by facsimile or telephone. Such notification should be confirmed in the amendment. The amendment shall be sent to each prospective bidder to whom the IFB was furnished and shall provide:

1. Amendment number and date;
2. Number, date and the title of the IFB concerned;
3. Clearly stated changes made in the IFB and the extension of the opening date, if applicable;
4. Instructions to bidders for acknowledging receipt of the amendment and information concerning the effect of failure to acknowledge and return the amendment.

Cancellation of IFB

Invitations for bids shall not be canceled unless cancellation is clearly in MCTC's interest (i.e., where there is no longer a requirement for the material or service, or where amendments to the invitation would be of such magnitude that a new invitation is desirable). When an invitation is canceled, bids which have been

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received shall be returned unopened to the bidders and a notice of cancellation shall be sent to all prospective bidders to whom invitations for bids were issued.

The notice of cancellation shall identify the invitation for bids; briefly explain the reason the invitation is being canceled; and, where appropriate, assure prospective bidders that they will be given an opportunity to bid on any resolicitation of bids or any further requirements for the type of material or service involved.

If the invitation for bids is canceled before the time for bid openings, this fact shall be recorded in the control file, with a statement of the number of entities invited to bid and the number of bids received.

Receipt of Bids

Bids shall be submitted so as to be received at the location designated in the invitation for bids not later than the exact time set for the receipt of bids. The only acceptable evidence to establish the time of receipt at MCTC's offices is the MCTC date stamp, the written time of receipt and the full signature of the MCTC employee who received the proposal verifying the time of receipt. The MCTC staff person receiving the bid shall sign the exterior of the bid package to verify the date and time received and person receiving the bid. The timeliness of bids is the sole responsibility of the bidder.

Withdrawal of Bids

Any bidder may withdraw their bid, either personally, through e-mail or by written request, received by MCTC, at any time prior to the time fixed for the receipt of the bids. Negligence on the part of Bidders in preparing their bid confers no right of withdrawal of their bid after such bid has been opened. No bid may be withdrawn for a period of 60 days following bid opening.

Bid Opening

Upon receiving the bids, it is the Procurement Officer's responsibility to record their receipt and keep them unopened and secure, except as stated below.

Prior to bid opening, information concerning the identity and number of bids received shall be made available only to MCTC representatives who have a proper need for such information, as determined by the Procurement Officer.

Unidentified bids may be opened solely for the purpose of identification and then only by the Procurement Officer. If a sealed bid is opened by mistake or for purposes of identification, the Procurement Officer shall immediately write on the envelope an explanation of the opening, the date and time opened, the

invitation for bid number, and their signature. Bids opened by mistake or for identification purposes shall be resealed in the envelope and no information contained therein shall be disclosed prior to the public bid opening.

The Procurement Officer shall decide when the time set for bid opening has arrived and shall so declare to those present.

All bids received prior to the time set for receipt shall then be publicly opened and when practical, read aloud by the Procurement Officer to the persons present. The bids received shall be recorded. If it is impractical to read the entire bid, as where many items are involved, the total amount of the bid shall be read.

A second MCTC representative shall be present to witness the opening and reading of the bids and, along with the Procurement Officer, shall sign the recording document to verify its accuracy.

The original of each bid shall be carefully safeguarded, particularly until the abstract of bids has been made and its accuracy verified.

The original bid form shall not be allowed to pass out of the hands of the Procurement Officer. The original bids may not be removed from the office except for official review and evaluation by MCTC's legal counsel. A copy of each bid must be maintained in MCTC's procurement files in lieu of such originals for the interim period.

All bids will be open to public review after award has been made. All bids, including attachments and envelopes, shall be retained for the official files.

Recording of Bids

The invitation for bid number, bid opening date and time, general description of the procurement item, names of bidders, prices bid, and any other information required for bid evaluation, shall be entered on the official MCTC record and shall be available for public inspection. When the items are too numerous to warrant the recording of all bids completely, an entry shall be made of the invitation number, opening date and time, general description of the

procurement items, and the total price bid where definite quantities are involved.

The official record shall be completed as soon as practical after bids have been opened and read aloud. The Procurement Officer shall be responsible for maintaining files of these records and abstracts.

The file of the invitation for bids shall show the distribution that was made and the date thereof. The names and addresses of prospective bidders requesting the invitation for bids who were not included on the original solicitation list shall be

added and made a part of the record.

Tabulation of Bids

Bids shall be evaluated on the basis of responsiveness and responsibility indicated in the Invitation for Bids. Award shall be made to the bidder submitting the lowest bid, unless MCTC determines that the bid is not responsive and/or the bidder is found to be not responsible.

Mistakes in Bids

General. Technicalities or minor irregularities in bids may be waived if the Procurement Officer determines that it shall be in MCTC's best interest.

The Procurement Officer may either give a bidder an opportunity to cure any deficiency resulting from a technicality or minor irregularity in its bid, or waive the deficiency if it is to MCTC's advantage to do so.

Mathematical Errors. Errors in extension of unit prices or in mathematical calculations shall be corrected by MCTC prior to award. In all cases of errors in mathematical computation, the unit prices shall not be changed.

Mistakes Discovered Before Opening. A bidder can correct mistakes discovered before the time and date set for bid opening by withdrawing the original bid and submitting a new bid prior to the time and date set forth for bid opening.

Confirmation of Bid. If the Procurement Officer knows or has reason to conclude that a mistake has been made, the bidder shall be requested to confirm the bid. Situations in which confirmation will be requested include obvious, apparent errors on the face of the bid, or a bid unreasonably lower than the other bids submitted. If the bidder alleges mistake, the bid will be corrected or withdrawn if any of the following conditions are met:

1. If the mistake and the intended correction are clearly evident on the face of the bid document, the bid shall be corrected to the intended correct bid and must not be withdrawn. Examples of mistakes that may be clearly evident on the face of the bid document are typographical errors, errors in extending unit prices, transportation errors, and arithmetical errors.

2. A bidder will be permitted to withdraw a low bid if:

- A mistake is clearly evident on the face of the bid document but the intended correct bid is not similarly evident; or
- The bidder submits proof of evidential value, which clearly and convincingly demonstrates that a mistake was made.

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Determination Required. When a bid is corrected or withdrawn, or correction or withdrawal is denied, the Procurement Officer shall prepare a determination showing that the relief was granted or denied.

Minor Irregularities in Bids

1. A minor irregularity is one that is merely a matter of form and not of substance or pertains to some immaterial or inconsequential defect or variation in a bid from the exact requirement of the solicitation. If such a situation exists, the correction of the irregularity or waiver of the requirement may be made if it would not be prejudicial to other bidders.
2. A defect or variation in a bid is considered immaterial and inconsequential when its significance as to price, quantity, quality or delivery is trivial or be eligible when contracted with the total cost or scope of the procurement.
3. The Procurement Officer may either give the bidder an opportunity to cure any deficiency resulting from minor informality or irregularity in a bid, or waive the deficiency, whichever is to the advantage of MCTC.

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Multiple or Alternate Bids

Unless multiple or alternate bids are requested in the solicitation, these bids will not be accepted. However, if a bidder clearly indicates a base bid, it shall be considered for award as though it were the only bid submitted by the bidder. These provisions shall be set forth in the solicitation and, if multiple or alternate bids are allowed, it shall specify their treatments.

Analysis of Limited Bid Response

If less than three bids have been received, the Procurement Officer may examine the reasons for the small number of bids received. The purpose of this examination is to ascertain whether the small number of responses is attributable to an absence of any of the prerequisites of formal advertising. A price or cost analysis shall be performed to establish the reasonableness of the bid price before an award is made.

Determination of Responsiveness

1. Any bid which fails to conform to the essential requirements of the invitation for bids, such as specifications, delivery schedule, warranty, or the required bid documents, shall be rejected as non-responsive.
2. A bid shall be rejected when the bidder imposes conditions, which modify

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requirements of the invitation for bids. Bids may be rejected in cases, including but not limited to, in which the bidder:

- Attempts to protect itself against future changes in conditions such as increased costs, if a total price to MCTC cannot be determined for bid evaluation.
 - Fails to state a price and in lieu thereof states that price shall be “price in effect at time of delivery.”
 - States a price but qualifies such price as being subject to “price in effect at time of delivery”.
 - Where not authorized by the invitation for bid, conditions or qualifies the bid by stipulating that the bid is to be considered only if, prior to date of award, bidder received (or does not receive) award under a separate procurement.
 - Limits rights of MCTC under any contract clause.
 - Fails to comply with all of the requirements of the IFB.
 - If a bid bond is required and a bidder fails to furnish it in accordance with the requirement of the invitation for bids.
- 3. The originals of all rejected bids, and any written findings with respect to such rejections, shall be preserved in the file relating to the procurement.
- 4. After submitting a bid, if a bidder transfers all of his assets or the part of his assets related to the bid during the period between the bid opening and the award, MCTC may accept or reject the bid at its sole discretion.

Responsible Bidder Evaluation

Before awarding the contract, MCTC shall determine that a prospective contractor is responsible and that prices are reasonable. Bidders may be asked to provide any information required to determine the responsibility of the bidder. A responsible bidder is one who meets the standards set forth below:

- 1. Has adequate financial resources, or the ability to obtain such resources as required during performance of the contract.
- 2. Is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing business commitments.
- 3. Has a satisfactory record of performance. Contractors who are, or have been seriously deficient in current or recent contract performance, when the

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number of contracts and the extent of deficiency of each are considered, may be considered to be non-responsible bidders. Documented past unsatisfactory performance will ordinarily be sufficient to justify a finding of non-responsibility.

- ◆4. Is otherwise qualified and eligible to receive an award under applicable laws and regulations.
- ◆5. Has the necessary organization, experience, operational controls, and technical skills, or the ability to obtain them.
- ◆6. Has the necessary production, construction, and technical equipment and facilities, or the ability to obtain them.

Evaluation of the responsibility of prospective contractors may be made based upon the following sources:

- ◆1. A list of debarred, suspended or ineligible firms or individuals.
- ◆2. From the prospective contractor's bids and proposals, replies to questionnaires, financial data such as balance sheets, profits and loss statements, cash forecasts, and financial histories of the contractor and affiliated concerns; current and past production records, list of tools, equipment, and facilities, written statements or commitments concerning financial assistance and subcontracting arrangements.
- ◆3. Publications, including credit ratings, trade and financial journals, and business directories and registers may also be used.
- ◆4. References such as suppliers, subcontractors, customers of the prospective contractor, banks and financial institutions, commercial credit agencies, other government agencies, purchasing and trade associations, and better business bureaus and chamber of commerce.
- ◆5. Documented past performance on contracts with MCTC or its member agencies.

Rejection of All Bids

Any time prior to the bid opening date and time, MCTC may cancel or postpone the bid opening, or cancel the IFB in its entirety.

Preservation of the integrity of the competitive bid system dictates that after bids have been opened, award must be made to that responsible bidder who submitted the lowest responsive bid, unless there is compelling reason to reject all bids and cancel the invitation.

Every effort shall be made to anticipate changes in a requirement prior to the date

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of bid opening and to notify all prospective bidders of any resulting modification or cancellation, thereby permitting bidders to change their bids and preventing unnecessary exposure of bid prices.

As a general rule, after opening, an invitation for bids should not be canceled and re-advertised due solely to increased requirements for the items being procured. Award should be made on the invitation for bids and the additional quantity should be treated as a new procurement.

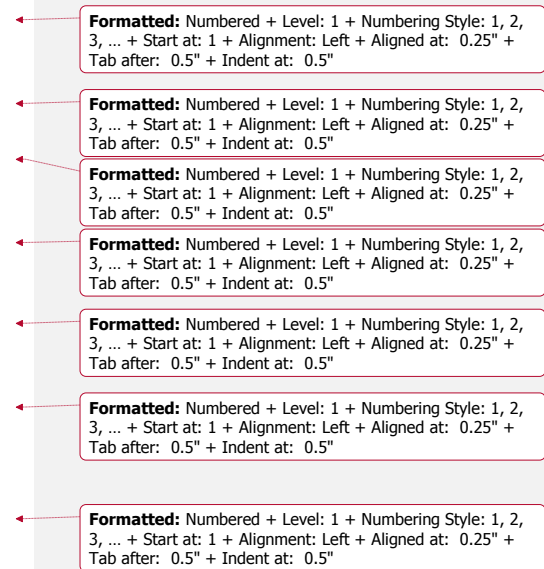
Invitations for bids may be canceled after opening but prior to award, and all bids rejected, where it is consistent with Federal and State procurement regulations. A written determination must be included in the invitation for bid file stating that cancellation is in the best interest of MCTC for reasons such as the following:

- 1. Inadequate, ambiguous, or otherwise deficient specifications were cited in the invitation for bids.
- 2. The supplies or services are no longer required.
- 3. The invitation for bids did not provide for consideration of all factors of cost to MCTC.
- 4. Bids received indicate that the needs of MCTC can be satisfied by a less expensive item differing from that on which bids were received.
- 5. All otherwise acceptable bids received are at unreasonable prices.
- 6. The bids were not independently arrived at in open competition, were collusive, or were submitted in bad faith. Such situation must be substantiated and reported to MCTC's legal counsel.
- 7. The bids received did not provide competition which was adequate to ensure reasonable prices. A price or cost analysis may be used to establish the reasonableness of prices.

When it is determined to reject all bids, MCTC shall notify each bidder that all bids have been rejected and stating the reason for such action.

Rejection of Individual Bids

Any bid that fails to conform to the essential requirements of the invitation for bids, such as specifications, delivery schedule, warranty, or the required bid documents, shall be rejected as non-responsive. A bid shall be rejected where the bidder imposes conditions that modify requirements of the invitation for bids. For example, bids may be rejected in which the bidder:



1. Attempts to protect itself against future changes in conditions such as increased costs, if a total price to MCTC cannot be determined for bid evaluation.
2. Fails to state a price and in lieu thereof states that price shall be "price in effect at time of delivery."
3. States a price but qualifies such price as being subject to "price in effect at time of delivery".
4. Where not authorized by the invitation for bid, conditions or qualifies the bid by stipulating that the bid is to be considered only if, prior to date of award, bidder received (or does not receive) award under a separate procurement.
5. Limits rights of MCTC under any contract clause.
6. Fails to comply with all of the requirements of the IFB.

Bids received from any person or firm debarred or ineligible shall be rejected if the period of debarment or ineligibility has not expired.

Low bids received from firms determined to be not responsible pursuant to Federal or State procurement regulations shall be rejected in accordance with the procedures set forth in this Chapter.

A bid may be rejected if a bid guarantee is required and a bidder fails to furnish it in accordance with the requirement of the invitation for bids. The originals of all rejected bids, and any written findings with respect to such rejections, shall be preserved in the file relating to the procurement.

After submitting a bid, if a bidder transfers all of its assets or that part of its assets related to the bid during the period between the bid opening and the award, the transferee may not take over the bid, thus MCTC may reject the bid.

Award of the Contract

Unless all bids are rejected, award shall be by written notice, within the time for acceptance specified in the bid or extension thereof, to the responsible and responsive bidder whose bid, conforming with all the material terms and conditions of the IFB, is the lowest in price.

When award is made to other than the lowest bidder, the lowest bidder will be notified in writing by MCTC of any evidence reflecting upon the responsibility of the bidder and affording the bidder the opportunity to rebut such evidence and present evidence of qualifications to perform the contract.

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Award shall be made by email, mail or personal delivery to the successful bidder of a notice of award and the proper contract documents. MCTC will finalize the execution of the contract and send a copy to the successful bidder. In addition, MCTC will notify all unsuccessful bidders of its intent to award a contract to the successful bidder at the same time it notifies the successful bidder if MCTC Board approval is not required, and at the same time as the publication of the MCTC agenda if MCTC Board approval is required.

Final Award

The contract will be drafted by the Procurement Officer and reviewed by legal counsel for appropriate language and terms. The Procurement Officer will ensure that the contract is executed at the approval level required in these procedures.

Two original signed copies of each contract will be executed by MCTC and the contractor. The Procurement Officer will maintain one original of the contract and distribute additional copies to appropriate parties.

Project Completion

All original documentation related to each procurement such as the IFB, Bid, control record, board report, background data, evaluation criteria and scores, meeting reports/notes, as well as the logs documenting bid opening dates and bid receipt dates will be moved to MCTC storage when the file becomes inactive. For audit purposes, complete files will be maintained for a minimum of four years after the project is closed out and completed unless a different time period is mandated by a funding entity.

b. Request for Proposals (RFP)

The Request for Proposals (RFP) competitive procurement process is used when conditions are not appropriate for the use of an IFB. The latter is generally the case in the purchase of services such as lease agreements, maintenance and service contracts, rental contracts and professional service contracts. The RFP process is coordinated by the Procurement Officer.

The RFP process is a competitive negotiated procurement process that requires evaluation of offeror’s proposed costs and understanding of the contract performance requirements in accordance with established evaluation criteria. The competitive negotiated procurement process does not require award to the lowest offeror. An RFP generally includes:

- 1. Project, department and agency background
- 2. Purpose of the engagement

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3. General firm qualifications desired

4. Scope of work (see subsection B)

5. Project schedule

6. Proposal requirements

7. Criteria for selection

- Payment terms

Issuance of RFP

1. The Project Manager shall initiate a purchase requisition, in accordance with the procedures set forth in Chapter III.B.18 at the start of the RFP process.
2. A notice of an RFP will be prepared by the Procurement Officer, and will be advertised as a public notice, and if the value of the procurement is over \$100,000, must be published in a newspaper of general circulation or in a trade magazine/newspaper related to the procurement no less than three weeks prior to the date set for receipt of proposals. The notice must include the following minimum information:

1. A general description of the services or goods to be purchased

2. Where to request an RFP

3. The location, day and time of the Pre-Proposal Conference (If one is held)

4. The location, last day and hour proposals will be accepted (deadline)

5. Whether Federal funds are being used for the procurement

RFP Packet

The Procurement Officer will coordinate the release of the RFP packet. The RFP packet will include the following:

1. **Instructions To Proposers** - General instructions concerning the proposal format, pre-contractual expenses, contract conditions, pre-proposal conferences, federal conditions and requirements (when using federal funds) and other information.

- **Attachments** - Required forms to be completed by the proposer and

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submitted with the proposal including required federal certifications (when using federal funds).

- **Exhibits** - These can be documents which display key facts, specifications, maps, report formats, and other important information to clearly define the goods or services needed in order for the proposers to properly respond to the RFP. For professional services, a copy of the standard professional service agreement should be included in the exhibits.
- **Scope of Work** - Each RFP will contain a statement or scope of work prepared by the Project Manager which provides a clear and accurate description of the technical requirements for the materials, products, or services being produced. A statement or scope of work should only state the actual minimum needs of MCTC, and be developed in a manner designed to promote full and open competition. At a minimum, the statement or scope of work should address the following areas:

1-a. A detailed description of the work to be performed outlining various tasks or phases to be performed, and defining the limits of the proposed project;

2-b. A requirement for periodic reporting or progress on the project if the procurement involves consultant or professional services;

3-c. A proposed delivery schedule; and,

4-d. A proposed contract period.

- **Evaluation Criteria** – Each RFP will identify all evaluation factors and their relative importance and the method that will be used to select the successful proposer. If the selection is to be made by lowest price, that will be stated in the solicitation documentation. If the selection process will be a “best value” determination, the solicitation will state so and the relative significance of each criteria will also be included in the solicitation document.

A control record will be maintained by the Procurement Officer as RFP packets are distributed to prospective bidders. The control record profiles the following information:

- Date and time RFP packets are distributed.

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- Names and addresses of vendors receiving the RFP and attending the pre-proposal conference.

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The control record has two primary purposes:

- Serves as a mailing list for the issuance of addenda.
- Provides a record for verification in cases of vendor protests and other issues.

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Pre-Proposal Conference

A pre-proposal conference may be used as a means of briefing prospective proposers and explaining complicated specifications and requirements to them as early as possible after the RFP has been issued and before the proposals are received. The pre-proposal conference will not be used as a substitute for amending a defective or ambiguous invitation. Attendance by prospective proposers is not mandatory. Minutes of the conference and the list of attendees will be issued to all prospective proposers who attended the conference.

The pre-proposal conference shall be chaired by the Procurement Officer, and shall follow the guidelines below:

1. Discuss basic requirements such as instructions to the proposers, funding, contract type, evaluation criteria, and specific points that should be addressed in each proposal;
2. Discuss the participation requirements for disadvantaged business enterprises (DBE);
3. Discuss the scope of work; and, Conclude by announcing when and where the proposals are due and by restating the requested proposal length and maximum pages in scope of work.

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RFP Amendments

If after issuance of requests for proposals, but before the time set for receipt of proposals, it becomes necessary to make changes in quantities, specifications, delivery schedules, opening dates, etc. or to correct or clarify a defective or ambiguous RFP, such changes shall be accomplished by issuance, in writing, of an addendum to the RFP. Before issuing an addendum to an RFP, the period of time remaining until the time set for proposal submittal and the need for extending this time must be considered. Where only a short time remains, consideration should be given to notifying prospective proposers of an extension of time by

facsimile or telephone. Such notification should be confirmed in the addendum. The addendum shall be sent to each prospective proposer to whom the RFP was furnished, unless the RFP stated that proposers need to provide their contact information by a certain date if they intend to submit a proposal. If such a requirement exists as part of the RFP, the addendum shall be sent to each proposer who has submitted their contact information.

Any information given to a prospective proposer concerning an RFP shall be furnished promptly to all other prospective proposers as an addendum to the RFP. No award shall be made on the request unless such addendum has been issued in sufficient time to permit all prospective proposers to consider such information in submitting or modifying their proposals.

The RFP will indicate that MCTC is not bound by any oral representations, clarifications, or changes made in the written specification by MCTC's employees, unless such clarification or change is provided to potential proposers in written addendum form from MCTC.

Each amendment issued to a request for proposals shall:

- ~~2.1~~ Be serially numbered and dated.
- ~~3.2~~ Include the title, date and a description of the original RFP concerned.
- ~~4.3~~ Clearly state the changes made in the RFP and the extension of the due date, if any. The minimum time frame between issuance of a RFP Amendment and the receipt of proposals shall be three business days.
- ~~5.4~~ Include instructions to bidders for acknowledging receipt of the addendum and information concerning the effect of failure to acknowledge or return the amendment.

Cancellation of RFP

MCTC has the right to cancel RFP's at any time.

Receipt of Proposals

Proposals shall be submitted so as to be received at the location designated in the RFP not later than the exact time set for the receipt of proposals. The only acceptable evidence to establish the time of receipt at MCTC's offices is the MCTC date stamp, the written time of receipt and the full signature of the MCTC employee who received the proposal verifying the time of receipt. The MCTC staff person receiving the proposal shall sign the exterior of the proposal package to verify the date and time received and person receiving the proposal. The timeliness of proposals is the sole responsibility of the proposer.

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Withdrawal of Proposals

Any proposer may withdraw its proposal, either personally, through e-mail or by written request, received by MCTC at any time prior to the time fixed for the receipt of the proposals. Negligence on the part of a proposer in preparing the proposal confers no right of withdrawal of the proposal after such proposal has been opened. No proposal may be withdrawn for a period of 60 days following the proposal deadline.

Format of Proposal

The response to each RFP must be made in accordance to the requirements set forth in the RFP, both for mandatory content and for sequence. Noncompliance on the inclusion of conditions, limitations or misrepresentations may be cause for rejection of a proposal.

Evaluation and Selection Process

Proposals submitted in response to the RFP will be evaluated by an Evaluation Committee established by MCTC, in accordance with the criteria set forth in the RFP. The Evaluation Committee shall score the proposals and make a recommendation to the Executive Director as to which PROPOSERS are within

the competitive range. Procurement Officer will notify PROPOSERS in writing whether or not they are in the competitive range.

Interviews and Best and Final Offers (BAFOs)

Interviews and negotiations will be held by the Procurement Officer, or designee and/or his/her representatives with all PROPOSERS determined to be in the competitive range. The Procurement Officer, or designee and/or his/her representatives shall have the right to conduct a cost/price analysis, to review and audit all business records and related documents of any and all PROPOSERS (including any affiliate or parent company, partner, or joint venture member) to determine the fairness and reasonableness of the proposal, to contact any and all client references, and to conduct site visits and investigations. An interview and presentation may be required. At the conclusion of this process, PROPOSERS in the competitive range will be asked to submit Best and Final Offers (BAFO), which will include final price proposals. After the submittal of BAFOs, the Evaluation Committee will score the BAFOs and prepare its recommendation for Agreement award.

Notwithstanding the above, the MCTC reserves the right to make the award under the RFP based upon the initial proposals submitted, without establishment of a competitive range or discussions and submission of BAFOs. The Procurement

Officer can make this decision if the selected proposals were deemed competitive and responsive based on the results of the Evaluation Committee.

MCTC Board Makes Final Determination

After the review and scoring of the BAFOs, the Executive Director, or designee shall submit the Evaluations Committee’s recommendation for Agreement award to the MCTC Board, unless the MCTC has already delegated its authority to the Executive Director. After review and consideration of this recommendation, the MCTC Board shall have the discretion to: 1) award the Agreement to the PROPOSER whose proposal is most advantageous to the MCTC, price and other evaluation factors specified of the RFP considered, or 2) reject any and all proposals. The MCTC Board is not bound by the recommendation of the Evaluation Committee. If the MCTC Board does not approve the recommendation, a clear and defined justification will be given and a determination would have to be made to decide if state and/or federal funds are still allowable, if applicable.

Debriefing of Unsuccessful Proposers

Unsuccessful PROPOSERS shall be notified of MCTC’S award of Agreement to the successful PROPOSER within five (5) working days of said decision. When a contract is to be awarded on some basis other than price alone, unsuccessful proposers shall be debriefed upon their written request submitted to the Procurement Officer within a reasonable time. Debriefings shall be provided at the earliest time after the Procurement Officer makes a final determination recommending the award of the contract. The debriefing shall be conducted by Procurement Officer, or designee familiar with the rationale for the selection decision and contract award.

Debriefing shall:

- 1. Be limited to discussion of the unsuccessful proposer’s proposal and must not include specific discussion of a competing proposer’s proposal.
- 2. Be factual and consistent with the evaluation of the unsuccessful proposer’s proposal; and
- 3. Provide information on areas in which the unsuccessful proposer’s technical proposal was deemed weak or deficient.

Notice of Contract Award

Award shall be made by mail, e-mail and/or personal delivery to the successful proposer of a notice of award and the proper contract documents. MCTC will finalize the execution of the contract and send a copy to the successful proposer. In addition, MCTC will notify all unsuccessful proposers of its intent to award a contract to the successful proposer at the same time it notifies the successful

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proposer if MCTC approval is not required, and at the same time as the publication of the MCTC agenda if MCTC approval is required.

Final Contract Draft

The contract will be drafted by legal counsel for appropriate language and terms. The Procurement Officer will ensure that the contract is executed at the approval level required in these procedures. (The executed contract will not take effect until both parties have signed.)

Two or more original signed copies of each contract will be executed by MCTC and the contractor. The Procurement Officer will maintain one original of the contract and distribute the others to appropriate parties including at least one original to the contractor.

Project Completion

All original documentation related to each procurement, such as the RFP, successful proposal, BAFO, control record, agenda report, background data, evaluation criteria and scores, and meeting reports/notes will be submitted to the Procurement Officer for storage when the file becomes inactive. For audit purposes, complete files will be maintained for a minimum of four years after the project is closed out and completed unless a different time period is mandated by a funding entity. Procurement records sufficient to detail the significant history of procurement will be maintained. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

Negotiated procurement records or files should provide at least the following pertinent information: justification for the use of negotiation in lieu of competitive bidding; contractor selection; justification for contract type; determination and findings; record of negotiations; and cost or price analysis.

c. Request for Qualifications (RFQ)

The RFQ method is used when the services being procured are specialized, or the scope of work is defined broadly and may include multiple projects. The RFQ method is used for on-call contracts.

Consultant Selection Committee

A consultant selection committee with a minimum of three members is appointed at the beginning of the consultant selection process. The committee reviews and scores the materials submitted by consultants in response to the RFQ, develops a shortlist of qualified consultants, interviews those consultants, and develops a final ranking of

the most qualified consultants. Representation on the committee includes the Procurement Officer and subject matter experts from the project's functional area. The members should be familiar with the scope of work to be contracted out and with the local agency standards that will be used in the contract. Participation by a Caltrans district representative is at the option of MCTC and subject to the availability of the DLAE staff. Caltrans participation on the interview panel does not relieve MCTC of its responsibility to ensure that proper procurement procedures are followed and all requirements are met.

The Procurement Officer ensures that all committee members meet the conflict of interest requirements by completing and signing a conflict of interest statement prior to selection process initiation.

Develop Technical Criteria for Evaluation of Qualifications

The Procurement Officer is responsible for developing the technical criteria, and their relative importance, which are used to evaluate and rank the consultant qualifications. The criteria and relative weights must be included in the RFQ, and the same criteria and relative weights must be used in the evaluation sheets. Failure to include criteria and relative weights and to use the same criteria and weights during the evaluation will result in the contract costs being ineligible for federal or state reimbursement.

Develop Schedule for Consultant Selection

Before a contract is advertised, the Procurement Officer completes a contract procurement schedule including key dates for consultant selection activities. The Procurement Officer should confirm target dates with all selection committee members before completing the schedule.

Prepare RFQ

As a minimum, the RFQ generally includes the following:

- o General description of the services or project(s);
- o Scope of work;
- o Schedule of work (including contract begin and end dates);
- o Method of payment, and cost proposal requirements. The cost proposal is submitted in a separate sealed envelope.
- o Contract audit and review process requirements
- o Statement of Qualification (SOQ) format and required content to be submitted;
- o Method and criteria and weights for selection;
- o Protest procedures and dispute resolution process per 49 CFR 18.36(b)(12).

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The RFQ specifies the content of the SOQ, the number of copies required, due date, mailing address, and a physical address where the submittals may be hand delivered if different from the mailing address. Two to four weeks is usually allowed between the time the RFQ is published and time that SOQs must be submitted. More time may be required for complex contracts or scope of work.

Items typically required in a statement of qualification include:

- o Qualifications of key personnel (including consultant project manager) proposed for the contract. Key team members identified in the original proposal/cost proposal shall not change (be different than) in the executed contract;
- o Staff resumes;
- o Related projects that key personnel have worked on;
- o Qualifications/experience of the firm;
- o Organizational chart;
- o Forecast or Schedule of work;
- o References.

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Financial Management and Accounting System Requirements

MCTC must ensure that consultant contract solicitation and advertising documents (RFQs) clearly specify that contracts shall not be awarded to a consultant without an adequate financial management and accounting system as required by 48 CFR Part 16.301-3, 49 CFR Part 18, and 48 CFR Part 31. MCTC must ensure the selected consultants have adequate financial management systems as required by the applicable federal regulations.

Advertise for Consultants

The solicitation process for consultant services shall be by public advertisement or any other public forum or method that assures qualified in-State and out-of-State consultants are given a fair opportunity to be considered for award of contract. The RFQ must contain sufficient project work information so that interested consultants can submit an appropriate SOQ.

Advertisements for RFQ may take one of two approaches. The most common is an advertisement or publication of the RFQ in a major newspaper of general circulation, technical publication of widespread circulation, professional associations and societies, recognized DBE organizations, web hosting or clearing houses known for posting contract solicitations or posting the RFQ on other widely used websites. To document website postings, MCTC should retain copies of screen shots displaying the posted "begin/end" dates.

In the second approach, MCTC may advertise the availability of the RFQ in a major newspaper of general circulation, technical publications of widespread circulation,

professional associations and societies, recognized DBE organizations, or through a web hosting or clearing houses known for posting contract solicitations and requests that interested consultants send a letter of interest to MCTC for the RFQ. The RFQs shall then be sent to those firms who indicated interest in the RFQ. In some cases, it may be desirable to advertise nationwide for a particular project or service. This approach provides a registry for firms who received the RFQ and therefore facilitates the broadcast of any revisions or addenda to the RFQ, if necessary.

Issue/Publish RFQ

MCTC shall publish the RFQ on its website and also issue the RFQ to all consultants responding to newspaper advertisement. MCTC shall keep a record of all consultants that have downloaded the RFQ from its website as well as those receiving an RFQ through other means, to ensure that any inquiry responses, addendums, or amendments to the RFQ are given to all consultants that received the RFQ.

Receive/Evaluate Statements of Qualifications and Develop Shortlist

The first step in the evaluation process is to determine that each SOQ contains all forms and other information required by the RFQ. Otherwise, the submittals may be considered nonresponsive and rejected without evaluation. Late submittals, submittals to the wrong location, and submittals with inadequate copies are considered nonresponsive and shall be rejected. Submittal of additional information after the due date shall not be allowed. Documentation of when each proposal was received must be maintained in the project files. Copies of date stamped envelope covers or box tops are recommended.

Minimum of three proposals must be received and evaluated. If only two proposals are received, a justification must be documented to proceed with the procurement. If only one proposal is received, a Non-Competitive process must be justified and a Public Interest Finding (PIF) must be documented. In either case, the re-advertisement of the RFQ should be considered as an option.

The consultant selection committee reviews the submitted SOQ according to the published evaluation criteria and weighting factors. The committee makes an independent random check of one or more of the consultant's references. This check applies to major subconsultants also. The committee establishes a shortlist of consultants who are considered to be best qualified to perform the contract work. The shortlist should include enough qualified consultants to ensure that, if possible, at least three consultants are interviewed.

Notify Consultants of Shortlist

All consultants that submitted an SOQ must be notified of the results of the review. The notification also identifies those consultants (short list) that will be requested to attend interviews. Most consultants will request information as to why they were not placed on the shortlist. Therefore, the selection committee should keep notes why a

particular consultant was not selected for the shortlist. When a consultant requests a debriefing, the reasons given for not being selected must be objective reasons. Consultants should not be compared with each other during the debriefing. Normally, the Procurement Officer does the debriefing; however, any member of the selection committee may be designated to do the debriefing.

Interview Top-Ranked Consultants

Each consultant to be interviewed is given a copy of the draft of the proposed contract, defining the detailed scope of work, and/or description of required services, and other information. This should be sent with the initial notification of the interview.

Between the time of the notification of the shortlist and interviews, MCTC may answer any questions concerning the scope of work to be contracted out, if not done earlier during the solicitation. In addition, MCTC may conduct additional reference checks for each consultant to be interviewed. Consultants should submit their questions about the RFQ and receive their answers from MCTC in writing. It is important that all consultants on the shortlist receive the questions and answers and are given the same information.

The committee should evaluate reference checks and other information that is gathered independently. Reference checks shall be completed and other information gathered before the interviews are conducted. If necessary, the results of the reference checks and other information may be discussed with the consultant at the interview.

Interviews are to be structured and conducted in a formal manner. Each consultant shall be allowed the opportunity to make a presentation if desired; however, a time limit should be specified. Interview questions are prepared in advance.

Two types of questions may be asked:

- Questions that are to be asked of all competing consultants, and
- Questions relating to each specific consultant, based upon the reference checks, and the strengths and weaknesses identified during evaluation of the SOQ

MCTC can request competing consultants to bring additional information or examples of their work to the interviews; if the additional information facilitates the interview or evaluation process.

Additional information requested should be kept at a minimum, that is, only information required to select the most qualified consultant for the contract. The selection committee or local agency shall not gather additional information concerning the consultants after the interviews are completed.

Develop Final Ranking and Notify Consultants of Results

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All consultants interviewed must be informed about the final ranking of consultants. It is important that all competing consultants receive the same information. Most consultants will request information as to why they were not selected as the most qualified. Therefore, the selection committee should keep notes as to why a particular consultant was not selected. When a consultant requests debriefing, the reasons for not being selected must be objective. Consultants should not be compared with each other or provided with information about other consultants during the debriefing. Normally, the Procurement Officer does the debriefing; however, any member of the selection committee may be designated to do the debriefing.

Negotiate Contract with Top-Ranked Consultant

Cost proposal (for both Prime and all Subconsultant), and contract audit and review documents will be submitted in a separate sealed envelope. Typically, the cost proposals are submitted by the short-listed consultants only, at time of interview. However, if time is of the essence and it can be justified, or if no interviews are planned, the cost proposal can be requested from all consultants with their statements of qualification.

After the top-ranked consultant submits a sealed cost proposal, MCTC reviews the cost proposal and enters into negotiations. The goal of negotiation is to agree on a final contract that delivers to MCTC the services or products required at a fair and reasonable cost. The independent cost estimate, developed by MCTC in advance of requesting a cost proposal from the top-ranked consultant, is an important basis and tool for negotiations.

Negotiations should commence with the most qualified consultant. If agreement on a fair and reasonable price cannot be reached, negotiations should then be formally terminated. Negotiations then proceed to the next most qualified consultant, and so on. Each consultant's cost proposal must remain sealed until negotiations commence with that particular consultant. At the completion of successful cost negotiations, all remaining sealed envelopes containing cost proposals shall be returned to consultants.

A contract audit and review may be required. The Procurement Officer is responsible for the submittal of all required documentations to Caltrans A&I in a timely fashion, including all documents for a Conformance Review, if applicable. Negotiations may be completed after receipt of the Caltrans A&I Conformance Letter. An indirect cost audit may be performed within the record retention period of the contract.

The items typically negotiated include:

- o Work plan;
- o Staffing plan;
- o Schedule (including contract begin and end dates);
- o Products to be delivered;

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- Classification, wage rates, and experience level of personnel to be assigned;
- Cost items, payments and fee.

The consultant's ICR is not a negotiable item. A lower rate cannot be negotiated by MCTC. For on-call contracts, typically a price agreement is reached based on specific rate of compensation for the term of the contract. The subsequent "task orders" (or mini agreements for individual project work) is negotiated based on actual cost plus fee, or lump sum, which is derived from the wage rates agreed upon earlier for the on-call contract.

Before executing the consultant contract, the local agency must review contract to ensure that all federal and state requirements have been met, and all deficiencies identified in the Conformance Letter have been addressed and resolved, if applicable.

13. Architectural / Engineering Services Request for Qualifications

The Architectural / Engineering Request for Proposal qualifications-based process (RFQ) will be used for the procurement of architectural and engineering ("A/E" hereafter) services and related services such as program management, construction management, feasibility studies, preliminary engineering, design, surveying, mapping, or related services.

Following this method, competitors' qualifications are evaluated and the most qualified competitor is selected subject to negotiation of fair and reasonable compensation. When this method is used specifically for architectural or engineering services, MCTC may not consider price as an evaluation factor in determining the most qualified offeror. Negotiation is conducted with only the most qualified offeror. If this method is used for other types of services, price may be considered and negotiations may be conducted in the same manner as the RFP process.

Issuance of an "A/E" RFQ

1. The Project Manager shall initiate a purchase requisition, in accordance with the procedures set forth in Chapter III.B.18 at the start of the RFP process.
2. A notice of an RFQ will be prepared by the Procurement Officer, and will be advertised as a public notice, and if the value of the procurement is over \$25,000, must be published in a newspaper of general circulation
3. No less than two weeks prior to the date set for receipt of proposals. The notice must include the following minimum information:
 - a. A general description of the services

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b. Where to request a RFQ

e. The location, day and time of the Pre-Proposal Conference (If one is held)

d. The location, last day and hour proposals will be accepted (deadline)

e. Whether Federal funds are being used for the procurement and if so the required federal clauses must be included.

“A/E” RFQ Packet

The Procurement Officer will coordinate the release of the RFQ packet. The RFQ packet will include the following:

3. **Instructions To Proposers** - General instructions concerning the proposal format, pre-contractual expenses, contract conditions, pre-proposal conferences, and other information.

4. **Attachments** - Required forms to be completed by the proposer and submitted with the proposal.

5. **Exhibits** - These can be documents which display key facts, specifications, maps, report formats, and other important information to clearly define the services needed in order for the proposers to properly respond to the RFQ.

6. **Scope of Work** - Each RFQ will contain a statement or scope of work prepared by the Project Manager which provides a clear and accurate description of the technical requirements for the materials, products, or services being produced. A statement or scope of work should only state the actual minimum needs of MCTC, and be developed in a manner designed to promote full and open competition. At a minimum, the statement or scope of work should address the following areas:

a.1. A detailed description of the work to be performed outlining various tasks or phases to be performed, and defining the limits of the proposed project;

b.2. A requirement for periodic reporting or progress on the project if the procurement involves consultant or professional services;

e.3. A proposed delivery schedule; and,

d.4. A proposed contract period.

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A control record will be maintained by the Procurement Officer as RFQ packets are distributed to prospective bidders. The control record profiles the following information:

- 1. Date and time RFQ packets are distributed
- 2. Names and addresses of vendors receiving the “A/E” RFQ and attending the pre-proposal conference

The control record has two primary purposes:

- 10. Serves as a mailing list for the issuance of addenda (unless the proposal requires the proposer to provide contact information for an addenda list).
- 11. Provides a record for verification in cases of vendor protests and other issues

Pre-Proposal Conference

A pre-proposal conference may be used as a means of briefing prospective proposers and explaining complicated specifications and requirements to them as early as possible after the RFQ has been issued and before the proposals are received. The pre-proposal conference will not be used as substitute for amending a defective or ambiguous invitation. Attendance by prospective proposers is not mandatory. Minutes of the conference and the list of attendees will be issued to all prospective proposers who attended the conference.

The pre-proposal conference shall be chaired by the Procurement Officer, and shall follow the guidelines below:

- A.1. Discuss basic requirements such as instructions to the proposers, funding, contract type, evaluation criteria, and specific points that should be addressed in each proposal;
- B.2. Discuss the participation requirements for disadvantaged business enterprises (DBE);
- C.3. Discuss the scope of work; and,
- D.4. Conclude by announcing when and where the proposals are due and by restating the requested proposal length and maximum pages in scope of work.

Amendments of “A/E” Requests for Proposals

If after issuance of requests for proposals, but before the time set for receipt of proposals, it becomes necessary to make changes in quantities, specifications,

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delivery schedules, opening dates, etc. or to correct or clarify a defective or ambiguous RFQ such changes shall be accomplished by issuance, in writing, of an addendum to the RFQ. Before issuing an addendum to an RFQ, the period of time remaining until the time set for proposal submittal and the need for extending this time must be considered. Where only a short time remains, consideration should be given to notifying prospective proposers of an extension of time by facsimile, e-mail or telephone. Such notification should be confirmed in the addendum. The addendum shall be sent to each prospective proposer to whom the RFQ was furnished.

Any information given to a prospective proposer concerning an RFQ shall be furnished promptly to all other prospective proposers as an addendum to the RFQ. No award shall be made on the request unless such addendum has been issued in sufficient time to permit all prospective proposers to consider such information in submitting or modifying their proposals.

The RFQ will indicate that MCTC is not bound by any oral representations, clarifications, or changes made in the written specification by MCTC's employees, unless such clarification or change is provided to potential proposers in written addendum form from MCTC.

Each amendment issued to a request for proposals shall:

1. Be serially numbered and dated.

~~A.2.~~ A.2. Include the title, date and a description of the original RFQ concerned.

~~B.3.~~ B.3. Clearly state the changes made in the RFQ and the extension of the due date, if any.

~~C.4.~~ C.4. Include instructions to bidders for acknowledging receipt of the addendum and information concerning the effect of failure to acknowledge or return the amendment.

Cancellation of an "A/E" RFQ

MCTC has the right to cancel RFQ's at any time.

Receipt of Proposals

Proposals shall be submitted so as to be received at the location designated in the RFQ not later than the exact time set for the receipt of proposals. The only acceptable evidence to establish the time of receipt at MCTC's offices is the time/date stamp of MCTC which shall be placed on the proposal wrapper immediately upon receipt. The MCTC staff person receiving the proposal shall sign the exterior of the proposal package to verify the date and time received and person

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receiving the proposal. The timeliness of proposals is the sole responsibility of the proposer.

Withdrawal of Proposals

Any proposer may withdraw their proposal, either personally, through e-mail or by written request, received by MCTC at any time prior to the time fixed for the receipt of the proposals. Negligence on the part of proposers in preparing their proposal confers no right of withdrawal of their proposal after such proposal has been opened. No proposal may be withdrawn for a period of 60 days following the proposal deadline.

Format of Proposal

The response to each RFQ must be made in accordance to the requirements set forth in the RFQ, both for mandatory content and for sequence. Noncompliance on the inclusion of conditions, limitations or misrepresentations may be cause for rejection of a proposal.

Evaluation and Contract Negotiation

The steps to be used for proposal evaluation and contract negotiation for A/E and related services solicitations are as follows:

- ~~A-1.~~ A.1. An evaluation committee shall be established by the Project Manager to review eligible firms and all responses to a RFQ.
- ~~B-2.~~ B.2. Evaluation Committee evaluates the firms based on:
 - a. Professional qualifications for performance of the required services;
 - b. Specialized experience and technical competence in the type work required;
 - c. Capacity to accomplish the work in the required time; and,
 - d. Past performance in terms of cost control, quality of work and compliance with performance schedules.
- ~~C-3.~~ C.3. Evaluation team holds discussions with the most highly qualified firms ("short list").
- ~~D-4.~~ D.4. Evaluation team prepares a selection report for the Executive Director recommending, in order of preference, those firms that are considered to be the most highly qualified to perform the required services. The report should include a description of the discussions and evaluations by the team to allow the Executive Director to review the basis upon which the

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recommendations were made. The Executive Director shall not add firms to the selection report. If recommended firms are deemed to be unqualified or the report is inadequate, the Executive Director shall document the reasons therefore and return the report to the evaluation team for appropriate revision.

~~E.5.~~ The final selection shall be made by the Executive Director from a list of the most highly qualified firms prepared by the evaluation team. The Executive Director will list those firms in order of preference for negotiating a contract.

~~F.6.~~ After the final selection has taken place, MCTC may release information identifying only the A/E firm with which an attempt will be made to negotiate a contract. If negotiations are terminated without awarding a contract to the highest rated firm, MCTC may release information that negotiations will take place with the next highest rated firm.

~~G.7.~~ The final selection authorizes negotiations to begin with the most qualified firm, which will be requested to submit a proposal that includes fees and cost estimates.

~~H.8.~~ The negotiation of compensation to the contractor should represent a fair and equitable payment for the services performed. At this stage, negotiations must take place not only on the amount of compensation, but also the method of payment.

~~I.9.~~ In determining the amount of compensation and the method of payment, consideration shall be given to:

- a. Scope and complexity of designs, surveys and other work and the skills necessary for these services.
- b. Quality and quantity of data provided to the A/E by MCTC.
- c. Location of, and conditions under which, the services will be performed.
- d. Date services to begin and time allowed for performance.

~~J.10.~~ Costs should be negotiated taking into consideration:

- Direct Labor
- Overhead
- General and administrative expenses

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- Materials
- Other direct costs
- Profit, which is further influenced by:
 - a. Degree of A/E's risk
 - b. Level of effort
 - c. Level of talent or expertise and A/E must furnish
 - d. Amount of subcontracting
 - e. Amount of top level A/E management involved
 - f. Subcontracts
 - g. Contractor's investment

~~2-11.~~ When the contract is negotiated and signed, the negotiations are documented and placed in the file.

~~3-12.~~ The contract shall be monitored to ensure that expenditures and payments therefore are commensurate with performance and that both have met all the terms of the contract.

~~4-13.~~ The contractor is responsible for the professional quality, technical accuracy and coordination of all services under the contract. The contractor may be liable to MCTC for costs resulting from errors or deficiencies in design furnished under the terms of the A/E contract.

14. Sole Source Procurements

A sole source procurement is a purchase accomplished through solicitation or acceptance of a proposal from only one source; or, if after solicitation of a number of sources competition is determined inadequate. A sole source purchase must be documented as to the reasons why only one supplier is acceptable. This documentation is will be furnished by the Project Manager and verified by the Procurement Officer, who is responsible for making the final determination on sole source procurements.

The following areas must be considered in sole source determinations:

A contract amendment or change order that is not within the scope of the original

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contract is considered a sole source procurement. Sole source procurement may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and at least one of the following circumstances applies:

- AA.** The item is available only from a single source;
- BB.** The public exigency or emergency (i.e., a threat to public health, welfare, safety, property or other substantial loss to MCTC, or a situation requiring immediate action by MCTC, as determined by MCTC) for the requirement will not permit a delay resulting from competitive solicitation.
- CC.** The cognizant agency authorizes noncompetitive negotiations;
- DD.** After solicitation of a number of sources, competition is determined inadequate; or
- EE.** The item is an associated capital maintenance item as defined in 49 U.S.C. § 5307(a)(1) that is procured directly from the original manufacturer or supplier of the item to be replaced. The grantee must first certify in writing to the cognizant agency: (I) that such manufacturer or supplier is the only source for such item; and (II) that the price of such item is not higher than the price for such item by like customers.

A cost analysis, i.e., verifying the proposed cost data, the projection of the data, and the evaluation of the specific elements of costs and profit, is required.

The Procurement Officer shall conduct negotiations, as appropriate, as to price, delivery, and terms.

15. State Bid/Piggy Backing/ Consortium Purchases

MCTC may use state and local intergovernmental agreements for procurement or use of common goods and services. When obtaining goods or services in this manner, MCTC must ensure all federal requirements, required clauses, and certifications (including Buy America) are properly followed and included, whether in the master intergovernmental contract or in the grantee's purchase document.

MCTC may also jointly procure goods and services with other grantees. When obtaining goods or services in this manner, MCTC must ensure all federal requirements, required clauses, and certifications are properly followed and included in the resulting joint solicitation and contract documents.

MCTC may assign contractual rights to purchase goods and services to other grantees if the original contract contains appropriate assignability provisions. If MCTC obtains these contractual rights (commonly known as 'piggybacking'), it may exercise them after first determining the contract price remains fair and reasonable.

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16. Emergency Procurements

Emergency procurements (defined as purchases immediately necessary for the preservation of life or property, or to prevent an immediate termination of a critical MCTC function or activity) will be handled immediately and expedited as required. The Procurement Officer has the authority to approve the purchase of all goods and services in emergency conditions. If the Procurement Officer is unavailable to authorize an emergency procurement, the Executive Director may provide the necessary authorization. Upon completion of the emergency procurement, the Procurement Officer will document the actions taken and execute a proper requisition.

17. Construction Projects

For construction projects worth \$2,000 or more in which Federal funds are used, MCTC must comply with the Davis-Bacon Act, which mandates that minimum prevailing wages must be paid to the various classes of laborers and mechanics for work performed as determined by the Secretary of Labor. The Davis Bacon Act (40U.S.C. 276a to 276a-7) can be found on the internet at <http://www4.law.cornell.edu/uscode/40/276a.html>. The sections that apply are:

1. Sec. 276a. Rate of wages for laborers and mechanics
1. Sec. 276a-1. Termination of work on failure to pay agreed wages; completion of work by Government
2. Sec. 276a-2. Payment of wages by Comptroller General from withheld payments; listing contractors violating contracts
3. Sec. 276a-3. Effect on other Federal laws
4. Sec. 276c. Regulations governing contractors and subcontractors

The Davis-Bacon Act is supplemented by the Code of Federal Regulations (29 CFR part 5)

All contractors and subcontractors on construction projects are required to pay prevailing wages. In the Invitation for Bid, include the most current Prevailing Wage Scale for the labor classes required to complete the project.

Work with the Department of Labor to ensure that contractors and subcontractors are paying each employee the prevailing minimum wage and the appropriate overtime pay. Owners of companies who work on site are not required to pay themselves the prevailing wage.

Follow the steps outlined for Small Purchases (Exceeding \$10,000) or Large Purchases (Exceeding \$100,000), to procure a construction contractor.

18. Amendments and Change Orders

~~D-A.~~ An amendment is any change to a contract, task order, or work order for any

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professional services including all architectural and engineering services that alters the terms and conditions of the original document. Any change in the scope of a contract that increases the cost of the contract must undergo a determination as to whether a new procurement should be undertaken. At a minimum, any amendment that increases the cost of the contract must follow the Sole Source Procurement procedures. Amendments are formal changes that must be approved at the same signature authority level as the original document.

E.B. MCTC shall have the right, based on a clause contained in each contract for construction or the delivery of goods and services other than those listed in subsection (A) above, to issue a change order to correct errors, omissions, or discrepancies; to cover acceptable overruns; to expand or reduce the scope of the contract; or to direct other changes in contract execution to meet unforeseen field, regulatory or market conditions. All change orders must be approved in advance in accordance with the value of the change order or the calculated value of the time extension. In addition, MCTC shall have the unilateral right, based on a clause contained in each contract, to issue an immediate change order and negotiate cost and price for time and materials after the issuance of the change order.

F.C. All amendments and change orders shall be submitted to the Procurement Officer complete with explanations and back up information and, when applicable, a detailed breakdown of charges for review and/or recommendation of approval.

G.D. Verification of Amendments and Change Orders: The Procurement Officer will verify all amendments and change orders as to the:

1. Appropriateness of the modification of the contract and whether it is unreasonable to do a separate bid for the item under consideration.
2. The methods of calculating the amount of the amendment or change order are in conformance with the terms of the contract.
3. The issuance of change orders for each individual contract shall be handled by the Procurement Officer.

H.E. All contract amendments and change orders shall be fully executed prior to the completion and/or the expiration of the contract.

19. Purchase Request/Order Procedures

Step 1: Purchase Requisition

A.A. All purchases above the micro purchase threshold begin with a procurement request. The Project Manager shall prepare and submit the procurement request

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to the Procurement Officer completing all sections including total cost estimates and when the procurement is needed.

B.B. The Project Manager is responsible for the completeness and accuracy of the procurement request. The Project Manager is responsible for ensuring the availability of funds in the proper account. To ensure a need exists for the item to be requested, before purchase is made, a complete and accurate description of the item must be provided, along with all other information necessary to make the procurement decision.

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C.C. A properly completed procurement request includes: a description of the item to be procured, the quantity needed, unit cost, total cost and all vendor quotations or a cost analysis, where appropriate. The description section shall provide detailed specifications regarding the item to be purchased and, when applicable, when and where the service will be performed or when and where the items will be delivered.

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D.D. The budget item and work element must be provided to the Fiscal Supervisor to determine if it is in the budget. If the procurement is to be expensed against more than one budget item, all accounts should be listed.

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Step 2: Approval of Purchase Order

A.A. Purchase Order numbers may only be assigned by the Fiscal Supervisor or designee and only following receipt of a completed procurement request. The Fiscal Supervisor or designee will review the Purchase Order and all documentation to ensure its completeness and accuracy.

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B.B. Following the above review, the Fiscal Supervisor or designee will assign the next consecutive Purchase Order number.

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A.C. Purchases are handled orally by notifying the vendor of the approved Purchase Order number. Written confirmation will be sent or faxed to the vendor, if appropriate. The method of notification shall be specified on the Purchase Order.

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B.D. Vendors shall be told to include their Purchase Order number on all correspondence, including packages, invoices, credit memos, etc.

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Step 3: Receipt of Goods/Services and Authorization to Pay

F.A. Receipt of Goods: The Project Manager is responsible for receipt of the physical merchandise ordered. Upon receipt, the packing slip shall be compared to the goods received. If correct, the Project Manager or designee will forward the resulting invoice to the Fiscal Supervisor or designee to authorize payment.

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~~G.B.~~ Receipt of Services: The Project Manager is responsible for the receipt of services. Labor costs billed on quarterly invoices must be reflective of the labor hours worked for the same period of the fiscal year. Upon completion, the Project Manager shall match and approve all invoices that confirm the proper completion of services performed and forward the approved invoice to the Fiscal Supervisor or designee to process payment.

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~~H.C.~~ The Project Manager or designee must approve all payments.

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20. Protest Procedures

A. Purpose

The purpose of these procedures is to set forth the procedures to be utilized by MCTC in considering and determining all proposal protests or objections regarding solicitations, proposed award of a contract, or award of a contract whether before or after award.

B. General

In order for a proposal protest to be considered by MCTC, it must be submitted by an interested party (as defined below in accordance with the procedures set forth herein). A protest which is submitted by a party which is not an interested party or which is not in accordance with the procedures shall not be considered by MCTC, and will be returned to the submitting party without any further action by MCTC.

C. Definitions

For purposes of these Proposal Protest Procedures:

1. The term "Proposal" includes any proposal or offer submitted by a bidder in response to an Invitation for Bid (IFB), and a proposal submitted by an offeror in response to a Request for Proposals (RFP).

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~~1-2.~~ The term "contract" means that document to be entered into between MCTC and the successful bidder and offeror.

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~~2-3.~~ The term "days" refers to normal business days of MCTC staff offices.

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~~3-4.~~ The term "interested party" means any person: (a) who is an actual or prospective proposer, bidder, or offeror in the procurement involved; and (b) whose direct economic interest would be affected by the award of the contract or by failure to award a contract.

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~~4-5.~~ The term "solicitation" means an Invitation for Bids (IFB), Request for

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Proposals (RFP), or other form of document used to procure equipment or services.

AD. Grounds for Protest

Any interested party may file a bid protest with MCTC on the grounds that:

1. MCTC has failed to comply with applicable Federal or State Law;
2. MCTC has failed to comply with its procurement procedures;
3. MCTC has failed to comply with the terms of the solicitation in question, including the failure to adhere to the evaluation criteria set forth in the solicitation, if applicable;
4. MCTC has issued restrictive or discriminatory specifications; or,
5. Award is made to other than the lowest responsive and responsible bidder on IFB procurements.

E. Contents of Protest

1. A proposal protest must be filed in writing and must include:
 - a. The name and address of the protestor.
 - b. The name and number (if available) of the procurement solicitation.
 - c. A detailed statement of the grounds for the protest, including all relevant facts and a citation to the Federal or State law, the provision of MCTC procurement procedures, or specific term of the solicitation alleged to have been violated.
 - d. Any relevant supporting documentation the protesting party desires MCTC to consider in making its decision.
 - e. The desired relief, action, or ruling sought by the protestor.

2. Protests must be filed with:

Executive Director
MCTC
2001 Howard Road, Suite 201
Madera, CA 93637

3. All protests must be received at the MCTC address listed above during

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normal office hours of 8:00 a.m. to 5:00 p.m., Pacific Standard or Daylight Time.

4. If any of the information required by this section is omitted or incomplete, MCTC will notify the protestor, in writing, within one day of the receipt of the protest, and the protestor will be given one day to provide the omitted or incomplete information in order for the protest to be further considered. Note that this provision only applies in the case of

a failure to state any grounds for a protest and does not apply to stating inadequate grounds for a protest or the failure to submit documentation.

F. Timing Requirements and Categories of Protests

MCTC will consider the following categories of proposal protests within the time period set forth in each category:

1. Any proposal protest alleging improprieties in a solicitation process or in solicitation documents must be filed no later than five days prior to the scheduled proposal opening or deadline for submittal or proposals, as appropriate, in order to be considered by MCTC. Any protest based on such grounds not filed within this period will not be considered by MCTC. This category of protests includes, but is not limited to, allegation of restrictive or exclusionary specifications or conditions.
2. Any proposal protests regarding the evaluation of bids or proposals by MCTC, or improprieties involving the approval or award or proposed approval or award of a contract must be filed with MCTC no later than 72 hours after the protestor's receipt of MCTC's written notice of its decision or intended decision to award a contract. Any protest filed after such date which raises issues regarding the bid proposal evaluation, or the contract approval or award will not be considered by MCTC.

G. Review of Protest by MCTC

1. MCTC will notify the protestor within 3 days of timely receipt of a bid protest that the protest is being considered.
2. In the notification, MCTC will inform the protestor of any additional information required for evaluation of the protest by MCTC, and set a time deadline for submittal of such information. If MCTC requests additional information, and it is not submitted by the stated deadline, MCTC may either review the protest on the information before it, or decline to take further action on the protest
3. In its sole discretion, MCTC may give notice of any bid protest to other

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bidders or proposers for the procurement involved in the protest, as appropriate, and permit such bidders or offerors to submit comments to MCTC relative to the merits of the bid protest. MCTC will set a time deadline for the submittal of such comments, which will be no less than 5 days after MCTC provides notification of the protest.

4. In its sole discretion, MCTC may schedule an informal conference on the merits of a bid protest. All interested parties will be invited to participate in the conference. Any information provided at the conference will only be considered by MCTC in deciding the bid protest if it is submitted to MCTC in writing within 3 days after the conference.

H. Effects of Protest on Procurement Actions

~~a~~1. Upon receipt of a timely protest regarding either the solicitation process of the solicitation documents in the case of sealed proposals, MCTC will postpone the opening of proposals until resolution of the protest. The filing of the protest will not, however, change the date on which proposals are due, unless MCTC determines, and so notifies all bidders, that such a date change is necessary and appropriate to carry out the goals of the procurement and assure fair treatment for all bidders.

~~b~~2. Upon receipt of a timely protest regarding evaluation of bid or proposals, or the approval or award of a contract, MCTC will suspend contract approval or other pending action, or issue a stop work order if appropriate, until the resolution of the protest. In this event, the successful bidder or proposer may not recover costs as a change order.

~~e~~3. Notwithstanding the pendency of a proposal protest, MCTC reserves the right to proceed with any appropriate step or action in the procurement process or in the implementation of the contract in the following cases:

- a. Where the item to be procured is urgently required;
- b. Where MCTC determines, in writing, that the protest is vexatious or frivolous;
- c. Where delivery or performance will be unduly delayed, or other undue harm to MCTC will occur, by failure to make the award promptly; or,
- d. Where MCTC determines that proceeding with the procurement is otherwise in the public interest.

I. Summary Dismissal of Protests

MCTC reserves the right to summarily dismiss all or any portion for a proposal protest that raises legal or factual arguments or allegations that have been

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considered and adjudicated by MCTC in a previous proposal protest by any interested party in the same solicitation or procurement action.

J. Protest Decisions

~~a~~1. After review of a proposal protest, the Procurement Officer shall make a recommendation to the Executive Director of the appropriate disposition of such protest.

~~b~~2. The recommendation shall be made on the basis of the information provided by the protestor and other parties, the results of any conferences, and MCTC's own investigation and analysis.

~~e~~3. If the protest is upheld, MCTC will take appropriate action to correct the procurement process and protect the rights of the protestor, including resolicitation, revised evaluation of bids or proposals or MCTC's determination, or termination of the contract.

~~d~~4. If the protest is denied, MCTC will lift any suspension imposed and proceed with the appropriate state of the procurement process or the contract.

~~3-K.~~ Judicial Appeals

A protest adversely affected by a bid protest decision may appeal such decision to an appropriate court of the State of California.

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CHAPTER IV-Contract Administration

A. CONTRACT ADMINISTRATION GUIDELINES

- a.1. A Notice to Proceed will be issued on all projects that must start work before a contract is executed. Note: State and federal funds will not participate in work that begins prior to the execution of a contract. The execution of a contract is the last date that both parties to the agreement sign.
- b.2. For projects with a specific scope of work and is \$25,000 or less for all non RFP, RFQ, and IFB procurements, a Purchase Order will be sufficient.
- c.3. A written agreement will be done for all other projects.
- d.4. All agreements will be assigned a contract number, which should be referred to on the Purchase Order and the contractor's invoices.
- e.5. Contractor payment terms, conditions, and specifications should be written with consideration to expected work products and billings
- f.6. The Procurement Officer or Project Manager will approve all invoices before payment is issued and will ensure that the costs invoiced are in accordance to the agreed upon contract language.
- g.7. Contractor payments and invoices will be paid in accordance to the terms, conditions, and specifications in the MCTC contract and costs invoiced will be recorded in the same Fiscal Year in which they are incurred.
- h.8. Subconsultant work and costs shall not be permitted a mark up by the Prime Consultant.
- i.9. A contract amendment is necessary for a change in Scope of work, term or compensation and must be completed before additional work or payment is authorized.

The Procurement Officer shall be responsible for all negotiations with proposers and prospective contractors and shall obtain the necessary assistance from personnel involved in the procurement project and legal counsel.

B. FEDERAL/STATE PROCUREMENT REQUIREMENTS

Since MCTC receives federal and state funds, federal procurement requirements apply to all federal and state funded procurements undertaken in support of MCTC. Some of these requirements are unique and pertain only to federal and/or state funded procurements. Listed below are those specific contract terms and/or regulatory or administrative requirements that only apply when federal and/or state funds are being

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utilized for the procurement. Note that the requirements of the Americans with Disabilities Act and the equal opportunity provisions of the Civil

Rights Act of 1964, as amended, will apply to all procurements (if applicable) even if Federal/State funds are not utilized.

1. State or local geographic preferences, except those expressly mandated or encouraged by Federal statute, are prohibited.
2. For procurements over \$100,000, the Buy America requirements set forth in 49 CFR part 661 apply.
3. Any procurement involving equipment, materials, or commodities suitable for transport by ocean vessel shall contain the clauses required by 49 CFR Part 381: Cargo preference - U.S. Flag Vessels.
4. In the procurement of rolling stock, the requirements of 49 CFR Part 663 concerning Pre-Award and post-Delivery Audits apply.
5. In the procurement of buses, the requirements of 49 CFR Part 665 concerning Bus Testing apply.
6. For public works/construction projects, the requirements of 49 CFR Part 41 (specifically Part 41.117: Seismic safety) apply.
7. For public works/construction projects or activities exceeding \$2,000, the requirements of the Davis-Bacon Act (40 U.S.C. 276a - 276a(7)) and implementing Department of Labor regulations apply.
8. For public works/construction projects in excess of \$2,000, the provision of the Copeland Anti-Kickback Act (40 U.S.C. 276c) and implementing Department of Labor regulations apply.
9. For public works/construction projects, the requirements of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-222) and implementing Department of Labor regulations apply.
10. For any contract of over \$100,000, the third party contractor will be required to complete and submit certification forms, and, if appropriate, lobbying disclosure forms concerning compliance with 31 U.S.C. 1352.
11. Each third party contractor must acknowledge that if it makes a false, fictitious, or fraudulent claim, statement, submission, or certification, the federal government reserves the right to impose penalties under the Program Fraud Civil Remedies Act of 1986.
12. Each third party contractor is required to acknowledge the mandatory standards

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and policies related to every efficiency that are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321, et. seq.).

13. Each third party contractor is required to acknowledge the mandatory standards and policies related to every efficiency that are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321, et. seq.).
14. For public works/construction projects, each third party contractor must agree to comply with any federal environmental and resource conservation requirements that apply to the construction activities under the terms of the Contract. The contractor is required to report any violation of standards, orders or regulation issued under the Clean Air Act (42 U.S.C. 7401 et. seq.) or the Federal Water Pollution Control Act (33 U.S.C. 1251 et. seq.) resulting from any activity of the contractor in connection with the performance of the contract to FTA and to the appropriate U.S. EPA regional office. The contract is responsible for the disposal of hazardous materials, in accordance with applicable federal, state and local law and guidelines.
15. Each third party contractor for contracts over \$25,000 must certify that they will not enter into contracts for over \$25,000 with suspended or debarred contractors (Executive Order 12549; 49 CFR part 29)
16. Each third party contractor must comply with Civil Rights requirements concerning nondiscrimination and equal employment opportunity (29 U.S.C. 623; 42 U.S.C. 2000, 6102, 12112; 12132; 49 U.S.C. 5332; 29 CFR Part 1630; 41 CFR. Parts 60 et. Seq.).
Each third party contractor must comply with appropriate Patent and Rights in Data requirements (37 CFR. Part 401).
17. Each third party contractor must comply with the Department of Transportation Disadvantage Business Enterprise (DBE) regulations (49 CFR Part 26).
18. Fly America. Each third party contractor must comply with 49 U.S.C. 40118 in accordance with the General Service Administration's regulations at 41 CFR Part 301-10.

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C. **BONDING REQUIREMENTS**

Purpose

To ensure uniform and equitable application of bonding requirements in compliance with state and federal regulations, protect the interests of MCTC.

Responsibility

It shall be the responsibility of the Procurement Officer to ensure that these guidelines are followed and applied impartially.

Types of Bonds

Bid Guarantee: This shall consist of a firm commitment, such as a bid bond, certified or cashier's check, or other negotiable instrument accompanying a bid as assurance the bidder will, upon acceptance of the bid by MCTC, execute such contractual documents as may be required within the time specified. MCTC will require bid bonds for all public works/construction projects, for any equipment or services contract of a critical nature to the operations of MCTC, or for any equipment contract in which the equipment is specifically manufactured for MCTC. Public works/construction projects require a bid bond of ten (10) percent of the amount bid. Equipment purchases and service projects requiring a bid bond will have a bond requirement of up to five (5) percent of the amount bid. MCTC will require proposal bonds for any equipment or services contract of a critical nature to the operations of MCTC. Service projects requiring a proposal bond will have a bond requirement of up to five (5) percent of the amount bid. Failure of bidders to comply with these requirements will result in a determination by the Procurement Officer that the bid is nonresponsive.

Performance: This is a bond executed in connection with a contract to secure fulfillment of all the Contractor's obligations under such contract. Performance bonds shall be written by a corporate surety registered in the State of California which will be verified by the Procurement Officer. MCTC will require performance bonds for all public works/construction projects, for any equipment or services contract of a critical nature to the operations of MCTC, or for any equipment contract in which the equipment is specifically manufactured for MCTC. Public works/construction projects require a performance bond of at least twenty (20) percent and up to one hundred (100) percent of the amount of the contract. Equipment purchases requiring a bond will have a bond requirement of up to twenty (20) percent of the amount of the contract. Service projects requiring a bond will have a bond requirement of up to twenty (20) percent of the amount of the contract.

Payment: This is a bond executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract. Payment bonds shall be written by a corporate surety registered in the State of California. MCTC will require a bond for public works/construction contract over \$25,000. The required payment bond will be 100 percent of the amount of the contract.

Procedures

Bid guarantees and performance bonds are required by the State of California for all public works/construction projects in excess of \$6,500. Payment bonds are required by the State of California for all public works/construction projects in excess of \$25,000.

Bid guarantees and/or performance bonds are not required unless the procurement involves equipment or services of a critical nature to the operations of the agency and/or is specifically manufactured for the agency thereby making procurement from another source difficult or time consuming. Payment bonds are not required under these circumstances.

Required bonding levels are:

Type of Project	Type of Bond		
	Bid	Performance	Payment
Public Works/Construction (as applicable)	10%	20%	100%
Materials and Equipment	up to 10%	up to 20%	Not Required
Transit Operating Services	up to 5%	20%	Not Required

Forfeiting of Bonds. All contracts that contain bonding requirements shall contain a clause allowing termination on default of the contractor and providing that in such cases the surety company shall bear the responsibility for the completion of the contract, or if no surety company has provided a performance bond, MCTC will claim the alternate to the performance and payment bond and use such funds for the completion of the contract.

D. INSURANCE REQUIREMENTS

Insurance requirements vary depending on the project type. They may include provisions for personal injury, environmental liability and other areas. The insurance requirements for each project are established by MCTC.

In assessing risk management, MCTC will consider the following project information:

- | 1. Scope of work
- | 2. Contract amount
- | 3. Whether the project requires the contractor to operate on MCTC property

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4. The ultimate use of the good or service provided by the contractor

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5. Previous experience associated with similar or related projects
Once the insurance requirements are defined, they must be included in the procurement document.

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Prior to issuing the final contract, the MCTC Fiscal Supervisor or his designee shall approve the insurance certificate. A copy of the insurance certificate is to be kept in the project file.

The Procurement Officer shall not allow any contract to continue without proper insurance in effect after notification of the lapse of requisite insurance.

E. LIQUIDATED DAMAGES

The Procurement Officer and the Project Manager will determine whether the use of a liquidated damages provision is appropriate for each specific procurement. The amount of liquidated damages must be reasonable, shall be set at a specific rate for each day of overrun in contract time for a public works/construction contract or for delivery of goods, or for each instance of an incident giving rise to imposition of liquidated damages in a service contract, and the rate must be specified in the contract.

A liquidated damages clause may be used if it is determined that:

- 1. The time of delivery of goods or services to MCTC is critical, and MCTC can expect to suffer damage if the delivery is delinquent.
- 2. The extent or amount of such damage would be difficult or impossible to determine.

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F. INDEMNIFICATION

All contracts shall provide that the contractor shall indemnify and save harmless MCTC, its officers, agents and employees from any injuries or damages received by any person during any operations connected with the Contract, by use of any improper materials, or by any act or omission of the Contractor or his subcontractor, agents, servants or employees.

G. TERMINATION

1. Termination for Convenience

All contracts shall contain a provision allowing for the termination of the contract for convenience by MCTC and prescribe methods in which the contractor may calculate cost of work already performed, and termination settlement costs. All contracts

supported by federal grants that exceed \$10,000 are to include provisions that allow MCTC to terminate the contract, and that stipulate the manner by which

termination will be made and the basis for settlement. The contract provisions may read as follows:

“Termination for Convenience. This Agreement may be terminated by either party for any reason and at any time by giving no less than ____ () days written notice of such termination to the other party and specifying the effective date thereof; provided, however, that no such termination may be effected by MCTC unless an opportunity for consultation is provided prior to the effective date of the termination.

Disposition of, Title to and Payment for Work upon Expiration or Termination

Upon expiration of this Agreement or termination for cause under Paragraph 9 or termination for the convenience of a party under Paragraph 10, all finished or unfinished documents and other materials, if any, and all rights therein shall become, at the option of MCTC, the property of and shall be promptly returned to MCTC, although CONTRACTOR may retain a copy of such work for its personal records only. Unless otherwise expressly provided in this Agreement, any copyrightable or patentable work created by CONTRACTOR under this Agreement shall be deemed a “work made for hire” for purposes of copyright or patent law and only MCTC shall be entitled to claim or apply for the copyright or patent thereof. Payments by MCTC to the Consultant (or Contractor) shall be made by the date of termination but not thereafter Except as otherwise provided, settlement of claims by

the Consultant (or Contractor) under this termination Section shall be in accordance with the provisions set forth in 48 C.F.R. Part 49, as amended from time to time.”

2. Termination for Default

All contracts shall contain a provision allowing for the termination of the contract for default by MCTC. All contracts supported by federal grants that exceed \$10,000 are to include provisions that allow MCTC to terminate the contract, and that stipulate the manner by which termination will be made and the basis for settlement. The contract provisions may read as follows:

3. Termination for Cause

If either party shall fail to fulfill in a timely and proper manner that party's obligations under this Agreement or otherwise breach this Agreement and fail to cure such failure or breach within 30 days of receipt of written notice from the other party describing the nature of the breach, the non-defaulting party may, in addition to any other remedies it may have, terminate this Agreement by giving 15 days written notice to the defaulting party in the manner set forth in Paragraph 13 (Notices).

H. DISPUTE RESOLUTION

MCTC’s cognizant agency requires that:

“Grantees alone will be responsible in accordance with good administrative practice and sound business judgment for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the grantee of any contractual responsibility under its contracts.”

MCTC is not required to include a dispute resolution clause in its contracts but every effort should be made to resolve disputes between the contractor and MCTC. An example of a process that might be used is as follows:

1. Any dispute between the Consultant (or Contractor) and MCTC relating to the implementation or administration of the Contract may be attempted to be resolved through the following process.
2. The parties shall first attempt to resolve the dispute informally in meetings or communications between the Consultant (or Contractor) and the Project Manager (for each individual contract). If the dispute remains unresolved 15 days after it first arises, the Consultant (or Contractor) may request that the Project Manager issue a recommended decision on the matter in dispute. The

Project Manager shall issue the recommended decision in writing and provide a copy to the Consultant.

~~1.3~~ The recommended decision of the Project Manager shall become final unless, within 15 days of receipt of such recommended decision, the Consultant (or Contractor) submits a written request for review to the Executive Director. In connection with any such review, the Consultant (or Contractor) and the Project Manager shall be afforded an opportunity to be heard and to offer evidence on the issues presented. If the dispute remains unresolved after review by the Executive Director, either party may seek judicial resolution of the dispute in an appropriate Court based on the venue section of the contract.

~~2.4~~ Pending final resolution of a dispute under this Section, the Consultant (or Contractor) shall proceed diligently with performance in accordance with the Contract and the Project Manager’s recommended decision.

I. FINAL CONTRACT APPROVAL AND DISTRIBUTION

1. Contract Approval

Certain approval levels may be required as outlined in Chapter II. If MCTC Board approval is required, the Project Manager may draft the Agenda Report in such a manner as to authorize the Executive Director or designee to negotiate and execute the final contract terms.

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The process for final contract approval is as follows:

- a. MCTC Board authorization (if required) is received
- b. Draft contract is developed and approved by the Executive Director, legal counsel and the contractor.
- c. Final contract is signed by all parties and distributed

~~(a)~~ 2. Contract Distribution

The Procurement Officer has the responsibility for final contract distribution and issuance of the Notice-to-Proceed. Copies of the final contract are sent to the following:

- ~~1-~~ a. Project Manager
- ~~2-~~ b. Contractor
- ~~3-~~ c. MCTC Contract/Procurement File

J. WRITTEN RECORD OF PROCUREMENT HISTORY
(project control file)

The project control file shall be maintained by the Procurement Officer during the procurement process, throughout the term of the contract and for five years following completion of all work.

The control file consists of the following sections:

- ~~1.~~ 1. Vendor list and copy of notice (if required)
- ~~2.~~ 2. Rationale for type of procurement used
- ~~3.~~ 3. Rationale for selection of contract type
- ~~4.~~ 4. Independent Cost Estimate
- ~~5.~~ 5. Copy of RFP, IFB, RFQ, if applicable
- ~~6.~~ 6. List of all vendors responding to the procurement
- ~~7.~~ 7. All documentation relating to the selection process, including, but not limited to: evaluation score sheets, bids, rationale for selection and/or rejection of

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respondents, the basis for the contract price and the source selection plan

- 8. Cost/Price analyses, as required
- 9. Debarment/Suspension certification
- 10. Notice to proceed
- 11. Final contract
- 12. MCTC Board report, if required
- 13. Purchase Requisition
- 14. All correspondence
- 15. Change Orders
- 16. Cost/price analyses to support change orders
- 17. Proof of insurance
- 18. Bond documents
- 19. Notice of Solicitation
- 20. Legal advertisement
- 21. Original procurement document and all addenda
- 22. Original responses to the procurement
- 23. DBE information
- 24. Returned mail

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CHAPTER V – Types of Contracts & Methods of Payment

Except as provided in this section, any type of contract that will promote the best interest of MCTC may be used.

A. TYPES OF CONTRACTS

1. PROJECT SPECIFIC CONTRACT

A project specific contract is a contract that is between MCTC and a consultant for the performance of services and a defined scope of work related to a specific project or projects.

2. MULTI-PURPOSE OR MULTI-PHASED CONTRACT

This type of contract is a project-specific contract where the defined scope of work is divided into phases which may be negotiated and executed individually as the project progresses.

3. ON-CALL CONTRACT

An on-call contract is a contract for a number of projects, under which task or work orders are issued on an as-needed basis, for an established contract period. On-call contracts are typically used when a specialized service or indefinite delivery or indefinite quality are needed for a number of different projects. On-call contracts shall specify a reasonable maximum length, not to exceed 5 years, and a maximum total contract dollar amount.

B. METHODS OF PAYMENT

1. ACTUAL COST PLUS FIXED FEE

Under this method the consultant is reimbursed for actual costs incurred and receives an additional predetermined amount as a fixed fee (profit). Profit is to be separately negotiated from contract costs. The determination of the amount of the fixed fee shall take into account the size, complexity, duration, and degree of risk involved in the work. The fixed fee is not adjustable during the life of the contract. The fixed fee dollar amount must be clearly stated in the contract.

This method of payment is appropriate when the extent, scope, complexity, character, or duration of work cannot be precisely predicted. Fixed fees apply to the total direct and indirect costs. The contract shall specify a reasonable maximum length of contract period and a maximum total contract dollar amount. The contract cost proposal must identify all key employees and/or classifications to be billed. New key employees and/or classifications must be approved before they incur work on the contract or the costs can be questioned or disallowed.

2. COST PER UNIT OF WORK

Under this method the consultant is paid based on specific item of work performed. The item of work must be similar, repetitious and measurable. This method of payment is appropriate when the cost per unit of work can be determined with reasonable accuracy in advance; but the extent or quantity of the work is indefinite. Contract payment provisions must specify what is included in the price to be paid for each item. Any item of work not identified in the contract cost proposal is not eligible for reimbursement. New items of work (those within the original scope of work only) must be amended into the contract before work is performed. The contract shall also specify a reasonable maximum length of contract period and a maximum total contract dollar amount.

3. SPECIFIED RATES OF COMPENSATION

Under this method the consultant is paid at an agreed and supported specific fixed hourly, daily, weekly or monthly rate, for each class of employee engaged directly in the work. Such rates of pay include the consultant's estimated costs and net fee (profit). Federal regulations require that profit be separately negotiated from contract costs. The specific rates of compensation, except for an individual acting as a sole proprietor, are to include an hourly breakdown, direct salary costs, fringe benefits, indirect costs, and net fee. Other direct costs may be included, such as travel and equipment rentals, if not already captured in the indirect cost rate.

This method of payment should only be used when it is not possible at the time of procurement to estimate the extent or the duration of the work, or to estimate costs with any reasonable degree of accuracy. This method is recommended for on-call contracts for specialized or support type services, such as construction engineering and inspection, where the consultant is not in direct control of the number of hours worked, and it also requires management and monitoring of consultant's level of effort and the classification of employees used to perform the contracted work. The contract shall also specify a reasonable maximum length of contract period and a maximum total contract dollar amount.

4. LUMP SUM OR FIRM FIXED PRICE

The consultant performs the services stated in the contract for an agreed amount as compensation, including a net fee or profit. This method of payment is appropriate only if the extent, scope, complexity, character, duration, and risk of the work have been

sufficiently defined to permit fair compensation to be determined and evaluated by all parties during negotiations.

Normally, a lump sum contract will be paid in full at end of the contract when completed. However, a lump sum contract can be negotiated with progress payment if feasible. The progress payment shall be based on percent of work complete or completion of clearly defined "milestones." The contract cost proposal shall document the agreed upon progress payment and include the necessary milestones costs, or the percent work complete schedule.

CHAPTER VI-Contract Closeout Procedures

In order to comply with required Local Assistance and Caltrans Planning Closeout requirements, MCTC must obtain the required information, reports, final invoices, and other documentation as appropriate from third party contractors as part of the contract closeout process. The Contract Closeout Procedures ensure that contracts are both "physically complete" and "administratively complete."

1. The vendor has rendered all services and has fulfilled the contract.
2. The vendor has delivered all articles or services and MCTC has accepted them, including such things as reports, spare parts, warranty documents, and proof of insurance (where required by the contract terms). These deliverable items may or may not have been priced as discrete pay items in the contract, but they are required deliverables, and the contract is not physically complete until all deliveries are made.
3. MCTC has made all payments on the services or goods including the Final Payment.
4. The Contractor has formally released MCTC from all liabilities, obligations, and claims.
5. All administrative actions have been completed including
 1. the settlement of disputes, protests, and litigation;
 2. the final overhead rates have been determined;
 3. funds have been released; and
 4. property has been accounted for or disposed of properly.
5. All documentation has been properly filed.

A. FINAL PAYMENT

MCTC will make the Final Payment for the good or service once the contract is complete and MCTC has accepted the work. The Final Payment will be made after the Contractor presents a properly executed voucher or invoice that shows the dollar amount agreed upon in the contract less any amounts previously paid. Before authorizing the final payment, the MCTC Procurement Officer must receive a memorandum from the MCTC Project Manager ensuring that all required inspections have been performed and certifying to the satisfactory completion of the contract. Pay careful attention to documents that are notoriously problematic, such as warranties.

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MCTC may wish to make warranty documents a pay item in contracts when the contract pay items are being established. This action will motivate the Contractor to deliver the documents in a timely manner and preclude a dispute as to the proper amount that should be paid for these items.

If, and only if, the contract contains a clause that Final Payment could be withheld until the goods or services under the contract are completed, finalized, and accepted, MCTC may withhold the final payment until both parties agree in writing that the contract has been completed. Most payment clauses require the Contractor to furnish and execute a release of claims. This is generally used if subcontractors are involved and ensures that all sub-claims have been paid and resolved. A General Release at the time of the Final Payment effectively bars all existing Contractor claims, including pending claims and known and unknown claims. The Contractor may reserve the right to Specific Claims by excepting those claims at the time that the Release is executed. The Final Payment also ends MCTC's ability to file claims against the Contractor except in the event of latent defects, fraud, or gross mistakes.

B. POST-PERFORMANCE AUDIT

A close-out audit may be required to determine the final provisional overhead rates in cost reimbursement contracts. In addition to the overhead costs, there may also be some elements of costs that need audit examination. This audit cannot be conducted until the Contractor has completed the contract and submitted a final invoice. The final settlement of claims may create additional audit issues.

C. CONTRACT CLOSEOUT CHECKLIST

The MCTC Procurement Officer will use a *Contract Closeout Checklist* that lists all the administrative steps required to close out a contract. Different checklists may be developed for different types of contracts given the different requirements for the various contracting situations, e.g., commodities, services, construction, cost-type contracts, etc.

~~1~~(1) Final performance or progress report.

~~2~~(2) Financial Status Report.

~~3~~(3) Final request for payment.

~~4~~(4) Invention disclosure (if applicable).

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~~5~~(5) Federally-owned property report (does not include property obtained with grant funds).

It is generally the responsibility of the MCTC Project Manager to establish that the work under a contract has been completed and the contract is ready for closeout. Upon determining that the work is complete, the Project Manager prepares a checklist showing all the contract deliverables and submittals, and indicating on the checklist that all submittals and deliverables have been reviewed, inspected and accepted. The Project Manager sends a memorandum to the Procurement Officer indicating that the contract is complete and all required deliverables have been inspected and accepted.

To closeout routine purchase orders and contracts for commodities and other commercial products, MCTC's Procurement Officer ensures that the item's end user has inspected and accepted the deliverable items as being in conformance with the purchase order/contract specifications. The file must also contain documentation from MCTC's Fiscal Department as proof of final payment.

Contracts for personal services, complex equipment, rolling stock, construction, and other one-of-kind items require a number of steps to affect an administrative closeout. Major elements of the closeout process, and related documentation, might include:

~~1~~a) Resolution of all contract changes, claims, and final quantities delivered.

~~2~~b) Determination/recovery of liquidated damages.

~~3~~c) Review of the insurance claim file by counsel/insurance specialist to determine if funds need to be withheld from final payment to cover unsettled claims against the contractor. For all contracts requiring the Contractor to maintain insurance for its products or services (e.g., professional liability or product liability insurance), the Procurement Officer should obtain *proof of insurance* from the Contractor as part of the closeout process. This documentation should be submitted to the MCTC Fiscal Department for approval prior to final payment to the Contractor. The Fiscal Department will be required to maintain these documents as active files until such time as the insurance requirement ceases under the terms and conditions of the contract; i.e., these insurance terms will continue past (survive) the final contract payment.

~~4~~d) Settlement of all subcontracts by the prime contractor.

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5.e) Performance of all inspections (and acceptance tests if any) by the grantee's project manager, with appropriate documentation.

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6.f) Conduct a cost audit for cost-reimbursement contracts and resolve questioned costs, if any.

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7.g) Generation of a Contractor Performance Report. A performance report may be generated if the Project Manager or Procurement Officer thinks that such a report would be helpful in conducting future procurements, especially if the product or service is exemplary or unsatisfactory.

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8.h) The submittal of all required documentation by the Contractor, including items such as:

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1. Final reports

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2. Final payroll records and wage rate certifications

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3. Spare parts list

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4. Manufacturer's Warranties and Guarantees. The contract specifications may require that individual warranties or guarantees be furnished for various installed equipment or building systems. For each completed contract requiring warranties, the Project Manager should develop a *Warranty and Guarantee Register*, which is a status form listing:

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1. each individual item of equipment and system for which a warranty or guarantee is specified (roofing, doors, sealants, etc.);

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2. the pertinent section in the contract specification;

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3. the name of the company providing the warranty;

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4. the expiration date of the warranty; and

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5. the address of the providing company

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1. Final corrected shop drawings

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2. Operation and maintenance manuals

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3. Catalogues and brochures

- 4. Invention disclosure (if applicable)
- 5. Federally-owned property report (if there was Government-furnished property)
- 6. Resolution of final quantities (construction contracts)
- 7. Final invoice
- 8. Consent of Surety to release final payment to Contractor
- 9. Contractor's Affidavit of Release of Liens
- 10. Contractor's General Release (releasing the grantee from any further liabilities/claims under the contract). As part of the contract closeout process, the Procurement Officer or Project Manager must send the Contractor a closeout letter that includes the Contractor's *General Release*. This document must be a standard statement prepared by MCTC's legal counsel for use on all contracts. The release will say that for the payment of a sum certain, which is the final contract amount agreed to by both parties, the Contractor releases the grantee from any and all claims of every kind arising directly or indirectly out of the contract. The release may also contain a certification that the contractor has paid its subcontractors and suppliers for all their labor, materials, services, etc. furnished under the contract. The release is to be signed by a corporate official authorized to bind the Contractor.

The *General Release* is important to obtain prior to final payment because it assures the grantee that there will be no further claims from the Contractor once the final payment has been made. The grantee should have the release reviewed by its legal counsel if the Contractor makes any changes to the grantee's standard release language that was sent to the Contractor for signature. It is necessary for the grantee and the Contractor to have resolved all open issues of a financial nature prior to the execution of the release (change orders, claims, liquidated damages, etc.), and this resolution of all outstanding claims is an important step in the contract closeout process.

To prevent a construction contractor from "walking away" from a project that is almost complete by refusing to sign a *General Release* and forgoing final payment, MCTC should

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anticipate this possibility by carefully estimating the amount of retainage in such a way that it represents twice the amount of the punch list work and undelivered items (manuals, drawings, spare parts, etc.). A contractor who lacks sufficient financial incentive to complete the contract; e.g., if the punch list is large and there is very little money left in retainage, may profit by refusing to correct the punch list items and leave the retainage with MCTC. Or the contractor may have been awarded another contract, which requires the reassignment of his personnel to another job.

~~11.~~ Maintenance Bond (if required)

___ Conduct a Post-delivery Audit for rolling stock contracts as required by 49 CFR Part 663 – Pre-award and Post-delivery Audits of Rolling Stock Purchases

~~11.i)~~ ___ Contract Closeout File review by legal counsel. For procurements involving services, construction, and larger dollar value equipment purchases, MCTC may wish to have legal counsel review the closeout file to ensure the adequacy of the contractor's legal documents, including the contractor's *General Release*, insurance certificates, surety's release, maintenance bonds, etc.

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**Madera County Transportation Commission
Procurement Request**

Date _____

Items/Services to Procure* (include estimated costs, date when needed):

Funding source / Work Element:

Approval:

Executive Director/Fiscal Supervisor

Board of Directors (if required)

Method of Procurement

Micro Small Purchase Sealed Bid Competitive Proposal Sole Source

Rationale for

Method _____

Contract Needed Y N

Type of Contract / Method of Payment _____

Independent Cost Estimate / Cost Analysis / Price Analysis

*Note: Attach any documentation associated with this request

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Transportation Development Act Guidebook



DRAFT

TABLE OF CONTENTS

VOLUME I – TDA OVERVIEW AND BACKGROUND

CHAPTER 1 - INTRODUCTION.....	1
1.1 Guidebook Purpose	1
1.2 TDA Overview.....	1
1.3 3 Governing Legislation and Source of Information	3
CHAPTER 2 - HOW TDA FUNDS ARE ALLOCATED	4
2.1 Who Can Use the Money?.....	4
2.2 Local Transportation Fund – Uses and Allocation Process.....	4
2.3 State Transit Assistance Funds - Uses and Allocation Process	8
CHAPTER 3 - TRANSIT CLAIMS.....	10
3.1 Eligible Transit Claims.....	10
3.2 Claimant Eligibility Requirements	13
3.3 Amount of LTF and STA Funds That can be Claimed for Transit	19
3.4 Reporting Requirements	20
CHAPTER 4 - BICYCLE AND PEDESTRIAN CLAIMS.....	22
4.1 Eligible Projects.....	22
4.2 Eligibility Requirements	23
4.3 Amount Available for Use	23
4.4 Reporting Requirements	24
CHAPTER 5 - OTHER CLAIMS AND THE UNMET TRANSIT NEEDS PROCESS.....	25
5.1 Eligible Projects.....	25
5.2 Eligibility Requirements.....	25
5.3 Amount Available for Use – Unmet Transit Needs	25
5.4 Reporting Requirements	27

VOLUME II – MCTC TDA CLAIMS PROCESS

CHAPTER 6 - FILING A TDA APPLICATION/CLAIM	1
6.1 TDA Application instructions and Required Documentation	1
6.2 Other Claim Policies	4
CHAPTER 7 - MCTC TDA CLAIM SCHEDULE	5
CHAPTER 8 - MANAGEMENT OF THE TDA PROGRAM.....	6
8.1 Appropriating and Allocating Funds.....	6
8.2 Summary of Important Report Dates	7
8.3 Required Audits and Reports	7
8.4 Guidelines for Audit of TDA Compliance.....	9
CHAPTER 9 - PRODUCTIVITY IMPROVEMENT PROGRAM.....	12
9.1 What is a Productivity Improvement Program?	12
9.2 How are Recommendations Developed?.....	12
9.3 What Happens if an Operator Does Not Follow up on Recommendations?.....	13
9.4 How is Progress Toward Meeting the Recommendations Tracked?.....	13

APPENDICES

APPENDIX A - CLAIM FORMS

APPENDIX B - GLOSSARY OF TERMS

FIGURES

Volume I

Figure 2-1 Local Agencies that Can Use Local Transportation Funds.....	4
Figure 2-2 Applicable Claimant Categories	4
Figure 2-3 LTF Allocation Purposes and Priorities for Madera County	6
Figure 2-4 STA Funding Purposes Applicable in Madera County.....	8
Figure 3-1 Eligible TDA Statutes to File Transit Claims	10
Figure 3-2 LTF Transit Claim Decision Trees	12

Volume II

Figure 6-1 Eligibility and Claim Requirements	3
Figure 7-1 Responsibilities and Timeline for Apportionment, Allocation and Payment	5



TRANSPORTATION DEVELOPMENT ACT GUIDEBOOK

VOLUME I

TDA OVERVIEW AND BACKGROUND

CHAPTER 1 - INTRODUCTION

1.1 GUIDEBOOK PURPOSE

The Madera County Transportation Commission (MCTC) Transportation Development Act (TDA) Guidebook was developed to provide a useful reference for claimants of TDA funds and MCTC staff to continue to provide a clear and understandable process for the filing and administration of TDA claims now and into the future.

The intent of this guidebook is to help those managing the claim process to understand:

- What the TDA is;
- What the different categories of TDA funds are and their allowable uses;
- What the TDA requirements are and the reasons for the requirements;
- What MCTC's responsibilities are in administering the TDA program and how those impact the TDA claim review, approval and schedule;
- How to complete claims; and
- How the process fits together in Madera County, the City of Madera and the City of Chowchilla.

The objective of the guidebook is to increase program understanding and thereby expedite the administrative process. The guidebook has nine chapters and is organized in two Volumes, intended to make it easier for the reader to work through the different topics. Volume I is a reference document which provides detailed background information on the TDA and uses of its funds; while Volume II provides the TDA claimant with instructions and MCTC policies for filing a TDA claim.

1.2 TDA OVERVIEW

The **Transportation Development Act (TDA)** provides a State funding source for use by local jurisdictions at the county level to improve existing public transportation and encourage regional public transportation coordination. It also provides some funding for bicycle and pedestrian projects and when certain conditions are met, streets and roads. The main purpose and priority of TDA, however, is to provide funding for public transportation.

The TDA provides two major sources of funding, the Local Transportation Fund (LTF) and the State Transit Assistance (STA) Fund. The following provides background on each of these two funding sources:

The **Local Transportation Fund (LTF)** is a local fund into which the state deposits sales tax revenue to be used for transportation purposes defined by TDA. The State Board of Equalization, based on sales tax collected in each county, returns the general sales tax revenues to each county's LTF. Madera County is the local jurisdiction responsible for holding the fund.

Revenue for Madera County's Local Transportation Fund comes from ¼ percent of the state sales tax collected in Madera County (both incorporated and unincorporated areas). Given the fluctuation of sales tax revenues during varying economic environments, LTF revenues deposited in the County fund vary from year to year.

The **State Transit Assistance (STA)** fund provides a second source of TDA funding for transportation planning, public transportation, and community transit purposes as specified by the Legislature. The STA program was created under Chapter 161 of the Statutes of 1971 (SB 620). STA funds are generated from the statewide sales tax on diesel fuel, which is deposited in the Transportation Planning and Development Account in the State Transportation Fund. Unlike LTF, STA funds may not be allocated for fund administration, streets, roads, or pedestrian/bicycle facility purposes.

The STA funds are appropriated by the Legislature to the State Controller's Office (PUC Sec. 99312). That Office then allocates the tax revenue, by formula, to each Regional Transportation Planning Agency (RTPA), for which MCTC is the RTPA. The formula allocates 50% of the funds on the basis of Madera County's population compared to the total state population. The other 50% is allocated on the basis of the amount of passenger fares and local support revenues collected by the transit operator in Madera County compared to the amount collected by transit operators statewide.

Public participation is a key component of the TDA. Public meetings are held to discuss transportation needs and hear concerns. Regional planning agencies, such as the Madera County Transportation Commission (MCTC), are required to establish a Social Service Transportation Advisory Council (SSTAC), comprised of the transit-dependent, including persons with disabilities, older adults, and low-income representatives. The SSTAC role is to participate and advise MCTC of transit needs and coordinate transit services with other specialized transportation services (private and social service agencies). SSTAC members work with local agencies in developing unmet transit needs criteria, which are used in making project approval decisions.

To ensure **program compliance**, fiscal and performance audits are conducted. Fiscal audits are conducted annually, and include transit operator's expense-to-revenue ratio, known as farebox recovery. Performance audits are conducted every three years and include performance measures that verify the efficiency and effectiveness of planning agencies and transit operators. Both fiscal and performance audits are conducted by an independent auditor designated by the transportation planning agency.

The TDA **funds are distributed** in payments monthly to the County by the State, and are held in trust in the County Treasury until disbursed to recipients. The County Auditor makes payments from the funds based on instructions received from MCTC. Claimants receive payments on a reimbursement basis. It is MCTC's responsibility to ensure that payments are made and funds used are in compliance with the TDA statutes. Both the LTF and STA funds have stringent performance and fiscal audit requirements for approved expenditures.

1.3 GOVERNING LEGISLATION AND SOURCE OF INFORMATION

The legislature establishes overall policies, including determining funding sources and distribution, and spending priorities through state statutes such as Revenue and Taxation Code, Streets and Highways Code, and Government Code. The Legislature appropriates funds through the annual budget for transportation projects and has authority to designate transportation projects statutorily.

The Transportation Development Act was signed by the Governor on November 4, 1971 and became effective July 1, 1972. The TDA is also known as SB 325 and the Mills-Alquist-Deddeh Act. Several bills have since amended the TDA. The STA Fund is also sometimes referred to as SB 620.

The TDA program is governed by the rules and statutes contained in the Public Utilities Code (PUC), the California Code of Regulations (CCR), and by non-TDA statutes contained in the California Vehicle Code (CVC). These rules and statutes will be referenced throughout this Guidebook.

The TDA statute is divided into sections called “articles”. As a result, claims for TDA funds are often referenced by the Article of the statute under which they are filed. There are nine (9) TDA Articles. Each Article has different requirements and provisions. Chapters 3 through 5 detail these requirements and the claims process for each funding purpose.

The full text of the TDA, as amended in 2013, is available in a California Department of Transportation (Caltrans) publication entitled Transportation Development Act – Statutes and California Code of Regulations (<http://www.dot.ca.gov/hq/MassTrans/State-TDA.html>).

The MCTC TDA Guidebook is authorized under Section 99261 of the California Public Utilities Code.

CHAPTER 2 - HOW TDA FUNDS ARE ALLOCATED

2.1 WHO CAN USE THE MONEY?

Several different agencies can use Transportation Development Act (TDA) money for several different purposes. To do so, agencies must meet the eligibility requirements set forth in the TDA. Figure 2-1 shows the agencies eligible in Madera County per the TDA.

Figure 2-1 Local Agencies that Can Use Local Transportation Funds

Eligible Agencies Per TDA	Eligible Agencies in Madera County
County Auditor	Madera County Auditor-Controller
Regional Transportation Planning Agency (RTPA)	Madera County Transportation Commission (MCTC)
Transit Operators	In Madera County, by definition, there are no current transit operators.
Transit Districts	There are no transit districts in Madera County
Consolidated Transportation Service Agencies (CTSAs)	There are no CTSAs in Madera County
County	Madera County
Cities/Towns	City of Madera, City of Chowchilla

2.2 LOCAL TRANSPORTATION FUND – USES AND ALLOCATION PROCESS

Local Transportation Funds (LTF) may be claimed by local agencies under Articles 3, 4, 4.5 and 8 of the TDA legislation. Claimants should apply for the funding programs that are most appropriate for their transit operations. The choice will depend on the type of claimant, purpose for which the money will be used, administrative and fiduciary responsibilities associated with the funding program, and the amount of money available. Figure 2-2 lists the claimant categories and associated articles.

Figure 2-2 Applicable Claimant Categories

Claimant Categories	Articles
Transit Operators – city and/or county	4
Consolidated Transportation Services Agency (CTSAs) – Responsible for services to Social Service recipients	4.5
Transit Service Claimant – city and/or county filing for contract payments	8 (c)
City and County	
- Streets & roads	8 (a)
- Bicycle & pedestrian	3, 8(e)
- Capital assistance (bus shelters, etc.)	8(e)

The TDA legislation establishes priorities among the programs that may be funded by the Local Transportation Fund (LTF). For some purposes, funds from the LTF may be allocated “off the top” that is, before apportionment. Figure 2-3 shows these purposes in priority order, as set forth in the TDA.

Figure 2-3 LTF Allocation Purposes and Priorities for Madera County

Priority	Purpose	Article/Section	Eligible Claimants In Madera County	Amount Allowed per TDA
1 – Off the Top	TDA Administration	Article 3 PUC 99233.1	MCTC and County Auditor	As necessary
2 – Off the Top	Pedestrian & Bicycle Facilities	Article 3 PUC 99233.3, 99234	Taken off the top for City and County	Countywide, up to 2% of remaining money
3 – Off the Top	Community Transit Services	Article 4.5 (Section 99275), PUC 99233.7	Not utilized in Madera County	Countywide, up to 5% of remaining money
4 – Equal Priority	Public Transportation	Article 4 PUC 99233.8	Transit Operator/County	Remaining Area Apportionment after Priorities 1-3 Funded after priorities 1-3 are funded
	Support of public transportation systems	Article 4 PUC 99260(a), 99262	Transit Operator/County	
	Aid to research & development projects	Article 4 PUC 99260(b)	Transit Operator/County	
	Peak hour service contract	Article 4 PUC 99260.2(a)	Transit Operator/County	
	Claims for separate service to elderly & handicapped	Article 4 PUC 99260.7	City, County, Joint Powers Agency	
5 – Equal Priority	Public transportation service contract	Article 8 PUC 99233.9, 99400(c)	Transit Operator Contract/County/Cities	Remaining Area Apportionment after Priority 4 is Funded
	Capital expenditures	Article 8 PUC 99400(e)	Transit Operator/County/Cities	
	Local streets & roads; pedestrian and bicycle projects	Article 8 PUC 99400(a), 99402, 99407	City & County	
	Multimodal transportation terminal	PUC 99400.5	City and County	

Funding from the LTF can be described as a three-step process: (1) apportionment, (2) allocation, and (3) payment. The following is a description of the process for Madera County:

1. APPORTIONMENT

Apportionment is the required division of available funds by population to jurisdictions within each county. Once funds are apportioned to a given jurisdiction in Madera County, they are available only for reimbursement to claimants for that jurisdiction. Reimbursement is the discretionary action of MCTC designating funds for a specific claimant for a specific purpose.

Per the TDA, MCTC divides the remaining amount anticipated, after taking “off the top” amounts (see Figure 2-3), to be deposited in the fund over the coming fiscal year to the County (PUC Sec. 99231).

- Given the uncertainty of sales tax revenues (LTF fund source), each January, the County Auditor develops an estimate of what the coming year should bring. The estimate is based on economic forecast and past experience. The auditor prepares a conservative estimate which is due by February 1st.
- Prior to March 1st, MCTC informs the Member Agencies of this amount, called the apportionment (21 CCR Sec. 6644). The amount apportioned to each jurisdiction for the coming fiscal year is called the “findings of apportionment.” The MCTC must adopt the findings of apportionment by March 1st of each year for the coming fiscal year (21 CCR Sec. 6644).

The Madera County Transportation Commission shall, from an analysis and evaluation of the total amount anticipated to be available in the LTF and for which the fund is intended, and consistent with the provisions of this chapter, annually determine the amount to be apportioned to each claimant by population.

All operators and city or county governments with responsibility for providing municipal services to a given area collectively may file claims for only those moneys that represent that area's apportionment.

Once money is apportioned to a jurisdiction, the money can only be allocated to that jurisdiction unless an agreement is made so that a portion of a jurisdiction's apportionment goes to another jurisdiction.

2. Allocation

Allocation is the step where the jurisdiction decides what they want to do with their apportionments in the coming year. The jurisdiction files an “application” with MCTC requesting dollar amounts for different purposes. For example, the jurisdiction might claim all of its LTF apportionment for transit, or they might claim the majority for transit, some for bicycle projects, and some for streets and roads. The total amount of the application cannot be more than the amount apportioned to a jurisdiction.

Given the intent of the TDA is to fund public transportation, each jurisdiction claiming funds through the TDA must prove certain things to be able to use it for other purposes (refer to Chapter 5). Before MCTC releases the money allocated to a jurisdiction, the claimant must meet several requirements. If these requirements are not met, MCTC can hold on to an apportionment (or part of it) and not allocate it until requirements are satisfied (21 CCR Sec. 6633.9). Please refer to Chapter 6 for the required documentation.

3. Payment

This is the step where the jurisdiction actually receives the money. Based on the amount claimed, MCTC provides instructions to the County Auditor for writing checks to the County and/or Cities throughout the year. MCTC must provide written instructions at least annually prior to the start of the fiscal year, although the instructions could be delayed if agreed to by the claimant (21 CCR Sec. 6659).

Since the RTPA is allowed to set the “terms and conditions” for payment, MCTC currently authorizes payment on a reimbursement basis as money becomes available.

2.3 STATE TRANSIT ASSISTANCE FUNDS - USES AND ALLOCATION PROCESS

Money from the STA Fund is obtained similarly to LTF; through apportionment, allocation, and payment. This fund is allocated under PUC Sections 99313 and 99314. The entire amount received by the County from the State is available for distribution to the Cities and County, as no money is taken “off the top” of STA. Figure 2-4 summarizes the funding purposes for STA. There is no priority order within STA funds. STA funds are described under Article 6.5 of the TDA statute.

Figure 2-4 STA Funding Purposes Applicable in Madera County

Purpose	PUC Section
Transit operations and capital	99313.6 and 21 CCR 6730 (a) & (b)
Contract payments for public transit services	99313.6 and 21 CCR 6731 (b)
Administrative and planning cost of contracted public transportation	99313.6 and 21 CCR 6731 (a) & (b)
Capital requirements of contracted public transportation system	99313.6 referencing Sec. 99400(e)
Construction and maintenance of intermodal transportation facilities	99313.6 and 21 CCR 6731 (a)

The amount of STA funds received by Madera County each year depends on the following factors:

1. The amount of STA funds designated by the State legislature each year.
2. The relative size of the County’s population of the RTPA jurisdictions within the state. Half (50%) of the STA funds are allocated by the State Controller to the transportation planning agencies, for Madera County it is MCTC, based on the relative size of their populations.

The State Controller informs MCTC in January of the estimated amount of STA that it will receive for the coming fiscal year. In August, which is after the start of the fiscal year and after local jurisdictions have been allocated, the State Controller updates the estimate. The updated estimate is made after the legislature determines how much money is appropriated to the Transportation Planning and Development Account. Based on the adopted State Budget, the amount of STA funds originally estimated in January usually changes by August. Therefore, it is possible an approved application is greater than the amount of STA available.

1. Apportionment

The population formula apportionment funds received by Madera County are apportioned to each eligible jurisdiction within Madera County based on relative share of that jurisdiction’s population. The revenue apportioned funds received by Madera County are apportioned to those jurisdictions that file their TDA applications as “transit operators” or for contracted services. Presently, the County of Madera, the City of Madera and the City of Chowchilla are the only agencies eligible to apply in Madera County. MCTC informs the County and the Cities of the amount of STA that is estimated to be available in the coming fiscal year at the same time that it informs the County and Cities about the LTF findings of apportionment.

2. Allocation

Similar to LTF, the County and the Cities file an application with MCTC for its STA Funds. STA applications are a little more straight-forward, because the purposes for which STA can be used are narrower than LTF. As a result, there are fewer sections of the code to understand in order to file a STA application.

3. Payment

MCTC follows the same process to instruct the County to make payments from the STA fund to the jurisdictions as was described above for LTF.

CHAPTER 3 - TRANSIT CLAIMS

Eligible claimants for transit are the County of Madera, the City of Madera, and the City of Chowchilla. This chapter describes the eligibility requirements to claim funds for planning, operating, and/or administering public transportation services.

Since the TDA statute is divided into sections, or “articles”, claims are referenced by the article of the statute under which they are filed. Unfortunately, the TDA does not group all claim types, such as transit, into one article; instead, transit claimants are eligible to receive funding under different articles for different purposes. The following will describe each article for which transit claims are filed.

3.1 ELIGIBLE TRANSIT CLAIMS

Both funding sources, LTF and STA, are available to fund associated costs for operating general public transit including operations and capital, administration and planning, and transit-related research and development projects. Figure 3-1 lists the different fund sources for which a jurisdiction may file transit claims and for what purposes.

A jurisdiction will file its LTF transit claim under Article 4 or Article 8 depending on its applicability and eligibility. In some cases, a jurisdiction may qualify under both articles. Once a claimant is determined to be eligible for funding under either Article 4 or Article 8 of LTF, they are then eligible to file a claim for STA funds.

Figure 3-1 Eligible TDA Statutes to File Transit Claims

Article	Section	Purpose	Eligible Claimants
Operating and Planning			
LTF Article 4	PUC 99260 (a) or 99262	All purposes necessary to operate the system including planning	Jurisdiction operating transit system
STA	CCR 6730 (a)	Operating cost of operator’s public transportation system	Jurisdiction operating transit system
LTF Article 4	PUC 99260 (b)	Public transportation research and demonstration projects	Jurisdiction operating transit system
LTF Article 8	PUC 99400 (c)	Contract payments for operations	Jurisdiction contracting for transit operations
LTF Article 8	PUC 99400 (d)	Administration and planning costs associated with operations contract	Jurisdiction contracting for transit operations
STA	CCR 6731 (b)	Operating, administrative and planning costs for Article 8 transit claimants	Jurisdiction contracting for transit operations

Capital			
LTF Article 4	PUC 99262	Capital for acquisition of real property, construction of facilities and buildings, purchase and replacement of vehicles, and system maintenance and repair	Jurisdiction operating transit system
STA	CCR 6730 (a)	Capital requirements of operator’s public transportation system	Jurisdiction operating transit system
LTF Article 8	PUC 99400 (e)	Capital for vehicles and equipment, bus shelters and benches, and communication equipment	Jurisdiction contracting for transit operations
LTF Article 8	PUC 99400.5	Multi-modal Transportation Facilities	City and County

ARTICLE 4 VERSUS ARTICLE 8 TRANSIT CLAIMS

The main difference in funding under Article 4 and Article 8 is the definition of eligible “transit operator”. For purposes of Article 4, the city or county acting as transit operator is responsible for the direct operation of the service. In contrast, Article 8 (PUC Section 99400 (c)) only applies to claimants that contract for operation of their transit services with outside vendors. Under Article 8, the jurisdiction can contract out its entire transit system – from planning and fare establishment to drivers and vehicles.

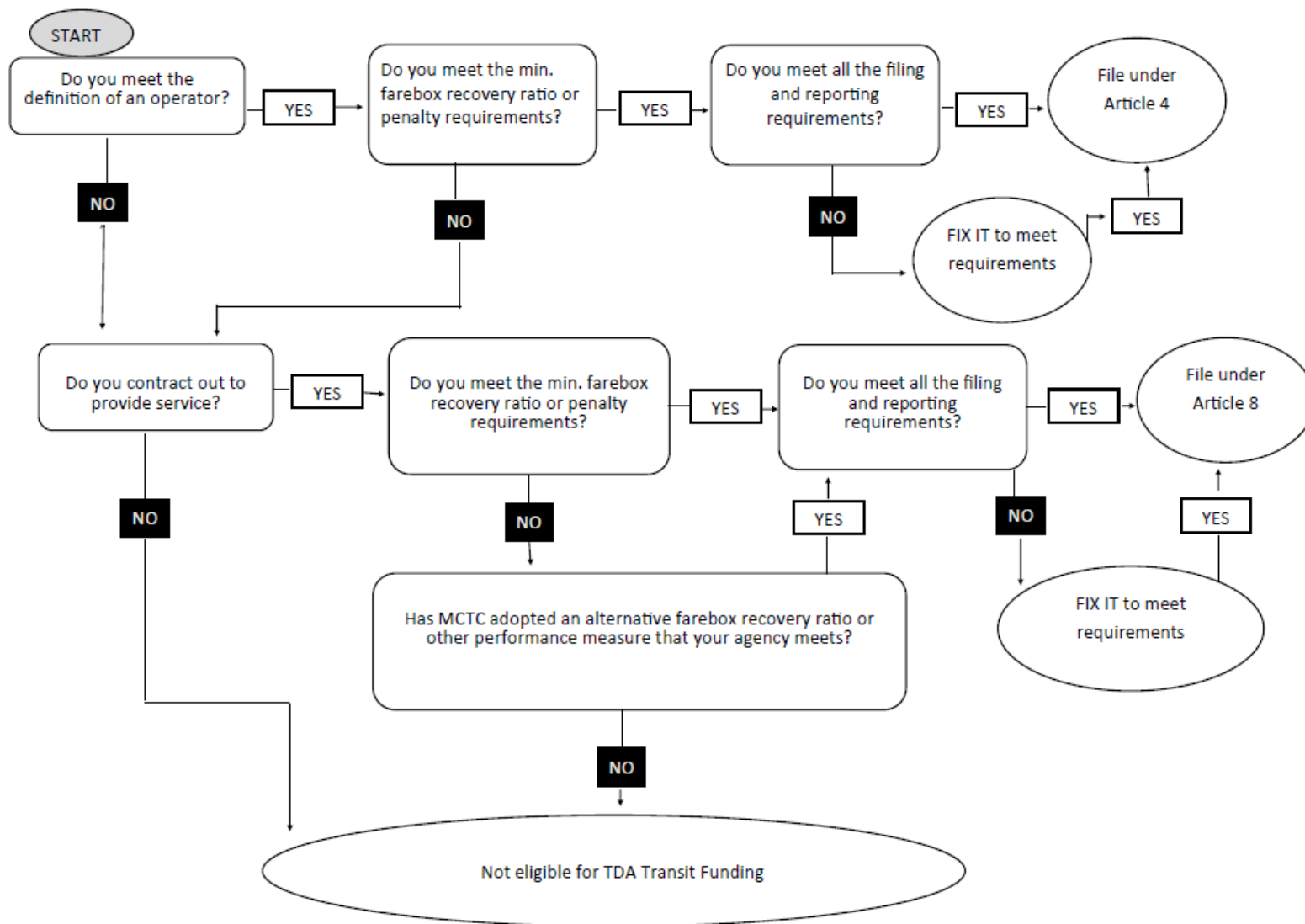
LTF claimed under Article 4 can be used more broadly for transit. Claims made by transit operators for support of public transportation systems under Article 4 may include reimbursement for all purposes necessary and convenient to the development and operation of the transit service. Funds are available under this article for the support of public transportation systems that are operated in-house by a city or county, as well as public transportation research and demonstration programs, and the construction of grade separation projects (PUC Section 99262). Payments for Article 4 claims can be direct expenses or payment of principal and interest on equipment, other indebtedness or bonds.

Under Article 8, claimants may seek funding for administration and planning costs, and capital investments in transit vehicles, bus shelters and benches, and communication equipment. Claimants may be paid for the administrative and planning expenses associated with contracting for transit services as described in PUC Section 99400 (c).

The requirements to file under Article 4 and 8 differ slightly as well. Requirements under Article 8 are generally less stringent than under Article 4. Section 3.2 of this chapter discusses claimant eligibility requirements.

Figure 3-2 illustrates the decision process to assist local jurisdictions in choosing what Article is more applicable to file a transit claim for LTF.

Figure 3-2 LTF Transit Claimant Decision Trees



ARTICLE 4.5 TRANSIT CLAIMS

Article 4.5 claims may be filed for community transit services (trip origin and destination both located within community boundaries), including such services for those, such as persons with disabilities, who cannot use conventional transit services (PUC Section 99275). An eligible organization must be designated by the regional planning agency (MCTC) in order to claim funds under this Article.

Pursuant to PUC Section 99233.7, MCTC may allocate up to 5% of the remaining LTF for Article 4.5 purposes after apportionments for administrative purposes and for bicycle and pedestrian funds. There are no designated Article 4.5 claimants in Madera County, therefore, no funds are reserved for this use.

STATE TRANSIT ASSISTANCE TRANSIT CLAIMS

State Transit Assistance funds can only be used for transit purposes. The California Code of Regulations (CCR), which includes the rules and requirements of this program, outlines the types of transit expenditures applicable to the jurisdictions of Madera County that are allowable. These include transit operations, transit capital, and community transit services (CCR Section 6730).

3.2 CLAIMANT ELIGIBILITY REQUIREMENTS

The TDA stipulates various requirements, such as a specified level of productivity, each transit claimant must comply with in order to receive funding for transit operations and capital purposes. These requirements vary based on the source of funds (i.e., LTF Article 4, LTF Article 8, or STA). For simplicity purposes, this section is organized by first, the requirements for all TDA transit claims, and then second, the specific requirements or exceptions under each fund source.

REQUIREMENTS FOR ALL TRANSIT CLAIMANTS

Jurisdiction must either directly operate the transit system or contract with a private entity to operate the transit system to receive LTF and STA funds for transit. The following are six (6) requirements all TDA transit claimants in Madera County must comply with, regardless of the article filed under.

1

Farebox Ratio Requirement

Farebox recovery ratio = total fare revenues divided by total expenses (minus certain exclusions). Used as an indicator of the financial health of the transit service.

Minimum farebox requirement - An operator filing under Article 4 is required to meet a minimum farebox recovery ratio in order to retain eligibility for funding. The farebox recovery ratio for non-urban rural transit systems, in general, must meet a minimum standard of **10 percent**.

If an Operator Does Not Meet its Farebox Recovery Ratio

- a. If an operator fails to achieve its fare ratio requirement for two consecutive fiscal years, the operator’s eligibility for LTF and STA funds is reduced by the difference between the required fare revenues and the actual fare revenues for the second fiscal year that the required ratio was not maintained (PUC Sec. 99268.9 and CCR 6633.9). For example, if a rural operator’s farebox recovery ratio is 9% in Fiscal Year 1 and 8% in Fiscal Year 2, then beginning in Fiscal Year 4, the operator will have to forfeit 2% of the LTF and STA it could have claimed.
- b. Exceptions apply specific to Article 4 and Article 8 claimants. Please refer to appropriate section below.

2

Triennial Performance Audit (PUC 99246) – Only for LTF claims

The California Public Utilities Code requires that all transit operators and Regional Transportation Planning Agencies that receive TDA have a triennial performance audit conducted of their activities.

Operators must participate and cooperate with the Triennial Performance Audit which helps monitor service trends and gives transit operators the opportunity for an outside auditor to make service improvement recommendations carried forward by MCTC.

3

Implementation of Productivity Improvements

Claimants must make a reasonable effort to implement the productivity improvements recommended by the Triennial Performance Audit through MCTC (PUC Section 99244). Please refer to Chapter 9 which discusses the Productivity Improvement Program.

4

CHP Inspection (PUC Section 99251)

Certification from the Department of California Highway Patrol that has been completed within the last 13 months indicating that the operator is in compliance with Section 1808.1 of the Vehicle Code. The certification may be issued following a terminal inspection, or a terminal reinspection conducted within 60 days thereafter, by the Department of the California Highway Patrol.

5

180-Day Annual Certified Fiscal Audit

MCTC is responsible to ensure that all claimants to whom it allocates funds shall submit to it an annual certified fiscal audit conducted by an independent auditor. This audit shall be submitted to MCTC and to the State Controller within 180 days after the end of the fiscal year. However, an extension of up to 90 days may be granted if deemed necessary. MCTC will not allocate a claimant's full LTF apportionment until a TDA audit has been completed and received by MCTC. The audit report shall include a certification of compliance with the Act. (Sections 99245, 6663, 6666, 6667).

6

90-Day Annual State Controller's Reports

Operators must submit annual State Controller's Reports, documenting their agency operations, to MCTC and the State Controller within 90 days of the end of the fiscal year (PUC Section 99243).

SPECIFIC ARTICLE 4 REQUIREMENTS AND EXCEPTIONS

In addition to the above listed requirements for TDA transit claims, Article 4 provides for some exceptions, as well as additional requirements. These include the following:

1. Meets definition of transit operator

To file under Article 4, a City or County must be considered a transit “operator”. To be considered an operator, a City or County must establish the service provided by setting the route structure, schedules, and fares to control the quality and basic operation of the system. A City or County can be considered an operator regardless of whether it leases or owns the transit vehicles and/or regardless of whether it employs or contracts drivers.

2. Exceptions to farebox recovery requirement

There are two financial standards applicable to Article 4 claimants, referred to as the “50 percent expenditure limitation” and the “farebox recovery ratio”.

50 Percent Expenditure Limitation (PUC Section 99268)

Not applicable in Madera County. Transit operators established after 1974 are exempt from this provision of the TDA. In general, this provision limits LTF funding for a transit system to 50 percent of the transit system’s budget. Funds received from the STA program, and certain capital expenditures for grade separated mass transit, are exempted for the calculation.

Farebox Ratio Requirement

Article 4 provides for exceptions to the general rules for farebox ratios for the following types of transit services:

- *Exclusive service for elderly and disabled persons (PUC Section 99268.5)*
Not currently applicable in Madera County.
- *Exemption for extension of services (PUC Section 99268.8)*
Required ratios of fare revenues to operating cost shall not apply to an extension of public transportation services until two years after the end of the fiscal year in which the extension of services was put into operation.

This may include additions of geographical areas or route miles, or improvements in service frequency or hours of service greater than 25 percent of the route total, or the addition of new days of service, and for transit service claimants also includes the addition of a new type of service, such as van, taxi, or bus.

- *New urbanized areas (PUC Section 99270.2)*
Not currently applicable in Madera County.
- *Farebox revenues supplementation (PUC Section 99268.19)*
If fare revenues are insufficient to meet the applicable ratio of fare revenues to operating cost required, an operator may satisfy that requirement by supplementing its fare revenues with local funds. “Local funds” means revenues derived from taxes imposed by the operator.

3. Additional requirements:

- A transit operator cannot routinely staff a public transit vehicle designed to be operated by one person with two or more persons (PUC Sec. 99264).
- A transit operator’s claim cannot include an operating budget that is more than 15% greater than its previous year budget. It also cannot include a substantial increase or decrease in scope of operations or capital for major new fixed facilities. However, it can include such increases if the claim is supported by documentation that substantiates such change (PUC Sec. 99266).
- The current cost of the operator’s retirement system must be fully funded with respect to the officers and employees of its public transportation system, or the operator is implementing a plan approved by MCTC, which will fully fund the retirement system within 40 years (PUC Sec. 99271).
- An operator that has a private pension plan shall be eligible for Article 4 funds only if it:
 - Conducts periodic actuarial studies of its employee pension plans to determine the annual cost of future pension benefits (PUC Sec. 99272);
 - Sets aside and invests funds sufficient to provide for the payment of future pension benefits (PUC Sec. 99272);
 - Includes the actuarially determined amount of pension liability in its annual financial statement (PUC Sec. 99273);
 - Includes in its annual financial statements the amount of cash funds set aside and invested to meet the pension liability (PUC Sec. 99273);
 - Includes in its annual financial statements the amount of any deficit in the pension fund (PUC Sec. 99273); and
 - Includes in its annual financial statements, the financial plan adopted to eliminate any deficit in the pension fund (PUC Sec. 99273).

SPECIFIC ARTICLE 8 REQUIREMENTS AND EXCEPTIONS

To file under Article 8 for operating and capital transit claims, a jurisdiction must meet the following additional requirements:

1. Contract operations

The claimant must be using these funds for payment to an entity which is under contract with a county or city for public transportation or for transportation services for any group, as determined by the transportation-planning agency, requiring special transportation assistance (PUC Section 99400 (c)).

2. Exceptions to farebox recovery ratio requirement

Article 8 provides for an exception to the minimum farebox recovery ratio requirement. Article 8 claimants must meet one of the following three rules:

- Ensure that its Article 8 funds do not represent more than 50% of the amount required to meet the claimant's total proposed expenditures (PUC Sec. 99405 (a));
OR
- Maintain the fare and local support recovery ratio requirements and be subject to the penalty if not maintained (CCR 6633.9);
OR
- Be subject to regional, countywide, or county subarea performance criteria, local match requirement, or fare recovery ratios adopted by MCTC resolution (PUC Sec. 99405 (c)).

The last “or” above means that if the MCTC Board chose, it could adopt by resolution a farebox recovery ratio to allow a jurisdiction to continue to receive LTF money for transit under Article 8, even if the jurisdiction could not meet its farebox recovery ratio required under Article 4.

SPECIFIC STA FUND REQUIREMENTS AND EXCEPTIONS

The following are additional eligibility requirements to receive STA operating and capital funds.

1. Must be eligible to claim LTF Article 4 or Article 8 funding

2. Population formula funds (PUC Section 99313)

50 percent of STA funds available is based on each region's total population relative to the state. This is called “population formula funds”. To receive STA population formula funds, a jurisdiction must be eligible to file an LTF transit claim under either Article 4 or Article 8 (PUC Sec. 99314.5 (a) and (b)).

3. Revenue formula funds (PUC Section 99314)

50 percent of STA funds is distributed according to the ratio of the sum of the region's prior year fare revenues and local contributions relative to those statewide. These are called “revenue formula funds”. Only transit operators eligible to claim LTF funding under Article 4 may also apply for STA revenue formula funds (PUC Sec. 99314.5 (b)). Currently, no STA revenue funds are appropriated to Madera County because there are no Article 4 claimants.

4. Conform with Regional Transportation Plan (RTP)

The claimant's proposed expenses must be in conformity with the RTP.

5. Full use of federal funds

Claimant is making full use of federal funds available under the Federal Transit Act (21 CCR 6754 (a))

6. Efficiency Standards – Only applicable to claims for operating costs (i.e., does not apply to STA capital claims)

Either of the following two efficiency standards must be met in order to receive STA funding for operating purposes (PUC Sec. 99314.6):

- *Efficiency Standard 1:* An operator’s total operating cost per vehicle revenue hour for the most recent fiscal year must not exceed the prior year’s operating cost per revenue vehicle hour, by a percentage greater than the percentage change in the Consumer Price Index (CPI) for the same period.
- *Efficiency Standard 2:* An operator’s total operating cost per vehicle revenue hour for the most recent fiscal year must not exceed the average total operating cost per vehicle revenue hour for the three prior years, increased by the average percentage change in the CPI for the same period.

The operator is allowed to adjust the calculation for operating costs and revenue vehicle hours to account for the following factors:

- Exclusion of cost increases beyond the change in the CPI for fuel, alternative fuel programs, insurance or state or federal mandates, and/or
- Exclusion of start-up costs for new services for a period of not more than two years.

If an operator fails to meet either efficiency standard, MCTC will withhold and retain the operator’s STA funding for reallocation to that operator for two years following the year of ineligibility.

7. Employ part-time drivers – Only applicable to claims for operating costs

Operators must be allowed to employ part-time drivers or contract with common carriers operating under a franchise or license (PUC Sec. 99314.5(c)).

3.3 AMOUNT OF LTF AND STA FUNDS THAT CAN BE CLAIMED FOR TRANSIT

There are some technicalities about the amount of LTF and STA an operator can claim for the transit system. The State wants to ensure that an agency does not claim more than the actual transit budget minus the amount received from other sources. Section 6634 of the California Code of Regulations (CCR) explains the total amount of LTF and STA funding that transit claimants are eligible to receive

during the fiscal year. The transit claimant's annual fiscal audit will test to ensure that the jurisdiction is not in violation of 21 CCR 6634.

OPERATING COSTS

21 CCR 6634 (a) stipulates that an operator or claimant cannot receive funding for operating costs in an amount that exceeds its fiscal year operating cost minus the sum of:

- Fare revenues received during the Fiscal Year
- The amount of local support required to meet the required farebox ratio
- The amount of federal operating assistance received during the FY
- The amount received during the Fiscal Year from a city or county to which the operator provides service beyond its boundaries
- Any reduced funding eligibility resulting from the operator's failure to meet the required farebox recovery ratio.

CAPITAL AND DEBT SERVICE COSTS

An operator or claimant cannot receive funding for capital costs and debt service purposes in an amount that exceeds the operator's actual Fiscal Year capital requirements and actual Fiscal Year debt service requirements minus any revenues received from other sources for such purposes (21 CCR 6634(b) and (c)).

3.4 REPORTING REQUIREMENTS

When submitting a transit claim, claimants should submit one copy of the claim forms (Appendix A) and one set of the documentation requirements to the Madera County Transportation Commission for approval:

- A letter of transmittal to MCTC;
- Application forms 1 or 2, and 3, 4, and 5 (see Appendix A);
- A copy of the operating and capital budgets for the coming fiscal year for the transit system the jurisdiction operates (21 CCR 6632);
- Description of capital projects, including time frame over which project will be funded and implemented;
- A certification completed within the last 13 months from the California Highway Patrol indicating that the operator is in compliance with Section 1808.1 of the Vehicle Code (21 CCR 6632);
- Statement identifying and substantiating the reason or need for an increase in operating budget in excess of 15% or more over the previous year, if applicable (21 CCR 6632);
- Explanation why there is a substantial increase or decrease in operations or capital for fixed facilities, if applicable (21 CCR 6632);
- A statement of projected or estimated revenues and expenditures from the prior fiscal year (21 CCR 6632). If filing a claim from FY14, the prior year would be FY13. FY13 would not be

complete at the time a jurisdiction files its FY14 claim, so this will have to be a projection or estimate. This allows MCTC to compare claims to actual revenues and expenditures; and

- If claiming Article 8(c) transit funds, copy of signed contract with whom claimant is contracting for transit service.

A step-by-step instruction for filing a claim can be found in Chapter 6.

CHAPTER 4 - BICYCLE AND PEDESTRIAN CLAIMS

The Transportation Development Act (TDA) provides limited funding for non-transit purposes, including bicycle and pedestrian facilities. MCTC allows Madera County jurisdictions to claim funds for bicycle and pedestrian projects deemed appropriate by the jurisdiction.

If the City or County wants to use TDA funds to pay for a bicycle and/or pedestrian project, it can file a claim under Article 3 and Article 8 (with leftover LTF funds). As further explained in Chapter 2 and illustrated in Figure 2-3, two (2) percent of LTF funds (after administrative costs are taken off the top) are put into a pedestrian and bicycle account (PUC Section 99233.3). A claim for these funds is filed under Article 3. If a jurisdiction wanted to utilize excess LTF money (after transit needs are met) for bicycle and pedestrian facilities, it may do so through filing a claim under Article 8.

According to the TDA, MCTC is required to adopt rules and regulations delineating procedures for the submission of claims for bicycle and pedestrian projects, authorized under Article 3 (PUC Section 99234) and Article 8 (PUC Section 99400 (a)) of the Local Transportation Fund (LTF), and stating criteria for which they will be analyzed and evaluated. Such rules and regulations shall provide for orderly and periodic distributions of moneys.

4.1 ELIGIBLE PROJECTS

Eligible claims include facilities for the exclusive use of bicyclists and pedestrians. Projects must be derived from the latest Regional Transportation Plan for Madera County which is updated every four years.

Projects eligible under Article 3 specifically include:

- Bicycle safety education programs (limited to 5% of funds available for bicycle and pedestrian purposes);
- Construction, including related engineering expenses, of those facilities;
- Maintenance of bicycling trails, which are closed to motorized traffic;
- Projects that serve the needs of commuting bicycles, including, but not limited to, new trails swerving major transportation corridors, secure bicycle parking at employment centers, park and ride lots, and transit terminals where other funds are unavailable;
- Development of bicycle and pedestrian facilities plan (may not be more than once every five years);
- Re-striping class II bicycle lanes (limited to 20% of annual amount available for bicycle and pedestrian purposes); and
- There are no guidelines on the types of bicycle and pedestrian projects that might be eligible under Article 8.

4.2 ELIGIBILITY REQUIREMENTS

As with all other TDA claims, claimants are required to submit:

- An annual certified fiscal audit to MCTC and to the State Controller within 180 days after the close of the fiscal year (PUC Sec. 99245). Upon written request with justification, MCTC may extend the deadline up to 90 days; and
- A report to the State Controller regarding the expenditure of funds received for bicycle and pedestrian facilities within 90 days after the end of the fiscal year (CCR 6665).

MCTC requires that jurisdictions making bicycle and pedestrian claims certify that the requested amounts and purposes are in conformity with the Regional Transportation Plan (21 CCR 6651) and that are included in a jurisdiction's adopted bicycle and pedestrian plans.

In evaluating bicycle and pedestrian claims, MCTC shall use the general design criteria established pursuant to Section 156.4 of the Streets and Highways Code (PUC Sec. 99401).

4.3 AMOUNT AVAILABLE FOR USE

ARTICLE 3

For Article 3 claims, MCTC allocates two (2) percent of the LTF for bicycle and pedestrian facilities pursuant to PUC Section 99233.3 and CCR Section 6655.2. These moneys are annually reserved in the fund for allocation to claimants for pedestrian and bicycle facilities or bicycle safety education programs.

ARTICLE 8

For Article 8 claims, each jurisdiction may determine, if there are remaining LTF funds after transit needs are met, if they want to use these funds or a portion thereof for bicycle and pedestrian facilities. As described in Chapter 2 and illustrated in Figure 2-3, Article 8 claims are allocated by population only when there are remaining LTF funds after the needs under the higher priority claims (Articles 3, 4, and 4.5) are funded.

50% Funding Limitation

LTF allocated for bicycle and pedestrian projects under Article 8 cannot represent more than 50% of the amount required to meet the City's or County's total proposed expenditures for the project in the year. Capital expenses, however, are exempt from this 50% limitation requirement. MCTC may allocate the total amount budgeted for the project's capital expenses if the project is consistent with the Regional Transportation Plan (PUC Sec. 99405 (a) and (b)).

4.4 REPORTING REQUIREMENTS

When submitting a bicycle/pedestrian project application, the claimant must submit the following to MCTC:

- Application forms (examples are provided in Appendix A);
- A letter of transmittal to MCTC;
- Bicycle and pedestrian project description, including time frame for project completion, and financial plan (Claim Form 4);
- Certification of compliance with eligibility requirements in Section 4.2 (i.e., fiscal audit, RTP, etc.); and

The application form must be accompanied by a resolution from the claimant's governing board approving the application and its submittal to MCTC and the Standard of Assurance. Approval of the application by the MCTC Board then programs the funds for that particular jurisdiction's bicycle and pedestrian facility projects.

A step-by-step instruction for filing a can be found in Chapter 6.

CHAPTER 5 - OTHER CLAIMS AND THE UNMET TRANSIT NEEDS PROCESS

Madera County jurisdictions may file for Local Transportation Funds under Article 8 for local streets and roads, and multimodal transportation terminals (PUC Sec. 99400 (a), 99400 (b) and 99400.5). The eligibility to file for streets and roads projects by a city or county is based upon the latest unmet transit needs finding.

Before MCTC can approve an application for funding of streets and roads projects under Article 8, an unmet transit needs process must be conducted. Given the purpose of the TDA is to provide funding for transportation services, use of TDA funds for streets and roads is given a lower priority; therefore, a condition for approval of applications for this purpose is the finding that there are no unmet transit needs that could be reasonably met. Please refer to Chapter 2, Figure 2-3 for a more detailed description of LTF funding priorities.

5.1 ELIGIBLE PROJECTS

Street and road projects eligible for Local Transportation Funds include those that are “necessary or convenient to the development, construction, and maintenance of the city or county’s streets or highway network, including planning, acquisition of real property, and construction of facilities and buildings” (PUC Sec. 99402).

The City or County may also file an LTF Article 8 claim for the construction and maintenance of multimodal transportation terminals (PUC Sec. 99400.5). Multimodal transportation facilities include park n’ ride lots, transit centers, or other locations where passengers can transfer between modes.

5.2 ELIGIBILITY REQUIREMENTS

REGIONAL TRANSPORTATION PLAN

TDA funds can only be allocated to projects that are in conformity with the Regional Transportation Plan (21 CCR 6651). MCTC prepares the Regional Transportation Plan every four years.

5.3 AMOUNT AVAILABLE FOR USE – UNMET TRANSIT NEEDS

50% FUNDING LIMITATION

LTF allocated under Article 8 cannot represent more than 50% of the amount required to meet the City/Town or County’s total proposed expenditures for the project in the year. Capital expenses, however, are exempt from this 50% limitation requirement. MCTC may allocate the total amount

budgeted for the project's capital expenses if the project is consistent with the Regional Transportation Plan (PUC Sec. 99405 (a) and (b)).

UNMET TRANSIT NEEDS PROCESS

Before MCTC can allocate funds for purposes “not directly related to public transportation services, specialized transportation services, or facilities provided for the exclusive use of pedestrians and bicycles” (PUC Sec. 99401.5), MCTC must first implement the unmet transit needs process. Since the primary purpose of the TDA is to fund transit, the unmet transit needs process is used to prove that there are no “unmet transit needs” that are “reasonable to meet” prior to funding street and road projects.

The Unmet Transit Needs process must be completed on an annual basis before MCTC, as the administrator of the TDA funds, can approve an application for funding of streets and roads projects under Article 8 of the Public Utilities Code. The Unmet Transit Needs process requires MCTC to perform specific tasks, which are:

1. MCTC must establish and consult with the Social Services Transportation Advisory Council.
2. MCTC must perform an annual assessment of transportation needs within Madera County, including an assessment of the size and location of potentially transit dependent groups, analysis of the adequacy of existing transportation systems in providing service for those groups, and analysis of the potential for transit service to provide service that would meet the demand of those groups.
3. MCTC must adopt a definition of "unmet transit need" and "reasonable to meet."
4. MCTC must hold an annual Unmet Transit Needs hearing to solicit comments on unmet transit needs that may exist.
5. MCTC must consider all the available information obtained in the above actions, and adopt an Unmet Transit Needs finding. This finding shall be one of the following:
 - There are no unmet transit needs
 - There are no unmet transit needs that are reasonable to meet
 - There are unmet transit needs including needs that are reasonable to meet

Unless the Unmet Transit Needs process is completed, MCTC cannot approve an LTF application by any jurisdiction for streets and roads funding. Further, if the MCTC Board of Directors adopts a finding that there are unmet transit needs including those which are reasonable to meet, then the unmet need must be funded before the jurisdiction can apply for funds for streets and roads. The funding to meet the unmet transit need must be reflected in the claimant's transit budget in order for any application for streets and roads funding to be approved.

MCTC adopted the current **definitions of “unmet transit needs” and “reasonable to meet”** on December 2, 2009. The definitions are as follows:

Unmet Transit Need Definition

The MCTC definition of the term “unmet transit needs” includes all essential trip requests by transit-dependent persons for which there is no other convenient means of transportation. The MCTC definition of the term “reasonable to meet” is applied to all related public or specialized transportation services that:

- Are feasible
- Have community acceptance
- Serve a significant number of the population
- Are economical
- Can demonstrate cost effectiveness by having a ratio of fare revenues to operating cost at least equal to 10 percent

5.4 REPORTING REQUIREMENTS

DOCUMENTATION WHEN SUBMITTING APPLICATION

When submitting applications for other projects, the claimant must submit the following to MCTC:

- Application forms (examples are provided in Appendix A)
- A letter of transmittal to MCTC

REPORTING REQUIREMENTS

All street & road, rail, and multimodal facility claimants are required to submit:

- An annual certified fiscal audit to MCTC and to the State Controller within 180 days after the close of the fiscal year (PUC Sec. 99245). Upon written request with justification, MCTC may extend the deadline up to 90 days; and
- A report to the State Controller regarding the expenditure of funds received for projects within 90 days after the end of the fiscal year (CCR 6665).

Additional information about the annual fiscal audit requirement and the State Controller’s Report is included in Chapter 8.



**TRANSPORTATION DEVELOPMENT ACT
GUIDEBOOK**

VOLUME II

MCTC TDA APPLICATION/CLAIM PROCESS

CHAPTER 6 - FILING A TDA APPLICATION

In order to receive the annual allocation of Local Transportation Funds (LTF) and State Transit Assistance (STA) funds, jurisdictions must submit an application to MCTC for approval. The key parts of the application are the amount of funding requested and the purpose for which the funds will be used. MCTC requires this information to ensure claimants are in compliance with the requirements of the Transportation Development Act (TDA).

6.1 TDA APPLICATION INSTRUCTIONS AND REQUIRED DOCUMENTATION

Appendix A includes the forms which must be completed and submitted to MCTC to obtain TDA (both LTF and STA) funds.

Claimants should submit one copy of the application and one set of the documentation requirements listed in this section to the Madera County Transportation Commission for approval. Application forms are required for each request of LTF or STA funding.

All Applications

- A letter of transmittal to MCTC addressed to the Executive Director that attests to the accuracy of the application and all its accompanying documentation. The application must be signed by the department head of the claimant (21 CCR 6632);
- The Standard Assurances provides the applicant with a checklist of eligibility requirements and documentation.

All Transit Claims

- A copy of the operating and capital budgets for the coming fiscal year for the transit system the jurisdiction operates (21 CCR 6632);
- Description of capital projects, including time frame over which project will be funded and implemented; and
- Application Form 4 - Productivity Improvement Progress Report.

Article 4 Transit Claims

- A certification completed within the last 13 months from the California Highway Patrol indicating that the operator is in compliance with Section 1808.1 of the Vehicle Code (21 CCR 6632);
- Statement identifying and substantiating the reason or need for an increase in operating budget in excess of 15% or more over the previous year, if applicable (21 CCR 6632);
- Explanation why there is a substantial increase or decrease in operations or capital for fixed facilities, if applicable (21 CCR 6632); and
- A statement of projected or estimated revenues and expenditures from the prior fiscal year (21 CCR 6632). If filing a claim from FY14, the prior year would be FY13. FY13 would not be

complete at the time a jurisdiction files its FY14 claim, so this will have to be a projection or estimate. This allows MCTC to compare claims to actual revenues and expenditures.

Article 8 Transit Claims

- If claiming Article 8(c) transit funds, copy of signed contract with whom claimant is contracting for transit service

Non-Transit Claims - Bicycle/Pedestrian, Streets & Roads Claims

- Application Form 1 (APPLICATION FORM 1?)
 - A capital and operating budget for the coming fiscal year for each project; and
 - Project description that includes the timeframe for project completion.

Figure 6-1 summarizes the eligibility requirements, document submission requirements, and reporting requirements for each type of application. Figure 7-1 summarizes the application process timeline.

Figure 6-1 Eligibility and Claim Requirements

	Transit			Bike & Ped	Street & Road
	LTF		STA		
	Article 4	Article 8			
Eligibility Requirements					
Operator	X				
Contract Operations		X			
Farebox Recovery Ratio	X ¹	X ¹	X ²		
Vehicle Staffing (PUC Sec. 99264)	X				
Fully fund operator’s retirement system	X				
Private pension plan requirements	X				
Part time employee requirements			X		
Reduced transit fares for elderly and disabled	X ¹	X ¹	X ¹		
Full use of Federal Funds			X		
Must be allowed to employ part-time drivers or contract			X		
Efficiency Standards			X ¹		
Productivity Improvement Program	X	X	X		
Conform with RTP			X	X	X
Included in jurisdiction’s bike plan				X	
Use general design criteria of Streets & Highways code				X	
50% Limitation				X	X
Funded only after findings of Unmet Transit Needs process					X
Use of fund balances and deferred revenues	X	X	X	X	X
Documentation to Submit with Application					
Application Forms	X	X	X	X	X
Letter of Transmittal	X	X	X	X	X
Capital & Operating Budget	X	X	X	X	X
CHP Inspection (PUC Sec. 99251)	X	X	X		
Statement of Estimated Revenues & Expenditures for prior FY	X				
Statement of operating budget growth >15% (PUC Sec. 99266)	X				
Reporting Requirements					
Submit annual certified fiscal audit	X	X	X	X	X
Submit annual State Controller’s Reports	X	X	X	X	X
Triennial Performance Audits	X ¹	X ¹			
Service extension report (if applicable)	X ¹				

¹Operating funds only

²For Article 8 claimants, MCTC may adopt performance criteria or a lower farebox recovery ratio on a temporary or permanent basis. If no separate ratio or criteria has been adopted by MCTC, the Article 8 transit claimant must meet the TDA minimum farebox recovery ratio.

6.2 OTHER CLAIM POLICIES

AMENDMENT OF APPLICATIONS

For amendments to applications, the same materials for the submittal of the original application forms should be submitted with an explanation of specific amendments. The amendment requires approval by the MCTC Board prior to payment of reimbursement.

PAYMENT OF CLAIMS

TDA claims submitted by local agencies to MCTC are reviewed by MCTC staff. If all claim information is in order, MCTC staff prepares a reimbursement instruction and submits it to the County Auditor's office. This reimbursement instruction directs the Auditor's office to issue payment to the appropriate claimant for the requested purposes. Payment is made by the County Auditor to the claimant, commensurate with receipt of sales tax revenues by the County Auditor's office.

AUDIT POLICY

To help ensure that TDA audits are completed in a timely manner and the requirements of the TDA are met, MCTC will not reimburse a claimant's LTF apportionment until a TDA audit has been completed and received by MCTC (as required by PUC Section 99245 and CCR Section 6664). No reimbursement will be paid until a TDA audit has been received by MCTC.

BICYCLE AND PEDESTRIAN ACCOUNT

MCTC allocates 2% "off the top" of the annual LTF allocation for bicycle and pedestrian facilities and projects pursuant to PUC Section 99233.3.

CHAPTER 7 - MCTC TDA CLAIM SCHEDULE

The following Figure 7-1 summarizes the TDA claim steps in an annual timeline and identifies the agency responsible for each step.

Figure 7-1 Responsibilities and Timeline for Apportionment, Allocation and Payment

Who	What	When
State Controller	Provides an estimate of the amount of STA funds to be allocated to Madera County in the coming fiscal year (PUC sec. 99312.7(a))	By January 31
County Auditor	Prepares an estimate of the amount of LTF funds that will be available in the coming fiscal year (21 CCR Sec. 6620)	By February 1
MCTC staff	Advises LTF claimants of their estimated apportionments (21 CCR Sec. 6644) and (PUC Sec. 99230)	By March 1
City and County	Files LTF and STA applications (budget for funding) with MCTC (21 CCR Sec. 6630, 6732)	By July 1
MCTC staff	Give LTF allocation instructions to County Auditor and LTF claimants (CCR Sec. 6659) and (PUC Sec. 99235)	By August 1*
State Controller	Sends an updated estimate to MCTC of the amount of STA funds to be allocated to Madera County in the coming fiscal year based on amount appropriated in the State Budget Act (PUC Sec. 99312.7(b))	By August 1
Cities and County	Submit reports of transit operation to MCTC and State Controller (CCR Sec. 6665)	By September 30
MCTC staff	Submits annual financial transaction reports to the State Controller (PUC Sec. 99406, 6660)	By September 30
Cities and County	Non-transit claimants submit expenditure reports to the State Controller (CCR Sec. 6637)	By October 1
County Auditor	Reports status of funds to MCTC (CCR 6622)	Quarterly
Cities and County	Submit revised applications	As needed during fiscal year

**According to the TDA, MCTC shall convey at least one allocation instruction annually and prior to the beginning of the fiscal year for each transit service claimant, which has filed an annual application. MCTC may, however, delay an allocation instruction until after the beginning of the fiscal year with the consent of the operator or transit service claimant.*

CHAPTER 8 - MANAGEMENT OF THE TDA PROGRAM

8.1 APPROPRIATING AND ALLOCATING FUNDS

ROLE OF THE STATE CONTROLLER

The State Controller notifies MCTC of the annual Transportation Development Act (TDA) appropriation that is available to the County, including Local Transportation Fund (LTF) and State Transit Assistance (STA) funds. This process begins as an estimate of funds available in January, and then more accurate updates are transmitted to MCTC throughout the year. The State Controller has an adopted uniform system of accounts and records for use in reporting TDA funding activities. In this regard, the Controller requires certain annual fiscal reports of each TDA claimant from MCTC.

ROLE OF THE COUNTY AUDITOR

The County Auditor manages a local transportation fund within the County Treasury, and pays claimants from this fund according to directions it receives from MCTC. Funds are dispersed to claimants by reimbursement.

The County Auditor shall also maintain accounting records of the fund in accordance with the State Controller's Manual of Accounting Standards and Procedures for Counties (CCR 6622). At quarterly intervals, the County Auditor shall report the status of the fund to MCTC. The report of the status of the fund shall include a statement that shows the beginning fund balance, the amount and source of revenues received, the amount and recipient of payments made identified by allocation instruction, and the ending fund balance. Portions of the fund balance held in reserve shall be identified by amount and purpose.

ROLE OF MCTC

MCTC is the regional transportation planning agency (RTPA) for the cities and unincorporated areas within the County of Madera. In this role it has the responsibility each year to *apportion* and *allocate* TDA funds that have been *appropriated* to its jurisdiction.

Each year, a state *appropriation* of STA funds is earmarked to MCTC as the RTPA for Madera County. From the total sum *appropriated*, MCTC makes an *apportionment* to each of the eligible claimants in its jurisdiction, based on population. MCTC then notifies all of the eligible claimants of their annual TDA apportionment.

Through the application process, claimants indicate the programs and projects they would like to fund during the next fiscal year. After a review of the applications, MCTC *allocates* the funds according to the accepted applications, and notifies the County Auditor of these allocations. In notifying the County Auditor of the TDA allocations that have been made to each of the eligible claimants, MCTC is also required to convey allocation instructions regarding dispersal of the funds.

In summary, MCTC as administrator of TDA funds has the following responsibilities:

- Apportions LTF and STA funds to eligible claimants;
- Ensures compliance and claimant eligibility of TDA funds prior to reimbursement;
- Approves and reimburses LTF and STA funds to eligible claimants;
- Manages claims process for LTF and STA funding; and
- Monitors use of the funds to ensure fiscal responsibility

8.2 SUMMARY OF IMPORTANT REPORT DATES

Time Period	Activity
January to May	County Auditor provides an annual revenue estimate of LTF funding to MCTC
	MCTC advises LTF claimants of their apportionments
	MCTC conducts Unmet Transit Needs Public Hearings
	MCTC adopts definitions for Unmet Transit Needs and Reasonable to Meet criteria
May to July	Claimants submit applications
	MCTC adopts Unmet Transit Needs determination
July to September	MCTC issues allocation instructions to County Auditor
	Transit claimants submit 90-day report to State Controller and MCTC
October to December	MCTC submits TDA Annual Report and Financial Transactions for RTPA's to the State Controller
	MCTC reviews and evaluates fiscal audits of claimants

8.3 REQUIRED AUDITS AND REPORTS

The following fiscal reports and audits are required of TDA claimants, and the regional transportation planning agency.

State Controller's Annual Report of Financial Transactions of Transit Operators (90 Day State Controller's Report)

The annual report to the State Controller includes basic financial information from TDA claimants including a list of all sources of revenues, purposes of expenses, and capital additions to equity for transit purposes. Transit services are required by the State Controller's uniform accounting system to maintain records and to file reports on a full accrual enterprise basis of accounting.

Annual Certified Fiscal Audit (180 Day Report)

An annual certified fiscal and conformance audit conducted by an independent Certified Public Accountant of every TDA claimant must be submitted to MCTC and the State Controller within 180 days of the fiscal year end.

Triennial TDA Performance Audits

A triennial TDA Performance Audit is a systematic process of evaluating an organization's effectiveness, efficiency, and economy in the conduct of its operations. The objectives of the audit

are to provide a means for evaluating an organization's operating performance, and also to seek ways to enhance that performance by making recommendations for improvements to its administrative processes and operational functions.

Triennial performance audits are conducted of all California's regional transportation planning agencies, such as MCTC. According to the *Caltrans Performance Audit Guidebook*, and state code, transit operators that receive TDA allocations under Article 8 are not mandated to commission triennial performance audits of their operations. However, the Guidebook encourages these audits because they are beneficial to improving transit operations.

Report of Streets and Roads Expenditures

Expenditures for streets and highway purposes must be reported annually to the State Controller. The *Transit Operators and Non-Transit Claimants Annual Report* includes a list of the jurisdictions for which funds have been allocated, the amount of the allocations, and the total funds available to each jurisdiction.

MCTC Semi-Annual Transit Operators' Report

At least twice a year, MCTC will collect performance data from the transit operators. The information includes the following:

- Vehicle miles
- Days of Service
- Vehicle hours
- Ridership
- Fare revenues
- Operating costs
- Subsidy

The reports will show several performance measures. These include the following:

- Passengers per hour
- Passengers per mile
- Passengers per day
- Vehicle hours per employee
- Operating Cost per passenger
- Operating Cost per vehicle revenue hour
- Subsidy per passenger
- Operating cost per hour
- Operating cost per mile
- Farebox ratio

Required TDA Reports

- Triennial Performance Audit

- Annual Fiscal Audit
- Annual State Controller Report
- Annual Unmet Transit Needs Findings Report
- Annual Street/Road Report to State Controller

8.4 GUIDELINES FOR AUDIT OF TDA COMPLIANCE

GUIDELINES FOR AUDIT OF TDA COMPLIANCE

This guide has been prepared to meet the requirements of the Transportation Development Act (TDA) with respect to conformance audits of claimants. The Public Utilities Code (PUC) sections, California Code of Regulations (CCR) sections, and MCTC Guidelines included herein are significant in auditing claimant's compliance with TDA requirements.

It is MCTC's opinion that a conformance review of the sections referred to in this guide will meet the requirements of PUC Section 99245 and CCR Sections 6664, 6666, and 6667 for most claimants. In the event that certain claimants are subject to sections not stated herein, the provisions of the TDA and the California Code of Regulations for the audit year shall control the determination of conformance. The annual fiscal audit shall include a certification that funds allocated to the claimant were expended in conformance with applicable laws, rules, and regulations of the TDA and allocation instructions of MCTC.

A report of a fiscal and compliance audit made by an independent auditor shall be submitted by each claimant within 180 days after the end of the fiscal year. MCTC may, under special circumstances, grant an extension of up to 90 days as it deems necessary (CCR 6664). No reimbursement shall be made to any claimant that is delinquent in its submission of a fiscal and compliance audit report. The audit shall be conducted in accordance with generally accepted auditing standards of the claimant's financial statements for the fiscal year, which shall be prepared in accordance with generally accepted accounting principles.

AUDITING FOR CONFORMANCE

General Guidelines

Application of the following procedures will provide a standard approach in auditing for conformance and should be applied during the preliminary stages of the fiscal audit:

- Obtain and review relevant documents and statements;
- Review tasks in CCR 6666 or 6667 (whichever is applicable);
- Interview responsible personnel as to compliance with laws, rules and regulations;
- Seek verification of above interviews; and
- Document the conformance review.

The procedures are described in detail in the following text.

Obtain and Review Relevant Documents and Statements:

- TDA claim(s) corresponding to fiscal year being audited and related allocation instructions.
- Statement by claimant that an effort was made to obtain federal funds for any major capital intensive improvement.
- Management statements designating exceptions, waivers and/or provisions of the TDA that claimant may be subject to that are not identified in CCR 6666 or 6667 (whichever is applicable).
- Copy of Short Range Transit Development Plan.
- Copy of State Controller’s Uniform System of Accounts and Records for Transit Operators.
- Current copy of Transportation Development Act Statutes and California Code of Regulations, and the MCTC Guide to the Transportation Development Act.
- Books, records, financial reports, and other pertinent data of claimant.

Review Tasks in CCR 6666 or 6667; whichever is appropriate

(a) Interview Personnel

Interview responsible personnel as to compliance with laws, rules and regulations. Upon identification of the applicable laws, rules, and regulations relating to conformance tasks, responsible personnel representing claimant should be questioned as to claimant’s compliance. Comments and observations should be encouraged in addition to yes or no responses. If nonconformance is suggested or determined, further discussion should be held with senior personnel.

(b) Seek Verification

Seek verification of above interviews. Two of the facts that generally determine the amount of evidence necessary to verify conformance are:

- The procedures and systems of controls used by the claimant to ensure reliability of management information; and
- The significance of the conformance area. (The auditor should obtain more evidence to verify compliance if procedures or controls are not adequate or the conformance area is significant.)

The process of verifying conformance may involve:

- Testing the records and procedures of the claimant;
- Observing the operations and physical assets of the claimant;
- Analyzing information and data; and
- Interviewing additional personnel.

The procedures selected to verify conformance answers are a matter of judgment on the part of the auditor. However, regardless of the method selected, the auditor should be satisfied that the answers given during the conformance interviews are accurate and correct in all material respects.

(c) Document the Review

The determination of conformance with applicable laws and regulations should be documented. A simple and effective method of documenting the conformance review is to use a columnar work paper to record the responses and the comments of the claimant and the types of procedures used to verify the responses and comments.

CHAPTER 9 - PRODUCTIVITY IMPROVEMENT PROGRAM

9.1 WHAT IS A PRODUCTIVITY IMPROVEMENT PROGRAM?

A Productivity Improvement Program (PIP) allows MCTC to monitor a transit operator's or transit claimant's progress toward meeting recommended improvements that can lower transit operating costs. MCTC is required to identify, analyze, and recommend potential improvements on an annual basis for transit operators receiving TDA funds under Article 4 (PUC Sec. 99244). At its discretion, MCTC can also recommend and track productivity improvements for transit claimants receiving TDA funds under Article 8.

9.2 HOW ARE RECOMMENDATIONS DEVELOPED?

The recommendations should include, but are not limited to, the productivity recommendations made in the operator's most recent TDA triennial performance audit (PUC Sec. 99244). MCTC can make recommendations on its own or set up a productivity committee to provide advice on developing productivity improvement recommendations and tracking improvements.

TYPES OF RECOMMENDATIONS

Productivity improvement recommendations for transit operators or transit claimants are divided into two categories: performance audit recommendations, and specific operator or claimant initiated efforts to improve productivity.

PERFORMANCE AUDIT RECOMMENDATIONS

MCTC staff will meet with each transit operator or transit claimant upon completion of the triennial performance audit process to review the audit recommendations and solicit the operator's and claimant's responses to the recommendations. MCTC will notify the operator and transit claimant of their responsibilities to implement the recommendations. At the time of application submittal, each operator or transit claimant shall submit a Productivity Improvement Progress Report form. Information provided on the form shall include:

1. A discussion of the work undertaken to implement each recommendation during the current fiscal year;
2. A short discussion of any problems encountered in implementing individual recommendations, and the success or failure of implemented recommendations in improving transit productivity; and
3. Next steps the operator or transit claimant will take in continuing to implement the recommendation.

EFFORTS TO IMPROVE PRODUCTIVITY

In addition to implementing the performance audit recommendations, each operator and transit claimant shall indicate if any special efforts have been or will be made to help cover costs and/or increase ridership. These efforts shall be summarized for both fixed-route and demand responsive operations and be included on the annual Productivity Improvement Progress Report.

9.3 WHAT HAPPENS IF AN OPERATOR DOES NOT FOLLOW UP ON RECOMMENDATIONS?

Before MCTC reimburses TDA funds to an operator, MCTC must evaluate the operator's efforts to implement any recommended improvements.

If MCTC determines that the operator has not made a reasonable effort to implement the recommended improvements, MCTC shall not approve LTF transit reimbursements for the coming fiscal year that exceed the transit reimbursement for the current fiscal year (PUC Sec. 99244).

9.4 HOW IS PROGRESS TOWARD MEETING THE RECOMMENDATIONS TRACKED?

Each operator and, if applicable, each transit claimant is required to submit the Productivity Improvement Progress Report form on an annual basis with its annual TDA application form. Each operator or transit claimant is required to provide sufficient information to enable MCTC to determine if a reasonable effort was made to implement the recommendations. A sample form is included in Appendix A (Form 4).



**TRANSPORTATION DEVELOPMENT ACT
GUIDEBOOK**

APPENDICES

APPENDIX A CLAIM FORMS

The attached forms must be completed and submitted to MCTC to obtain TDA (both LTF and STA) funds. Please review Chapter 6 for documentation needed to submit with a TDA application.

The following TDA application forms used in Madera County, the City of Madera and the City of Chowchilla are:

1. Local Transportation Fund (LTF) Application – Transit Purposes
Local Transportation Fund (LTF) Application – Streets & Roads, Bicycle & Pedestrian Purposes
2. State Transit Assistance (STA) Fund Application
3. Standard Assurances
4. Productivity Improvement Progress Report
5. Sample Resolution

APPENDIX B GLOSSARY OF TERMS

Allocation

This is the process by which a jurisdiction elects to split its TDA apportionment between transit, bicycle, pedestrian, and street and road projects. Also refers to the division of total annual TDA funding among eligible claimants in the MCTC region.

Apportionment

The share of Madera County's TDA funds earmarked for each jurisdiction, generally according to population. For each fiscal year, it is the maximum amount for which claimants in any one area may apply.

Assignment

Monies which a city, county, or transit district authorizes to be claimed by an agency other than itself. Assignments are normally made to support the operation of a joint powers transit authority and to undertake cooperative projects. This action may also be referred to as a "transfer".

CEQA

California Environmental Quality Act enacted in 1970 which requires environmental reporting on all "projects" which significantly affect the environment.

Claimant

A city, county, consolidated transportation service agency, or operator that is eligible to file a TDA claim. Other terms, such as applicant, mean the same.

Consolidated Transportation Service Agency

This type of agency is eligible for Article 4.5 funds under specific funding criteria as amended into the TDA by AB 120, and including an agency formed to consolidate social service transit operations in order to increase service and cost-effectiveness, to improve driver training, vehicle dispatching and maintenance, and to provide better administration of social service transit operations.

Demand Responsive

Transit service provided without a fixed-route and without a fixed schedule that operates in response to calls from passengers or their agents to the transit operator or dispatcher. Service is usually provided using cars, vans, or buses with fewer than 25 seats.

Depreciation

An expense that records the diminishing value of certain assets, does not represent an actual cash outlay.

Elderly

Refers to persons 65 years of age or older.

Enterprise Fund

A method of accounting which treats an activity like a commercial entity, and which encompasses a complete set of self-balancing accounts. This enables the preparation of financial statements which depict the financial position and results of operations by fiscal period.

Fare Revenue

This revenue includes all revenues in the following uniform system of accounts revenue classes:

- 401.000 Passenger Fares for Transit Service
- 402.000 Special Transit Fares
- 403.000 School Bus Service Revenues

Fare revenue also includes cash donations made by individuals in lieu of prescribed fares. Also, in the case of claimants allocated funds to pay contract transit costs to another entity, fare revenues include the amount of fares received by the entity providing the service and not transferred to the claimant.

Farebox Recovery Ratio

Transit systems funded by TDA claimants are required to maintain certain expense to revenue ratios. The formula for calculating the ratio is total fare revenue divided by the total cost of transit operations.

Fiscal Year

The state fiscal year begins July 1 and ends on June 30.

General Public Transportation

Transportation services which are provided using vehicles for use by the general population within a given service area.

People with Disabilities

Any individual who by reason of illness, injury, age, congenital malfunction, or other permanent or temporary incapacity or disability, including, but not limited to, any individual confined to a wheelchair, is unable, without special facilities or special planning or design, to use public transportation facilities and services as effectively as a person who is not so affected. As used in law, a temporary incapacity or disability is a condition which lasts more than 90 days. (PUC Section 99206.5)

Joint Powers Agreement

A legally binding agreement between two or more units of government which establishes a multi-jurisdictional special district with specified powers and responsibilities, such as to provide public transportation.

Local Transportation Fund (LTF)

This is the fund established in each county pursuant to the Transportation Development Act (TDA). Into this fund is deposited $\frac{1}{4}$ of 1 cent of state general sales tax generated in each county and returned to the county of origin to be used for transportation purposes.

Municipal Operator

A city or county, including any nonprofit corporation or other legal entity wholly owned or controlled by the city or county, which operates a public transportation system, or which on July 1, 1972, financially supported, in whole or in part, a privately owned public transportation system, and which is not included, in whole or in part, within an existing transit district. It also refers to a county which is located in part within a transit district and which operates a public transportation system in the unincorporated area of the county not within the area of the district. (PUC Section 99209 and 99209.1)

NEPA

The National Environmental Policy Act, enacted in 1969, requires environmental reporting on all federally funded “projects” which significantly affect the environment.

Nonprofit Corporation

Any corporation organized for any lawful purposes which does not contemplate the distribution of gains, profits, or dividends to the members thereof, such as religious, social, and public transportation corporations.

Nonurbanized Area

An area having a population of less than 50,000 as defined by population figures from the latest Federal Census. An operator serves a “nonurbanized area” if 50 percent or more of the population of its service area is located within the boundaries of a nonurbanized area.

Operating Cost

All costs in the operating expense object classes exclusive of the costs in the depreciation and amortization expense object class of the uniform system of accounts and records adopted by the State Controller pursuant to PUC Section 99243 and exclusive of all subsidies for commuter rail services operated under the jurisdiction of the Interstate Commerce Commission and of all direct costs for providing charter services, and exclusive of all vehicle lease costs. (PUC Section 99247)

Operator

Includes any transit district, included transit district, municipal operator, included municipal operator, or transit development board. For the purposes of filing an Article 4 Public Transportation Claim a transit district, included municipal operator, or municipal operator must own or lease the equipment, establish routes and service frequencies, regulate and collect fares, and otherwise control the efficiency and quality of the operation of the system.

Passenger Miles

The total number of miles traveled by transit passengers, so that a bus that carries 5 passengers for a distance of 3 miles incurs 15 passenger miles.

Performance Audit

Independent triennial performance audits are required to be conducted of transportation planning agencies, and operators receiving Article 4 funding. The purpose of these audits is to evaluate the efficiency, effectiveness, and economy of the operation of the entity being audited. The audits are completed in accordance with the Comptroller General’s *Standards for Audit of Governmental Organizations, Programs, Activities, and Functions*. (PUC Section 99246)

Private Corporation or Entity

A corporation, company, association, or joint stock association engaged in transacting business for compensation within the state.

Productivity Improvement Program

A program that allows MCTC to monitor a transit operator’s or transit claimant’s progress toward meeting recommended improvements that can lower transit operating costs. Recommendations are developed by the SSTAC whose membership consists of representatives from management of the operators, employee organizations, and users of transportation services.

Regional Transportation Plan (RTP)

The plan adopted every four (4) years by the Madera County Transportation Commission (MCTC) to establish transportation policies, and by the state to guide development of transportation services and facilities in California. The RTP relates transportation to land use, population, environmental and social policy issues, and is required by state and federal law.

Regional Transportation Planning Agency (RTPA)

An RTPA is responsible for the preparation of all federal and state transportation plans and programs that secure transportation funding for highways, local streets and roads, transit, aviation, rail and bikeway/pedestrian facilities. The Madera County Transportation Commission (MCTC) is the RTPA for Madera County.

Reserve

An allocation of TDA monies to be held in the fund by the County Auditor for a period not to exceed three years.

Social Services Technical Advisory Council (SSTAC)

A committee appointed by MCTC made up of representatives from social service providers, the elderly and the disabled. The SSTAC participates in the annual unmet transit needs process. This includes a finding by resolution that in its area (a) there are no unmet transit needs, (b) there are no unmet transit needs that are reasonable to meet, (c) there are unmet transit needs, including needs that are reasonable to meet. (PUC Section 99238)

Specialized Transportation Services

Transit that primarily serves older adults, people with disabilities, and others whose mobility needs are not addressed by traditional fixed-route service. Typical services include demand-response, feeder, community bus, and route and point deviation services.

State Transit Assistance Fund (STA)

One of the two transportation funding programs contained in the Transportation Development Act (TDA). This fund was created by the passage of SB 620 in 1979 to supplement existing funding sources for public transit services. STA funds are generated from the statewide sales tax on diesel fuel, state sales tax revenue from the excise tax, and Proposition 42. Each year during the budget process, the State Legislature designates the amount of money available for STA.

Transit District

A public district organized pursuant to state law and designated in the enabling legislation as a transit district or rapid transit district to provide public transportation service. (PUC Section 99213)

Transit Service Claimant

In Madera County, a jurisdiction may file a claim for contract transit payments pursuant to Article 8 (c). A claimant filing under Article 4 is considered an operator.

Transportation Development Act (TDA)

State law, SB 325, enacted in 1971, with subsequent amendments that created a Local Transportation Fund in each county in which $\frac{1}{4}$ of 1 cent of local sales taxes are deposited annually, to be used for transportation purposes. Also includes the State Transit Assistance Fund (STA) enacted in 1979 as SB 620.

Transportation Improvement Program (TIP)

A federal and state mandated document that lists a four-year program of transportation projects for federal, state, and local funding.

Transportation Planning Agency (TPA)

An agency that has responsibility for administering the transportation funds available for the area under its jurisdiction. MCTC was established as a planning agency under PUC Section 99214 (c).

Uniform System of Accounts

The chart of accounts and financial reporting format specified in the State Comptroller General's *Standards for Audit of Governmental Organizations, Programs, Activities, and Functions*. (PUC Section 99246) This financial accounting system is required of all TDA funding recipients.

Unmet Transit Needs Process

TDA requires that before any Article 8 funds can be allocated for street and road purposes, MCTC must afford opportunities for citizen participation, called the "Unmet Needs" process. The SSTAC is to be involved in this process in order to hear the transit needs of transit dependent or disadvantaged persons. A least one public hearing must be held annually, and the findings must be forwarded to MCTC and Caltrans concerning whether there are any unmet transit needs that are judged reasonable to meet in the jurisdiction. (PUC Sections 99238, 99401)

Urbanized Area

An urbanized area has a population of 50,000 persons or more, according to the most recent federal census. An operator serves in an urbanized area if 50 percent or more of the population of its service area is located within the boundaries of an urbanized area, with exceptions as specified in PUC Section 6645.

MEMORANDUM

ITEM VII-A

DATE: January 18, 2017
TO: MCTC Policy Board
FROM: Troy McNeil, Fiscal Supervisor
RE: MCTC Audit for Fiscal Year ended June 30, 2016 – ITEM VII-A

I. Requested Action:

Accept the FY 2015/16 MCTC Fiscal Audit.

II. Summary:

Included in your package is a copy of the *Audit of MCTC Administrative and Planning Grant Funds and TDA Funds for FY 2015/16* prepared by Price, Paige, & Company Accountancy Corporation. The independent auditor's report expressed an unmodified opinion on the general purpose financial statements of the Commission and an unqualified opinion on the independent auditor's report for compliance of major programs.

The auditor did not note any findings.

III. Fiscal Impact:

No fiscal impact.

January 11, 2017

To the Board of Commissioners
Madera County Transportation Commission

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Madera County Transportation Commission for the year ended June 30, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 29, 2016. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Madera County Transportation Commission are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during fiscal year 2016. We noted no transactions entered into by the Commission during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We are not aware of any significant estimates for fiscal year 2016.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated January 11, 2017.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Commission's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Commission's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of Madera County Transportation Commission's management and Board of Commissioners and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Price Pange & Company

**MADERA COUNTY TRANSPORTATION
COMMISSION**

FINANCIAL STATEMENTS

**FOR THE YEAR ENDED
JUNE 30, 2016**

MADERA COUNTY TRANSPORTATION COMMISSION

JUNE 30, 2016

TABLE OF CONTENTS

Page

FINANCIAL SECTION

Independent Auditor's Report1
Management's Discussion and Analysis.....4

BASIC FINANCIAL STATEMENTS

Government-Wide Financial Statements:

Statement of Net Position12
Statement of Activities.....13

Fund Financial Statements:

Governmental Funds:

Balance Sheet16
Reconciliation of the Governmental Fund Balance Sheet to the
Government-Wide Statement of Net Position17
Statement of Revenues, Expenditures and Changes in Fund Balances18
Reconciliation of the Statement of Revenues, Expenditures and
Changes in Fund Balances of the Governmental Fund to the
Government-Wide Statement of Activities19

Fiduciary Funds:

Statement of Fiduciary Net Position – Special Purpose Trust Fund20
Statement of Changes in Fiduciary Net Position – Special Purpose Trust Fund.....21

Notes to the Basic Financial Statements24

REQUIRED SUPPLEMENTARY INFORMATION

Budgetary Comparison Schedules (Budgetary Basis):

General Fund36

Note to the Required Supplementary Information.....37

OTHER SUPPLEMENTARY INFORMATION

Fiduciary Funds:

Combining Statement of Net Position – Trust Funds.....42
Combining Statement of Changes in Net Position – Trust Funds43

TABLE OF CONTENTS
(Continued)

	<u>Page</u>
Other Schedules:	
Schedule of Apportionments by Purpose – State Transit Assistance Fund	44
Schedule of Apportionments by Purpose – Local Transportation Fund	45
Schedule of Disbursements by Purpose – State Transit Assistance Fund.....	46
Schedule of Disbursements by Purpose – Local Transportation Fund.....	47
Schedule of Allocations, Disbursements and Unexpended Allocations State Transit Assistance Fund	48
Schedule of Allocations, Disbursements and Unexpended Allocations Local Transportation Fund	49
Schedule of Grant Receipts and Expenditure Claims.....	50
Schedule of Insurance Coverage.....	51
Schedule of Cost Allocation Plan Reconciliation and Fixed Rate Overhead Carryover.....	52

OVERALL COMPLIANCE AND INTERNAL CONTROL SECTION

Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	55
Report on Compliance with Rules and Regulations of the California <i>Transportation Development Act</i>	57
Independent Auditor’s Compliance Report	59
Schedule of Findings and Questioned Costs.....	62
Summary Schedule of Prior Audit Findings	63

INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners
Madera County Transportation Commission
Madera, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the general fund and the aggregate remaining fund information of the of Madera County Transportation Commission (the Commission) as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Commission's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

677 Scott Avenue
Clovis, CA 93612

tel 559.299.9540
fax 559.299.2344

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the general fund and the aggregate remaining fund information of the Madera County Transportation Commission, as of June 30, 2016, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 4-9 and 36-37 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Supplementary Information

The Other Supplementary Information as listed in the table of contents, including the Combining Statements of Fiduciary Funds and Other Schedules, is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Other Supplementary Information, including the Combining Statements of Fiduciary Funds and Other Schedules, are fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated January 11, 2017, on our consideration of the Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control over financial reporting and compliance.

Price Pange & Company

Clovis, California
January 11, 2017

MANAGEMENT'S DISCUSSION AND ANALYSIS

**MADERA COUNTY TRANSPORTATION COMMISSION
MANAGEMENT’S DISCUSSION AND ANALYSIS
JUNE 30, 2016**

As management of the Madera County Transportation Commission (the “Commission”), we offer readers of the Commission’s financial statements this narrative overview and analysis of the financial activities of the Commission for the fiscal year ended June 30, 2016. We encourage the readers to consider the information presented here in conjunction with the Commission’s financial audit.

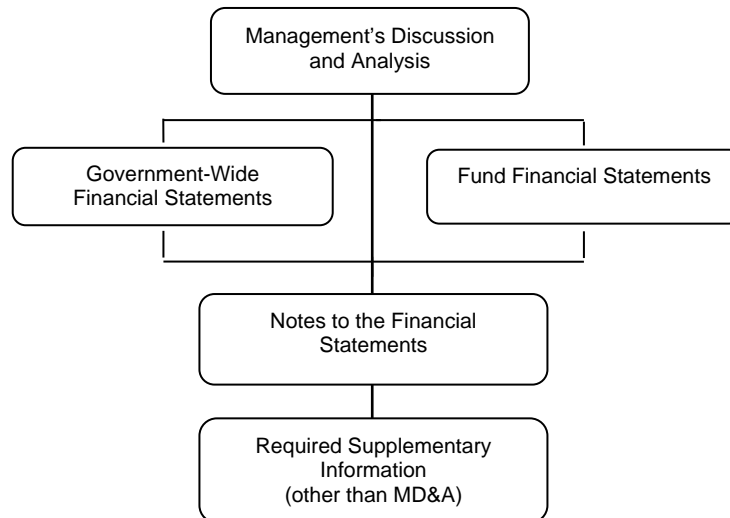
Financial Highlights

- ◆ The assets of the Commission exceeded its liabilities at the close of the fiscal year by \$1,326,050 (net position).
- ◆ The Commission’s total net position for the fiscal year ended June 30, 2016, decreased by \$76,812 primarily due to higher than expected expenditures.
- ◆ As of the close of the current fiscal year, the Commission’s governmental funds reported combined ending net position balances of \$1,362,505, a decrease of \$80,428 in comparison with the prior year. Approximately \$1,362,505 is available for spending at the Commission’s discretion (unreserved/unrestricted fund balance).

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Commission’s basic financial statements. The Commission’s basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements (see Figure 1). This report also contains other supplementary information in addition to the basic financial statements themselves.

**Required Components of Annual Financial Report
Figure 1**



**MADERA COUNTY TRANSPORTATION COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2016**

Basic Financial Statements

The first two statements in the basic financial statements are **Government-Wide Financial Statements**. They provide both short and long-term information about the Commission's financial status.

The next statements are **Fund Financial Statements**. These statements focus on the activities of the individual parts of the Commission's government. These statements provide more detail than the government-wide statements. There are two parts to the Fund Financial Statements: 1) the governmental fund statements and 2) the fiduciary and agency fund statements.

The next section of the basic financial statements is the **Notes**. The notes to the financial statements explain in detail some of the data contained in those statements. After the notes, **supplementary information** is provided to show details about the Commission's non-major governmental funds which are added together in one column on the basic financial statements. Budgetary information required by the General Statutes also can be found in this part of the statements.

Government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad overview of the Commission's finances, in a manner similar to a private-sector business, and consist of the following two statements:

The statement of net position presents information on the Commission's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Commission is improving or deteriorating.

The statement of activities presents information showing how the Commission's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Thus, the revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements report on the function of the Commission that is principally supported by local, state, and federal funding. The Commission's function is to foster intergovernmental coordination; undertake comprehensive regional planning with an emphasis on transportation issues; provide a forum for citizen input into the planning process; and to provide technical services to its member agencies (City of Madera, County of Madera, and the City of Chowchilla). In all of these activities, the Commission works to develop a consensus among its members with regards to multi-jurisdictional transportation issues.

The government-wide financial statements can be found on pages 12 to 13 of this report.

Fund financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Madera County Transportation Commission, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**MADERA COUNTY TRANSPORTATION COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2016**

Governmental Funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, tax revenue fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

The basic governmental fund financial statements can be found on pages 16 through 19 of this report.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

Fiduciary Trust Funds. Trust funds are used to account for resources held for the benefit of parties outside the Commission. The Commission has five trust funds (STA, LTF, RSTP, PTMISEA, and LCTOP). Trust funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Commission's programs.

The basic trust fund financial statements can be found on pages 20 through 21 of this report.

Notes to the Financial Statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 24 through 33 of this report.

Other Information. This report also presents certain required supplemental information concerning compliance with the Commission's annual budget for the general fund which is the Commission's main operating fund. This information and associated notes immediately follow the basic financial statements and their accompanying notes.

**MADERA COUNTY TRANSPORTATION COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2016**

Government-Wide Financial Analysis

Below is a summary of the government-wide financial statements for the fiscal year ended June 30, 2016.

Net position may serve over time as a useful indicator of a government's financial position. In the case of the Commission, assets exceeded liabilities by \$1,326,050 at the close of the fiscal year 2015-2016.

**MCTC Net Position
Figure 2**

	2016	2015	Change
ASSETS			
Assets:			
Current and other assets	\$ 1,386,520	\$ 1,461,203	-5%
Capital assets, net	6,591	2,808	135%
Total assets	\$ 1,393,111	\$ 1,464,011	
LIABILITIES			
Current and long-term liabilities	\$ 67,061	\$ 61,149	10%
Total liabilities	67,061	61,149	
NET POSITION			
Net investment in capital assets	6,591	2,808	135%
Unrestricted	1,319,459	1,400,054	-6%
Total net position	\$ 1,326,050	\$ 1,402,862	

**MADERA COUNTY TRANSPORTATION COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2016**

**MCTC Changes in Net Position
Figure 3**

	<u>2016</u>	<u>2015</u>	<u>Change</u>
Revenues:			
Program revenues:			
Operating grants and contributions	\$ 1,592,380	\$ 1,135,564	40%
General revenues:			
Investment income	<u>3,380</u>	<u>4,742</u>	-29%
Total revenues	<u>1,595,760</u>	<u>1,140,306</u>	40%
Expenses:			
Transportation planning	<u>1,672,572</u>	<u>1,197,657</u>	40%
Total expenses	<u>1,672,572</u>	<u>1,197,657</u>	40%
Change in net position	(76,812)	(57,351)	34%
Net position - beginning	<u>1,402,862</u>	<u>1,460,213</u>	-4%
Net position - ending	<u>\$ 1,326,050</u>	<u>\$ 1,402,862</u>	-5%

Governmental Activities: The Commission's net position decreased by \$76,812 for the fiscal year ended June 30, 2016. The Figure 3 table above indicates the changes in net position for governmental activities. The key element of this decrease is primarily attributable to higher than expected expenditures. Budget and fund financial statements reflect the modified accrual basis of accounting under U.S. generally accepted accounting principles. Under this approach, capital assets purchased and debt principal payments are recorded as expenditures. Further, revenues are accrued if measurable and available within the Commission's availability period established at 90 days. Conversely, the statement of activities is reported under the accrual basis of accounting, which capitalizes capital asset purchases, reduces liabilities by principal payments and recognizes revenues collected after the 90-day period.

The Commission's Funds

As the Commission completed this year, our governmental funds reported a combined fund balance of \$1,326,050, which is a decrease of \$80,428 from last year due to higher than expected expenditures.

General Fund Budgetary Highlights

During the fiscal year, the Commission revised the budget on four occasions. Generally, budget amendments fall into one of three categories: 1) amendments made to adjust the estimates that are used to prepare the original budget ordinance once exact information is available; 2) amendments made to recognize new funding amounts from external sources, such as Federal and State grants; and 3) increases in appropriations that become necessary to maintain services.

**MADERA COUNTY TRANSPORTATION COMMISSION
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2016**

The Commission adopts an annual budget for its General Fund. The budget is a legally adopted document that incorporates input from the Technical Advisory Committee, the management of the Commission, and the decisions of the Policy Board about which services to provide and how to pay for them. It also authorizes the Commission to obtain funds from identified sources to finance these current period activities. The budgetary statement provided for the General Fund demonstrates how well the Commission complied with the budget ordinance whether or not the Commission succeeded in providing the services as planned when the budget was adopted. The budgetary comparison statement uses the budgetary basis of accounting.

During the year there was a \$127,845 increase in revenue between the original budget and the final budget for the General Fund primarily as a result of higher than estimated expenditures. Actual revenues were less than the final budget by \$565,783 and expenditures were less than the final budget by \$485,354. The net effect of these differences results in a change in fund balance in the general fund of \$80,429.

Long-Term Obligations

At the end of 2016, the Commission had \$43,046 in debt outstanding. The debt consisted of compensated absences (see Note 6).

Contacting Madera County Transportation Commission's Financial Manager

This financial report is designed to provide federal and state oversight agencies, taxpayers and creditors with a general overview of Madera County Transportation Commission's finances and to demonstrate Madera County Transportation Commission's accountability for the money it receives. Additional financial information can be obtained by contacting Patricia S. Taylor, Executive Director, Madera County Transportation Commission, 2001 Howard Road, Suite 201, Madera, California 93637.

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GOVERNMENT-WIDE FINANCIAL STATEMENTS

**MADERA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF NET POSITION
JUNE 30, 2016**

	Governmental Activities
ASSETS	
Cash and investments	\$ 513,935
Due from other governments	844,700
Prepaid expenditures	27,885
Depreciable capital assets	60,514
Accumulated depreciation	(53,923)
Total assets	\$ 1,393,111
LIABILITIES	
Accounts payable	\$ 15,270
Accrued liabilities	8,745
Compensated absences - current	1,682
Compensated absences - long-term	41,364
Total liabilities	67,061
NET POSITION	
Net investment in capital assets	6,591
Unrestricted	1,319,459
Total net position	\$ 1,326,050

The accompanying notes are an integral part of these financial statements.

**MADERA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2016**

Functions/Programs	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Governmental Activities
Primary government:				
Governmental activities:				
Transportation planning	\$ 1,672,572	\$ 116,876	\$ 1,475,504	\$ (80,192)
Total primary government	<u>\$ 1,672,572</u>	<u>\$ 116,876</u>	<u>\$ 1,475,504</u>	<u>(80,192)</u>
General revenue:				
Investment income				<u>3,380</u>
Total general revenue				<u>3,380</u>
				Change in net position (76,812)
				Net position - beginning <u>1,402,862</u>
				Net position - ending <u>\$ 1,326,050</u>

The accompanying notes are an integral part of these financial statements.

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FUND FINANCIAL STATEMENTS

**MADERA COUNTY TRANSPORTATION COMMISSION
BALANCE SHEET
GOVERNMENTAL FUND
JUNE 30, 2016**

	<u>General Fund</u>
ASSETS	
Cash and investments	\$ 513,935
Due from other governments	844,700
Prepaid expenditures	<u>27,884</u>
Total assets	<u>\$ 1,386,519</u>
LIABILITIES	
Accounts payable	\$ 15,270
Accrued liabilities	<u>8,744</u>
Total liabilities	<u>24,014</u>
FUND BALANCE	
Assigned:	
Transportation planning	<u>1,362,505</u>
Total fund balance	<u>1,362,505</u>
Total liabilities and fund balance	<u>\$ 1,386,519</u>

The accompanying notes are an integral part of these financial statements.

**MADERA COUNTY TRANSPORTATION COMMISSION
RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET
TO THE GOVERNMENT-WIDE STATEMENT OF NET POSITION
JUNE 30, 2016**

Amounts reported for governmental activities in the statement of net position are different because:

Fund balance - governmental fund		\$ 1,362,505
Capital assets used in governmental activities are not financial resources, and therefore are not reported in the governmental fund.		
Cost of capital assets	\$ 60,514	
Accumulated depreciation	<u>(53,923)</u>	6,591
Compensated absences are not due and payable in the current period and, therefore, are not reported in the governmental fund.		
		<u>(43,046)</u>
Net position of governmental activities		<u><u>\$ 1,326,050</u></u>

The accompanying notes are an integral part of these financial statements.

**MADERA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUND
FOR THE YEAR ENDED JUNE 30, 2016**

	<u>General Fund</u>
REVENUES	
Aid from federal government	\$ 680,649
Aid from state government	586,581
Aid from local government	208,273
Administrative service charges	116,876
Interest revenue	3,380
Total revenues	<u>1,595,759</u>
EXPENDITURES	
Current:	
Transportation:	
Salaries and benefits	811,773
Planning and administration	697,001
Supplies and services	161,684
Capital outlay	5,730
Total expenditures	<u>1,676,188</u>
Net change in fund balance	(80,429)
Fund balance - beginning	<u>1,442,934</u>
Fund balance - ending	<u>\$ 1,362,505</u>

The accompanying notes are an integral part of these financial statements.

**MADERA COUNTY TRANSPORTATION COMMISSION
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES OF THE GOVERNMENTAL FUND TO THE
GOVERNMENT-WIDE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2016**

Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balance - governmental fund	\$	(80,429)
<p>Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current year.</p>		
		3,785
<p>Compensated absences expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental fund.</p>		
		<u>(168)</u>
Change in net position of governmental activities	\$	<u>(76,812)</u>

The accompanying notes are an integral part of these financial statements.

**MADERA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF FIDUCIARY NET POSITION
SPECIAL PURPOSE TRUST FUND
JUNE 30, 2016**

	Trust Fund
ASSETS	
Cash and investments	\$ 11,571,681
Due from other governments	2,452,593
Total assets	\$ 14,024,274
LIABILITIES	
Liabilities:	
Due to local agencies	\$ 373,211
Total liabilities	373,211
NET POSITION	
Held in trust for other governments	\$ 13,651,063

The accompanying notes are an integral part of these financial statements.

**MADERA COUNTY TRANSPORTATION COMMISSION
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
SPECIAL PURPOSE TRUST FUND
FOR THE YEAR ENDED JUNE 30, 2016**

	Trust Fund
ADDITIONS	
Sales tax	\$ 3,800,682
Aid from state government	2,989,411
Interest revenue	77,587
Total additions	6,867,680
DEDUCTIONS	
Administration expense	189,202
LTF claims paid	3,514,534
STA distributions	832,303
PTMISEA distributions	431,085
RSTP distributions	682,032
Total deductions	5,649,156
Change in net position	1,218,524
Net position - beginning	12,432,539
Net position - ending	\$ 13,651,063

The accompanying notes are an integral part of these financial statements.

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NOTES TO THE BASIC FINANCIAL STATEMENTS

**MADERA COUNTY TRANSPORTATION COMMISSION
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2016**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Scope of Financial Reporting Entity

The Madera County Transportation Commission (the “Commission”) is the Regional Transportation Planning Agency for Madera County. The Commission’s members are the County of Madera, City of Madera, and the City of Chowchilla. The Commission’s role is to foster intergovernmental coordination, undertake comprehensive regional planning with an emphasis on transportation issues, provide a forum for citizen input into the planning process and to provide technical services to its member agencies. In all these activities, the Commission works to develop a consensus among its members with regards to multijurisdictional transportation issues. The Commission is the Regional Transportation Planning Agency (RTPA) for Madera County. In addition, the Commission also serves as staff for the Madera County Transportation Authority, which administers funding collected as part of the Measure T transportation funding initiative. As the designated RTPA, the Commission is responsible for a wide variety of actions supporting a continuous, comprehensive and coordinated planning process. In this regard, the Commission is responsible for the development of a Regional Transportation Plan (RTP) and Regional Transportation Improvement Plan (RTIP). As the RTPA, the Commission is also responsible for administering Transportation Development Act (TDA) funds, State Transit Assistance (STA) funds, Local Transportation Funds (LTF), and other transportation-related funds, as well as identifying regionally significant projects and developing funding strategies to address them. As the RTPA, the Commission is responsible for outlining and implementing transit plans that align with the Regional Transportation Plan Guidelines so as to ensure the region continues to receive federal and state funding for ongoing public transportation development. The Commission Board of Directors is comprised of three members from the Madera County Board of Supervisors, two members from the Madera City Council, and one member from the Chowchilla City Council.

Basic Financial Statements

The basic financial statements consist of the following:

- ◆ Government-wide financial statements,
- ◆ Fund financial statements, and
- ◆ Notes to the basic financial statements

The government-wide financial statements consist of the statement of net position and the statement of activities, and report information on all of the non-fiduciary activities of the primary government and its component units if applicable. As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. All internal balances in the statement of net position have been eliminated.

Both of the government-wide financial statements distinguish functions of the Commission that are principally supported by taxes and intergovernmental revenues (governmental activities).

The statement of activities demonstrates the degree to which the direct and indirect expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or activity. Indirect expenses are allocated based on the annual cost allocation plan. Program revenues include: 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or activity; and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Other items, not properly included among program revenues, are reported instead as general revenues.

Separate fund financial statements are provided for the general fund and fiduciary funds, even though the latter are excluded from the government-wide financial statements.

**MADERA COUNTY TRANSPORTATION COMMISSION
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2016**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement Focus, Basis of Accounting and Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the trust funds financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified-accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Commission considers revenues to be available if they are collected within 90 days of the end of the current fiscal period. Grants and similar items are recognized as revenue as soon as all eligibility requirements have been met. Expenditures are recorded when a liability is incurred except for compensated absences and claims and judgments, which are recorded only when payment is due and payable.

The fund financial statements provide information about the Commission's individual funds including the general fund and trust funds. Separate statements for each fund category are presented. The balance sheet and the statement of revenues, expenditures and changes in fund balances focus on the presentation of a major governmental fund, the general fund. These two statements are used to report information regarding the Commission's own operations and programs. The statement of fiduciary net position and the statement of changes in fiduciary net position provide information regarding the sales tax proceeds, aid from the State Government, and related disbursements. Disbursements of the trust funds during the fiscal year ended June 30, 2016, were made to the Cities of Madera and Chowchilla and the County of Madera.

For the fund financial statements, the Commission considers all revenues susceptible to accrual and recognizes revenue if the accrual criteria are met. Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria are met. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other eligibility requirements have been met and are recorded at the time of receipt or earlier, if the susceptible to accrual criteria are met.

The accounts of the Commission are organized on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

The Commission reports the following major governmental fund:

General Fund – the Commission's primary operating fund. It accounts for all the financial resources and the legally authorized activities of the Commission except those required to be accounted for in other specialized funds.

Additionally, the Commission reports the following fiduciary fund:

Trust Fund – used to account for Local Transportation Funds, State Transit Assistance Funds, Regional Surface Transportation Funds, and Public Transportation Modernization, Improvement, and Service Enhancement Account Funds held by the Commission in a trustee capacity.

**MADERA COUNTY TRANSPORTATION COMMISSION
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2016**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Cash and Investments

The Commission deposits all funds received in the County Treasury and advances funds monthly from the Treasury to a commercial checking account to cover expenditures.

Deposits with Financial Institutions

Deposits with financial institutions are fully insured or collateralized by securities in the government's name.

Deposits with the Madera County Treasury

Funds in the County Treasury participate in the County's pooled investments, an external investment pool. The County Treasurer invests the Commission's excess cash in an external investment pool on behalf of the Commission and other governments maintaining cash in the County Treasury. The County apportions a portion of the interest earned on pooled investments on the basis of the fund's average balance. Investment policies and associated risk factors applicable to the Madera County Transportation Commission are those of the County of Madera. All of the County's investments in securities are insured, registered, or are held by the County or its agents in the County's name.

The County of Madera Board of Supervisors exercises primary oversight responsibility for the County of Madera's investments. The County Treasurer manages the portfolio and reports results to the Board. A Madera County Oversight Committee consisting of the County Treasurer and Auditor-Controller and a third member representing the County schools (the primary external pool participant) also monitors the Treasury's investment on a regular basis. No regulatory agency outside of the County of Madera exercises any regulatory responsibilities over the County's investments. The County's pool is not registered with the SEC as an investment company.

Investment Valuation

The Commission categorizes the fair value measurements of its investments based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy, which has three levels, is based on the valuation inputs used to measure an asset's fair value: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The Commission's only investments, which are allocated at fair value, are in the County's pooled investments. The County invests in numerous types of investments ranging all levels in the fair value hierarchy. Accordingly, it is not an investment type that can be categorized in any particular level in the fair value hierarchy.

Capital Assets

Capital assets are reported in the government-wide financial statements. Capital assets are defined by the Commission as assets with an estimated useful life in excess of one year. The Commission's capitalization threshold was \$5,000 in fiscal year 2016.

When purchased, such assets are recorded as expenditures in the governmental fund. The valuation basis for capital assets is historical cost, or where historical cost is not available, estimated historical cost based on replacement cost. Donated capital assets are capitalized at estimated fair market value on the date donated.

**MADERA COUNTY TRANSPORTATION COMMISSION
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2016**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Capital Assets (Continued)

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Capital assets are depreciated using the straight-line method over the following estimated useful lives:

Computer equipment	5 to 10 years
Office furniture and equipment	5 to 10 years
Traffic monitoring equipment	5 to 10 years

Interfund Balances

On fund financial statements, receivables and payables resulting from short-term interfund loans are classified as "interfund receivables/payables." These amounts are eliminated in the governmental activities column of the Statement of Net Position.

Accounts Payable

Accounts payable reported on the financial statements of the Commission are amounts that are due and payable at year-end and, thereby, accrued as an expense and liability. Accounts payable primarily consist of professional and specialized services and office expenses.

Unearned Revenue

Unearned revenue is that for which asset recognition criteria have been met, but for which revenue recognition criteria have not been met. The Commission typically records unearned revenues related to intergovernmental revenues (primarily grants and subventions) received but not earned (qualifying expenditures not yet incurred).

Unavailable Revenue

On the governmental fund financial statements, receivables that will not be collected within the available period are recorded as unavailable revenue.

Compensated Absences

Compensated absences are accrued as a liability as the benefits are earned. The entire compensated absence liability is reported on the government-wide statement of net position. Earned compensated absences are made up of accrued vacation payable and vested accrued sick leave payable as determined by policy established by the Board of Directors. The Commission's policy states that accrued vacation must be paid in full, up to a maximum accrual amount ranging from 240 to 360 hours, depending on the number of years of service. Accrued sick leave is paid on a percentage basis on number of years in service.

Overhead

Administrative and office overhead is allocated to each project on the basis of the Commission's approved indirect cost rate. Professional and specialized services are charged directly to the applicable project.

**MADERA COUNTY TRANSPORTATION COMMISSION
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2016**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fund Balance Classification

The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the Commission is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

- **Nonspendable:** This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact.
- **Restricted:** This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.
- **Committed:** This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the Board Commissioners. These amounts cannot be used for any other purpose unless the Board Commissioners removes or changes the specified use by taking the same type of action (ordinance or resolution) that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements.
- **Assigned:** This classification includes amounts that are constrained by the Commission's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the Board Commissioners or through the Board Commissioners delegating this responsibility to the Commission Manager through the budgetary process. This classification also includes the remaining positive fund balance for all governmental funds except for the General Fund.
- **Unassigned:** This classification includes amounts that have not been assigned to other funds or restricted, committed or assigned to a specific purpose within the Commission.

The Commission uses restricted fund balances first, followed by committed resources, and then assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first to defer the use of these other classified funds.

Net Position

Net position represents the difference between assets and liabilities. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction or improvement of those assets. Net position is reported as restricted when there are external restrictions imposed by creditor, grantors, contributors or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation. Net position is reported as unrestricted when the assets are not restricted for any project or other purpose.

Use of Management Estimates

The preparation of the basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the basic financial statements and the reported amounts of revenues and expenses/expenditures during the reporting period. Accordingly, actual results could differ from those estimates.

**MADERA COUNTY TRANSPORTATION COMMISSION
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2016**

NOTE 2 – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

A reconciliation of the fund balance of the governmental fund to the net position of governmental activities has been prepared as part of the basic financial statements, including explanations of differences.

A reconciliation of the net change in fund balance for the governmental fund to the change in net position of governmental activities has been prepared as part of the basic financial statements, including explanations of differences.

NOTE 3 – SUMMARY OF RELATED PARTY TRANSACTIONS

The Madera County Transportation Commission maintains the Madera County Transportation Authority's accounting records and incurs various administrative and other expenses on behalf of the Authority. These expenses incurred by the Authority to the Commission in the 2015-2016 fiscal year totaled \$116,876. The total receivable from the Authority was \$116,876 for the year ended June 30, 2016.

NOTE 4 – CASH AND INVESTMENTS

Cash and investments as of June 30, 2016 are reported in the accompanying financial statements as follows:

Cash and cash equivalents	\$ 167,217
Investments	<u>11,918,399</u>
Total	<u>\$ 12,085,616</u>

Cash and investments as of June 30, 2016 consist of the following:

Statement of Net Position:	
Cash and investments	\$ 513,935
Fiduciary Funds Statement of Net Position:	
Trust Fund	<u>11,571,681</u>
Total cash and investments	<u>\$ 12,085,616</u>

**MADERA COUNTY TRANSPORTATION COMMISSION
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2016**

NOTE 4 – CASH AND INVESTMENTS (Continued)

Investments Authorized by the California Government Code and the Commission’s Investment Policy

The table below identifies the investment types that are authorized for the Commission by the California Government Code (or the Commission’s investment policy, where more restrictive). The table also identifies certain provisions of the California Government Code (or the Commission’s investment policy, where more restrictive) that address interest rate risk, credit risk, and concentration of credit risk.

Authorized Investment Type	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker’s Acceptances	180 days	None	None
Commercial Paper	270 days	None	None
Negotiable Certificates of Deposit	5 years	None	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	None	None
Medium-Term Notes	5 years	None	None
Mutual Funds	N/A	None	None
Money Market Mutual Funds	N/A	None	None
Mortgage Pass-Through Securities	5 years	None	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates.

Information about the sensitivity of the fair values of the Commission’s investments to market rate fluctuations is provided by the following table that shows the distribution of the Commission’s investments by maturity:

Investment Type	Amount	Remaining Maturity (in Months)			
		12 Months or Less	13 to 24 Months	25 to 60 Months	More Than 60 Months
Governmental Activities:					
County Investment Pool	\$ 11,918,399	\$ 11,918,399	\$ -	\$ -	\$ -
Total	\$ 11,918,399	\$ 11,918,399	\$ -	\$ -	\$ -

**MADERA COUNTY TRANSPORTATION COMMISSION
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2016**

NOTE 4 – CASH AND INVESTMENTS (Continued)

Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Presented below is the minimum rating required by (where applicable) the California Government Code, the Commission’s investment policy, and the actual rating as of year-end for each investment type.

Investment Type	Amount	Minimum Legal Rating	Rating as of Year-End		
			AAA	Aa	Not Rated
Governmental Activities:					
County Investment Pool	\$ 11,918,399	N/A	\$ -	\$ -	\$ 11,918,399
Total	<u>\$ 11,918,399</u>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11,918,399</u>

NOTE 5 – CAPITAL ASSETS

The following is a summary of changes in capital assets:

	Balance July 1, 2015	Additions	Deletions	Balance June 30, 2016
Capital assets being depreciated:				
Computer equipment	\$ 25,138	\$ -	\$ -	\$ 25,138
Leasehold improvements	10,868	-	-	10,868
Office furniture and equipment	14,860	5,730	-	20,590
Traffic monitoring equipment	<u>3,918</u>	<u>-</u>	<u>-</u>	<u>3,918</u>
Total capital assets being depreciated	<u>54,784</u>	<u>5,730</u>	<u>-</u>	<u>60,514</u>
Less accumulated depreciation for:				
Computer equipment	25,138	-	-	25,138
Leasehold improvements	8,060	1,087	-	9,147
Office furniture and equipment	14,861	859	-	15,720
Traffic monitoring equipment	<u>3,918</u>	<u>-</u>	<u>-</u>	<u>3,918</u>
Total accumulated depreciation	<u>51,977</u>	<u>1,946</u>	<u>-</u>	<u>53,923</u>
Total capital assets, net	<u>\$ 2,807</u>	<u>\$ 3,784</u>	<u>\$ -</u>	<u>\$ 6,591</u>

Depreciation expense of \$1,946 was charged to general administration in the statement of activities.

**MADERA COUNTY TRANSPORTATION COMMISSION
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2016**

NOTE 6 – COMPENSATED ABSENCES

As of June 30, 2016, compensated absences payable are as follows:

	Balance July 1, 2015	Additions	Deletions	Balance June 30, 2016
Compensated absences	\$ 42,879	\$ 3,036	\$ 2,869	\$ 43,046

NOTE 7 – DEFINED CONTRIBUTION EMPLOYEE RETIREMENT BENEFIT PLAN

The Commission provides retirement benefits for all of its full-time employees through a defined contribution plan created in accordance with Internal Revenue Code (IRC) Section 401(a), which is being administered by I.C.M.A. Retirement Corporation. In addition to the employer-defined contribution, the employees may elect to make contributions to a deferred compensation plan created in accordance with IRC Section 457. The plan permits employees to defer a minimum of 7.5% of the salaries until future years. The maximum amount an employee may defer is the lesser of 100% of annual gross salary or \$18,000. Under the 401(a) plan the employer contributes 15% of the employee's gross salary. Vesting in the 401(a) plan occurs immediately. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency. Employees, though, may obtain loans from the 401(a) plans secured by their individual contributions and accumulated earnings.

The Commission's total payroll eligible for pension benefits for the year ending June 30, 2016 was \$548,976. The Commission's contributions were calculated using the base salary amount of \$548,976 for the fiscal year ended June 30, 2016. The Commission made the required contribution amounting to \$82,347.

NOTE 8 – OPERATING LEASES

The Commission conducts its operations from leased facilities and also leases various office equipment. The building lease, which expires January 31, 2018, is classified as an operating lease.

The following is a schedule of future minimum rental payments under operating leases:

Year ending June 30,	
2017	\$ 75,466
2018	40,418
Total	\$ 115,884

Total rental expense for all operating leases for the year ended June 30, 2016 was \$79,857.

**MADERA COUNTY TRANSPORTATION COMMISSION
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2016**

NOTE 9 – CONTINGENT LIABILITIES

Grants have been received by the Commission for specific purposes that are subject to review and audit by grantor agencies. Such audits could lead to a request for reimbursement for costs disallowed under the terms of the grants. The amount, if any, of costs that may be disallowed by the granting agencies cannot be determined at this time.

NOTE 10 – PROPOSITION 1B (PTMISEA) FUNDING

The Commission receives Proposition 1B (PTMISEA) funding on behalf of transit agencies for approved capital projects. During the fiscal year ended June 30, 2016, the Commission received Proposition 1B funds of \$743,639 and expended \$431,085. These funds are held in an interest-bearing account and have earned interest of \$30,027 for the year ended June 30, 2016.

NOTE 11 – LCTOP FUNDING

The Commission receives funding from the Low Carbon Transit Operations Program (LCTOP) on behalf of transit agencies to provide operating and capital assistance to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. During the fiscal year ended June 30, 2016, the Commission received LCTOP funds of \$150,987 and did not have any expenditures. These funds are held in an interest bearing account and have earned interest of \$56 for the year ended June 30, 2016.

NOTE 12 – RSTP FUNDING

The Commission receives Regional Surface Transportation Program (RSTP) funding on behalf of transit agencies for enhancing, repairing, maintaining, rebuilding, and rehabilitating the transportation infrastructure. During the fiscal year ended June 30, 2016, the Commission received RSTP funds of \$1,501,608 and expended \$682,032. These funds are held in an interest-bearing account and have earned interest of \$9,286 for the year ended June 30, 2016.

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REQUIRED SUPPLEMENTARY INFORMATION

**MADERA COUNTY TRANSPORTATION COMMISSION
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2016**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	Variance with Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>		<u>(Negative)</u>
REVENUES				
Aid from federal government	\$ 785,859	\$ 919,594	\$ 680,649	\$ (238,945)
Aid from state government	1,139,738	1,116,295	586,581	(529,714)
Aid from local governments	108,100	120,006	208,273	88,267
Administrative service charges	-	5,647	116,876	111,229
Interest revenue	-	-	3,380	3,380
	<u>2,033,697</u>	<u>2,161,542</u>	<u>1,595,759</u>	<u>(565,783)</u>
Total revenues				
EXPENDITURES				
Current:				
Transportation:				
Salaries and benefits	834,697	827,795	811,773	16,022
Planning and administration	1,017,000	1,142,147	697,001	445,146
Supplies and services	167,000	179,700	161,684	18,016
Capital outlay	15,000	11,900	5,730	6,170
	<u>2,033,697</u>	<u>2,161,542</u>	<u>1,676,188</u>	<u>485,354</u>
Total expenditures				
Net change in fund balance	-	-	(80,429)	(80,429)
Fund balances - beginning	<u>1,442,934</u>	<u>1,442,934</u>	<u>1,442,934</u>	<u>-</u>
Fund balances - ending	<u>\$ 1,442,934</u>	<u>\$ 1,442,934</u>	<u>\$ 1,362,505</u>	<u>\$ (80,429)</u>

**MADERA COUNTY TRANSPORTATION COMMISSION
NOTE TO THE REQUIRED SUPPLEMENTARY INFORMATION
JUNE 30, 2016**

NOTE 1 – BUDGETARY DATA

The Commission follows these procedures in establishing the budgetary data reflected in the financial statements:

The Executive Director submits a draft budget to Caltrans by March 1st. Caltrans has a 45-day time period for comments. The budget is adopted in May.

The budget of the Commission represents a financial plan to undertake the work program of the Commission and includes proposed expenditures and the means of financing them.

All transfers, modifications, and supplemental appropriations to the budget must be approved by the Commission through resolution. Actual expenditures may not legally exceed “budget” appropriations at the individual fund level. Budgetary control, however, is maintained at the department level.

Appropriations lapse at the end of the year to the extent that they have not been expended or encumbered.

The Commission prepares its budget on a basis of accounting in accordance with accounting principles generally accepted in the United States of America. A budgetary comparison schedule for the general fund is presented on page 36.

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OTHER SUPPLEMENTARY INFORMATION

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FIDUCIARY FUNDS

Fiduciary Funds are used to account for assets held by the government in a trustee capacity.

Trust Funds:

State Transit Assistance Fund – This fund is used to account for the state fund, derived from statewide sales tax on gasoline and diesel fuel, apportioned to Madera County for transportation planning and mass transportation purposes.

Local Transportation Fund – This fund is used to account for 1/4 cent sales tax revenues collected by the State under the Transportation Development Act (TDA) and distributed to Madera County Transportation Commission for allocation to eligible claimants for transit streets and roads and pedestrian/bicycle facilities, as well as regional transportation planning and TDA administration.

Proposition 1B (PTMISEA) Fund – This fund is used to account for funds received from the Public Transportation, Improvement and Service Enhancement Account (PTMISEA) on behalf of transit agencies for approved capital projects. This fund is available to the California Department of Transportation for intercity rail projects and to transit operators in California for rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements or for rolling stock procurement, rehabilitation or replacement.

Low Carbon Transit Operations Program (LCTOP) Fund – This fund is used to account for funds received from the Low Carbon Transit Operations Program (LCTOP) on behalf of transit agencies to provide operating and capital assistance to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. Approved projects will support new or expanded bus or rail services, expand intermodal transit facilities, and may include equipment acquisition, fueling, maintenance and other costs to operate those services or facilities, with each project reducing greenhouse gas emissions.

Regional Surface Transportation Fund – This fund was established by California State Statute utilizing Surface Transportation Program Funds. This program provides funding for enhancing, repairing, maintaining, rebuilding, and rehabilitating the transportation infrastructure.

**MADERA COUNTY TRANSPORTATION COMMISSION
 COMBINING STATEMENT OF NET POSITION
 TRUST FUNDS
 JUNE 30, 2016**

	State Transit Assistance Fund	Local Transportation Fund	Proposition 1B (PTMISEA) Fund	Low Carbon Transit Operations Program (LCTOP) Fund	Regional Surface Transportation Fund	Total
ASSETS						
Cash and investments	\$ (123,073)	\$ 4,841,119	\$ 5,215,150	\$ 151,043	\$ 1,487,442	\$ 11,571,681
Due from other governments	<u>295,386</u>	<u>655,600</u>	<u>-</u>	<u>-</u>	<u>1,501,607</u>	<u>2,452,593</u>
Total assets	<u>\$ 172,313</u>	<u>\$ 5,496,719</u>	<u>\$ 5,215,150</u>	<u>\$ 151,043</u>	<u>\$ 2,989,049</u>	<u>\$ 14,024,274</u>
LIABILITIES						
Due to local agencies	\$ 112,347	\$ 254,709	\$ 6,155	\$ -	\$ -	\$ 373,211
Total liabilities	<u>112,347</u>	<u>254,709</u>	<u>6,155</u>	<u>-</u>	<u>-</u>	<u>373,211</u>
NET POSITION						
Held in trust for other governments	<u>59,966</u>	<u>5,242,010</u>	<u>5,208,995</u>	<u>151,043</u>	<u>2,989,049</u>	<u>13,651,063</u>
Total liabilities and net position	<u>\$ 172,313</u>	<u>\$ 5,496,719</u>	<u>\$ 5,215,150</u>	<u>\$ 151,043</u>	<u>\$ 2,989,049</u>	<u>\$ 14,024,274</u>

**MADERA COUNTY TRANSPORTATION COMMISSION
 COMBINING STATEMENT OF CHANGES IN NET POSITION
 TRUST FUNDS
 FOR THE YEAR ENDED JUNE 30, 2016**

	State Transit Assistance Fund	Local Transportation Fund	Proposition 1B (PTMISEA) Fund	Low Carbon Transit Operations Program (LCTOP) Fund	Regional Surface Transportation Fund	Total
ADDITIONS						
Sales taxes	\$ -	\$ 3,800,682	\$ -	\$ -	\$ -	\$ 3,800,682
Aid from state governments	593,177	-	743,639	150,987	1,501,608	2,989,411
Interest revenue	<u>1,166</u>	<u>37,052</u>	<u>30,027</u>	<u>56</u>	<u>9,286</u>	<u>77,587</u>
Total additions	<u>594,343</u>	<u>3,837,734</u>	<u>773,666</u>	<u>151,043</u>	<u>1,510,894</u>	<u>6,867,680</u>
DEDUCTIONS						
Administration expense	-	189,202	-	-	-	189,202
LTF claims paid	-	3,514,534	-	-	-	3,514,534
STA distributions	832,303	-	-	-	-	832,303
PTMISEA distributions	-	-	431,085	-	-	431,085
RSTP distributions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>682,032</u>	<u>682,032</u>
Total deductions	<u>832,303</u>	<u>3,703,736</u>	<u>431,085</u>	<u>-</u>	<u>682,032</u>	<u>5,649,156</u>
Change in net position	(237,960)	133,998	342,581	151,043	828,862	1,218,524
Net position - beginning	<u>297,926</u>	<u>5,108,012</u>	<u>4,866,414</u>	<u>-</u>	<u>2,160,187</u>	<u>12,432,539</u>
Net position - ending	<u>\$ 59,966</u>	<u>\$ 5,242,010</u>	<u>\$ 5,208,995</u>	<u>\$ 151,043</u>	<u>\$ 2,989,049</u>	<u>\$ 13,651,063</u>

**MADERA COUNTY TRANSPORTATION COMMISSION
SCHEDULE OF APPORTIONMENTS BY PURPOSE
STATE TRANSIT ASSISTANCE FUND
FOR THE YEAR ENDED JUNE 30, 2016**

	Public Utilities Code		Total
	Article 6.5 99314.3(a) C.A.C.6730(a) (Transit Operations)	Article 6.5 99313 C.A.C.6731(b&d) (Transit Population)	
City of Chowchilla	\$ -	\$ 60,326	\$ 60,326
City of Madera	-	319,362	319,362
County of Madera	-	398,622	398,622
 Total apportionments by purpose	 <u>\$ -</u>	 <u>\$ 778,310</u>	 <u>\$ 778,310</u>

**MADERA COUNTY TRANSPORTATION COMMISSION
SCHEDULE OF APPORTIONMENTS BY PURPOSE
LOCAL TRANSPORTATION FUND
FOR THE YEAR ENDED JUNE 30, 2016**

	Article 3 99234 (Bicycle and Pedestrian)	Articles 4 and 8 99260/ 99400(a)(c)(d) (Transit Operations)	MCTC RTP 99402/99233.1 (Planning and Administration)	Total
City of Chowchilla	\$ 11,505	\$ 503,925	\$ -	\$ 515,430
City of Madera	142,100	4,148,120	-	4,290,220
County of Madera	590,006	2,290,286	-	2,880,292
Madera County Transportation Commission	<u>-</u>	<u>-</u>	<u>181,541</u>	<u>181,541</u>
Total apportionments by purpose	<u>\$ 743,611</u>	<u>\$ 6,942,331</u>	<u>\$ 181,541</u>	<u>\$ 7,867,483</u>

**MADERA COUNTY TRANSPORTATION COMMISSION
SCHEDULE OF DISBURSEMENTS BY PURPOSE
STATE TRANSIT ASSISTANCE FUND
FOR THE YEAR ENDED JUNE 30, 2016**

	Public Utilities Code		
	Article 6.5 99314.3(a) C.A.C.6730(a) (Transit Operations)	Article 6.5 99313 C.A.C.6731(b&d) (Transit Population)	Total
City of Chowchilla	\$ -	\$ 71,093	\$ 71,093
City of Madera	-	325,512	325,512
County of Madera	-	441,848	441,848
 Total disbursements by purpose	 \$ -	 \$ 838,453	 \$ 838,453

**MADERA COUNTY TRANSPORTATION COMMISSION
SCHEDULE OF DISBURSEMENTS BY PURPOSE
LOCAL TRANSPORTATION FUND
FOR THE YEAR ENDED JUNE 30, 2016**

	Article 3 99233.3 (Bicycle and Pedestrian)	Article 8 99260(c) (Transit Operations)	Article 8a 99400(b) (Rail)	Article 8a 99400(a) (Streets and Roads)	MCTC RTP 99402/99233.1 (Planning and Administration)	Total
City of Chowchilla	\$ -	292,247	\$ -	\$ 301,285	\$ -	\$ 593,532
City of Madera	33,650	306,821	-	802,789	-	1,143,260
County of Madera	-	194,590	7,253	1,575,898	-	1,777,741
Madera County Transportation Commission	-	-	-	-	189,202	189,202
Total disbursements by purpose	<u>\$ 33,650</u>	<u>\$ 793,658</u>	<u>\$ 7,253</u>	<u>\$ 2,679,972</u>	<u>\$ 189,202</u>	<u>\$ 3,703,736</u>

**MADERA COUNTY TRANSPORTATION COMMISSION
SCHEDULE OF ALLOCATIONS, DISBURSEMENTS
AND UNEXPENDED ALLOCATIONS
STATE TRANSIT ASSISTANCE FUND
JUNE 30, 2016**

Claimant/Claim	New/Unused Allocations	Reprogramming	Disbursements	Unexpended Allocations
COUNTY OF MADERA				
Dial-A-Ride				
15/16	\$ 245,182	\$ -	\$ 245,182	\$ -
Chowchilla Transit				
15/16	96,824	-	90,098	6,726
14/15	49,952	-	49,952	-
MCC				
15/16	56,616	-	56,616	-
CITY OF MADERA				
Madera Area Express				
15/16	319,362	-	319,362	-
14/15	6,150	-	6,150	-
08/09 - Capital	12,944	-	-	12,944
FTA Sec 5307 Intermodal				
08/09 - Capital Match	11,528	-	-	11,528
CITY OF CHOWCHILLA				
Chowchilla Area Transit Express				
15/16	60,326	-	60,326	-
14/15	10,767	-	10,767	-
	<u>\$ 869,651</u>	<u>\$ -</u>	<u>\$ 838,453</u>	<u>\$ 31,198</u>

**MADERA COUNTY TRANSPORTATION COMMISSION
SCHEDULE OF ALLOCATIONS, DISBURSEMENTS
AND UNEXPENDED ALLOCATIONS
LOCAL TRANSPORTATION FUND
JUNE 30, 2016**

Claimant/Claim	New/Unused Allocations	Reprogramming	Disbursements	Unexpended Allocations
COUNTY OF MADERA				
Street Maintenance				
15/16	\$ -	\$ 1,575,898	\$ 1,575,898	\$ -
Pedestrian/Bicycle Facilities				
15/16	40,700	517,099	-	557,799
14/15	32,346	-	-	32,346
13/14	517,099	(517,099)	-	-
MCC				
15/16	-	220,384	85,253	135,131
CATX - City of Chowchilla				
09/10	16,021	-	-	16,021
Senior Escort Transit - CAPMC				
15/16	-	125,000	91,141	33,859
14/15	32,119	-	18,196	13,923
Amtrak Station Maintenance				
15/16	-	12,000	7,253	4,747
Unallocated Funds				
15/16	1,933,282	(1,933,282)	-	-
CITY OF MADERA				
MAX, DAR, Intermodal				
15/16	337,000	60,000	306,821	90,179
Dial-A-Ride				
14/15	16,580	(16,580)	-	-
Fixed Route (MAX)				
14/15	49,193	(49,193)	-	-
Intermodal				
14/15	10,061	(10,061)	-	-
Pedestrian & Bicycle				
15/16	32,608	392	-	33,000
14/15	31,360	(31,360)	-	-
Other Projects				
Transportation Improvement Projects 15/16	1,211,877	2,304,598	802,789	2,713,686
Transportation Improvement Projects 14/15	2,300,154	(2,300,154)	-	-
Fresno River Trail Project - 15/16	-	117,163	33,650	83,513
Fresno River Trail Project - 14/15	74,805	(74,805)	-	-
CITY OF CHOWCHILLA				
Street Maintenance				
15/16	75,712	-	75,712	-
14/15	225,573	-	225,573	-
Chowchilla Transit System (CATX)				
15/16	216,866	-	145,832	71,034
14/15	165,000	-	146,415	18,585
Pedestrian & Bicycle				
15/16	6,160	-	-	6,160
14/15	11,505	-	-	11,505
	<u>\$ 7,336,021</u>	<u>\$ -</u>	<u>\$ 3,514,534</u>	<u>\$ 3,821,488</u>

**MADERA COUNTY TRANSPORTATION COMMISSION
SCHEDULE OF GRANT RECEIPTS AND EXPENDITURE CLAIMS
JUNE 30, 2016**

	Total	Local Resources	FHWA (PL 021)	FTA (FTA 5303)	State STIP-PPM	Other
Revenues:						
Federal grants	\$ 680,649	\$ -	\$ 618,684	\$ 61,966	\$ -	\$ -
Non-federal revenue:						
State revenue	586,581	-	-	-	87,000	499,581
Local revenue sources	324,757	324,757	-	-	-	-
Other revenue sources	-	-	-	-	-	-
Interest revenue	3,380	3,380	-	-	-	-
Total Revenues	<u>1,595,367</u>	<u>328,136</u>	<u>618,684</u>	<u>61,966</u>	<u>87,000</u>	<u>499,581</u>
Expenditures:						
100 Regional Transportation Plan	85,743	3,289	75,908	-	6,546	-
110 Regional Planning Database	31,157	-	27,583	-	3,574	-
111 Traffic Monitoring Program	14,185	1,627	12,558	-	-	-
112 Regional Transportation Modeling	89,141	15,000	65,636	-	8,504	-
113 Air Quality Transportation Planning	47,092	-	41,690	-	5,402	-
120 Streets and Highways Planning	65,635	-	58,106	-	7,528	-
122 Project Coordination & Fin. Programming	120,420	18,302	-	-	102,117	-
130 Public Transportation	69,994	8,028	-	61,966	-	-
140 Other Modal Elements	95,074	10,905	84,169	-	-	-
150 Public Information and Participation	37,397	4,290	33,107	-	-	-
151 Alternative Transportation Activities	17,651	17,651	-	-	-	-
200 Transportation Program Development	158,768	-	140,557	-	18,211	-
901 Local Transportation Funds Admin.	61,471	61,471	-	-	-	-
902 Overall Work Program and Budget	34,243	3,928	30,315	-	-	-
904 Valleywide Coordination	63,280	14,228	49,052	-	-	-
906 SGC Planning Grant	500,519	-	-	-	-	500,519
907 Board Costs & Other Costs	35,239	35,239	-	-	-	-
910 MCTA Administration	135,858	135,858	-	-	-	-
Total expenditures	<u>\$ 1,662,866</u>	<u>\$ 329,816</u>	<u>\$ 618,684</u>	<u>\$ 61,966</u>	<u>\$ 151,882</u>	<u>\$ 500,519</u>
Depreciation	\$ (1,946)					
Under-recovery of indirect expenses - 13/14	(1,309)					
Under-recovery of indirect expenses - 15/16	(12,113)					
Compensated Absences	<u>(168)</u>					
Net Gain	<u>\$ (83,035)</u>					

**MADERA COUNTY TRANSPORTATION COMMISSION
SCHEDULE OF INSURANCE COVERAGE
FOR THE YEAR ENDED JUNE 30, 2016**

Insurance coverage for the Commission at June 30, 2016 is as follows:

Liability coverage:

All-inclusive (combined single limit):	
Bodily injury	\$1,000,000
Office personal property 90% co-insurance	\$100,000
Workers' compensation insurance	Statutory

**MADERA COUNTY TRANSPORTATION COMMISSION
SCHEDULE OF COST ALLOCATION PLAN RECONCILIATION
AND FIXED RATE OVERHEAD CARRYOVER
FOR THE YEAR ENDED JUNE 30, 2016**

Budget Item	Basic Financial Statements		Adjustments Allocated to Other Programs	Cost Allocation Plan	
	Actual Expense	Eligible Depreciation		Direct Expense	Indirect Expense
Salaries and benefits:					
Direct	\$ 466,669	\$ -	\$ (3,590)	\$ 463,079	\$ -
Indirect	<u>345,272</u>	-	-	-	<u>345,272</u>
Total salaries and benefits	<u>811,941</u>	-	<u>(3,590)</u>	<u>463,079</u>	<u>345,272</u>
Indirect overhead:					
Rent	67,271	-	-	-	67,271
Utilities	5,079	-	-	-	5,079
Telephone/internet	7,871	-	-	-	7,871
Outside services	4,680	-	-	-	4,680
Bank fees	415	-	-	-	415
Office furniture and equipment	2,971	-	-	-	2,971
Office supplies	5,457	-	-	-	5,457
Technology related costs	5,021	-	-	-	5,021
Travel, cell and auto allowance	12,163	-	-	-	12,163
Contracts	12,586	-	-	-	12,586
Insurance and bonds	689	-	-	-	689
Membership fees	3,555	-	-	-	3,555
Conference/training/education	1,974	-	-	-	1,974
Audits	18,450	-	-	-	18,450
Bldg/equipment maintenance & repair	6,223	-	-	-	6,223
Miscellaneous	8,367	-	-	-	8,367
Postage	988	-	-	-	988
Depreciation	-	1,946	-	-	1,946
Board cost and other costs	<u>16,982</u>	-	<u>(16,982)</u>	-	-
Total indirect overhead	<u>180,740</u>	<u>1,946</u>	<u>(16,982)</u>	-	<u>165,704</u>
Total costs	<u>\$ 992,681</u>	<u>\$ 1,946</u>	<u>\$ (20,572)</u>	<u>\$ 463,079</u>	<u>\$ 510,976</u>
Direct expenses - year ended June 30, 2016				\$ 463,079	
Approved indirect cost rate - year ended June 30, 2016				108.01%	
				<u>\$ 500,172</u>	
Actual indirect expenses - year ended June 30, 2016				\$ 510,976	
(Over)/Under recovery of indirect expenses - year ended June 30, 2014				1,309	
Net eligible indirect expenses - year ended June 30, 2016				<u>\$ 512,285</u>	
(Over)/Under recovery of indirect expenses - year ended June 30, 2016				<u>\$ 12,113</u>	
(Over)/Under recovery of indirect expenses - year ended June 30, 2015				<u>\$ 37,524</u>	

OVERALL COMPLIANCE AND INTERNAL CONTROL SECTION

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Commissioners
Madera County Transportation Commission
Madera, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the general fund and the aggregate remaining fund information of the Madera County Transportation Commission (the Commission), as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated January 11, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Commission's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Commission's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those

provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Commission's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Price Pange & Company

Clovis, California
January 11, 2017

REPORT ON COMPLIANCE WITH RULES AND REGULATIONS OF
THE CALIFORNIA TRANSPORTATION DEVELOPMENT ACT

To the Board of Commissioners
Madera County Transportation Commission
Madera, California

We have audited the financial statements of the Madera County Transportation Commission (the Commission) for the year ended June 30, 2016, and have issued our report thereon dated January 11, 2017.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and *Transportation Development Act (TDA) Statutes and California Codes of Regulations, updated April 2013*, published by the California Department of Transportation, Division of Mass Transportation. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The Commission's management is responsible for the Commission's compliance with laws and regulations. In connection with the audits referred to above, we selected and tested transactions and records to determine the Commission's compliance with the state laws and regulations applicable to the determination of the Commission's ability to receive funds allocated to it, and the propriety of expenditures in accordance with the Transportation Development Act and the rules and the California Administrative Code.

In our opinion, the results of our tests indicated the Madera County Transportation Commission complied in all material respects with the provisions referred to in the preceding paragraphs.

This report is intended solely for the information and use of the Madera County Transportation Commission's management, Board of Commissioners, others within the entity, federal awarding agencies and pass-through entities, and is not intended to be and should not be used by anyone other than these specified parties.

Price Paige & Company

Clovis, California
January 11, 2017

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INDEPENDENT AUDITOR'S COMPLIANCE REPORT

To the Board of Commissioners
Madera County Transportation Commission
Madera, California

We have audited the compliance of the Madera County Transportation Commission (the Commission) Transportation Development Act Funds (TDA) with the types of compliance requirements described in Section 6666 of the Rules and Regulations of the California Administrative Code in the Transportation Development Act Statutes and Administrative Code for 1987 (the Act) and the allocation instructions and resolutions of the Commission. Compliance with the requirements of laws, regulations, contracts, and grants applicable to the TDA Funds is the responsibility of the Commission's management. Our responsibility is to express an opinion on the Commission's compliance based on our audit.

As part of the audit, we performed testing of the Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA).

In November 2006, California Voters passed a bond measure enacting the Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act of 2006. Of the \$19.925 billion of the state general obligation bonds authorized, \$4 billion was set aside by the State as instructed by the statute as the Public Transportation Modernization Improvement and Service Enhancement Account (PTMISEA). These funds are available to the California Department of Transportation for intercity rail projects and to transit operators in California for rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements or for rolling stock procurement, rehabilitation or replacement.

During the fiscal year ended June 30, 2016, the Commission applied for and received \$743,639 from the State's PTMISEA account for (1) County of Madera – Bus Shelters, Park & Ride Lots, Transit Van, Electronic Fairboxes (2) City of Madera – Transit Facility (3) City of Chowchilla – Transit Facility Improvements. As of June 30, 2016, the Commission disbursed \$431,085 of PTMISEA funds to the City of Madera (\$12,210; Transit Facility) and the County of Madera (\$418,875; 4 MCC Buses).

During the fiscal year ended June 30, 2016, the Commission applied for and received \$150,987 from the State's Low Carbon Transit Operation Program (LCTOP) for operating and capital assistance to reduce greenhouse gas emissions and improve mobility. There were no LCTOP funds expended during the fiscal year ended June 30, 2016.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have direct and material effect on the TDA funds. An audit includes examining, on a test basis, evidence about the Commission's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the Commission's compliance with those requirements.

In our opinion, the TDA funds allocated to and received by the Commission pursuant to the Act were expended in conformance with the applicable statues, rules and regulations of the Act and the allocation instructions and resolutions of the Commission.

This report is intended solely for the information and use of the Madera County Transportation Commission's management, Board of Commissioners, others within the entity, federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Price Page & Company

Clovis, California
January 11, 2017

FINDINGS AND QUESTIONED COSTS

**MADERA COUNTY TRANSPORTATION COMMISSION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2016**

SECTION I – SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued:

Unmodified

Internal control over financial reporting:

Material weaknesses identified?

_____ yes X no

Significant deficiencies identified that are not
considered to be material weaknesses?

_____ yes X none reported

Noncompliance material to financial
statements noted?

_____ yes X no

SECTION II – FINANCIAL STATEMENT FINDINGS

No reportable items.

**MADERA COUNTY TRANSPORTATION COMMISSION
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2016**

FINANCIAL STATEMENT FINDINGS

No items were reported.

FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

No items were reported.

MEMORANDUM

ITEM IX-A

DATE: January 18, 2017
TO: MCTC Policy Board, sitting as the 2006 Madera County Transportation Authority
FROM: Troy McNeil, Fiscal Supervisor
RE: FY 15/16 MCTA Audit Report – ITEM IX-A

I. Requested Action:

Accept Madera County Transportation Authority’s June 30, 2016 Audit Report

II. Summary:

MCTA has received the Measure “T” Audit Report for the Fiscal Year ended June 30, 2016 for the Madera County Transportation Authority. This report was done in accordance with Section 99245 of the Public Utilities Code by Price, Paige, and Company.

There are no findings.

III. Fiscal Impact:

No fiscal impact.

**MADERA COUNTY TRANSPORTATION
AUTHORITY**

FINANCIAL STATEMENTS

**FOR THE YEAR ENDED
JUNE 30, 2016**

MADERA COUNTY TRANSPORTATION AUTHORITY

JUNE 30, 2016

TABLE OF CONTENTS

	<u>Page</u>
<u>FINANCIAL SECTION</u>	
Independent Auditor's Report	1
Management's Discussion and Analysis.....	4
<u>BASIC FINANCIAL STATEMENTS</u>	
Government-Wide Financial Statements:	
Statement of Net Position	10
Statement of Activities.....	11
Fund Financial Statements:	
Governmental Funds:	
Balance Sheet	14
Reconciliation of the Governmental Funds Balance Sheet to the Government-Wide Statement of Net Position	15
Statement of Revenues, Expenditures and Changes in Fund Balances	16
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Government-Wide Statement of Activities	17
Special Purpose Trust Fund:	
Statement of Fiduciary Net Position.....	18
Statement of Changes in Fiduciary Net Position.....	19
Notes to the Basic Financial Statements	22
<u>REQUIRED SUPPLEMENTARY INFORMATION</u>	
Budgetary Comparison Schedule – General Fund	36
Note to the Required Supplementary Information.....	37
<u>OTHER SUPPLEMENTARY INFORMATION</u>	
Schedule of Measure T Sales Tax Receipts.....	40
<u>OTHER REPORT</u>	
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	43
<u>FINDINGS AND RECOMMENDATIONS SECTION</u>	
Schedule of Findings and Questioned Costs.....	45
Summary Schedule of Prior Audit Findings	46



INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners
Madera County Transportation Authority
Madera, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Madera County Transportation Authority (the Authority) as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Authority's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Madera County Transportation Authority, as of June 30, 2016, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

677 Scott Avenue
Clovis, CA 93612
tel 559.299.9540
fax 559.299.2344

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 4-8 and 36-37 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Authority's basic financial statements. The Schedule of Measure T Sales Tax Receipts is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The Schedule of Measure T Sales Tax Receipts is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 31, 2016, on our consideration of the Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

Price Pange & Company

Clovis, California
December 31, 2016

MANAGEMENT DISCUSSION AND ANALYSIS

**MADERA COUNTY TRANSPORTATION AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2016**

As management of the Madera County Transportation Authority (the "Authority"), we offer readers of the Authority's financial statements this narrative overview and analysis of the financial activities of the Authority for the fiscal year ended June 30, 2016. We encourage the readers to consider the information presented here in conjunction with the Authority's financial audit.

Financial Highlights

1. The liabilities of the Authority exceeded its assets at the close of the fiscal year by \$4,378,926 (net position).
2. The Authority's total net position for the fiscal year ended June 30, 2016, increased by \$4,791 primarily because of lower expenditures on budgeted capital expenditures.
3. As of the close of the current fiscal year, the Authority's governmental funds reported a combined ending fund balance of \$12,139,444, a decrease of \$1,490,911 in comparison with the prior year. Approximately \$10,047,800 is reserved for specific regional capital projects.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Authority's basic financial statements. The Authority's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Basic Financial Statements

The first two statements in the basic financial statements are **Government-Wide Financial Statements**. They provide both short and long-term information about the Authority's financial status.

The next statements are **Fund Financial Statements**. These statements focus on the activities of the individual parts of the Authority's government. These financial statements provide more detail than the government-wide statements. There are two parts to the Fund Financial Statements: 1) the governmental fund statements and 2) the fiduciary and agency fund statements.

The next section of the basic financial statements is the **Notes**. The notes to the financial statements explain in detail some of the data contained in those statements.

Government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad overview of the Authority's finances, in a manner similar to a private-sector business, and consist of the following two statements:

The **statement of net position** presents information on the Authority's net position and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Authority is improving or deteriorating.

The **statement of activities** presents information showing how the Authority's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, the revenues and expenses are reported in this statement for some items that will only result in cash flows in future periods.

**MADERA COUNTY TRANSPORTATION AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2016**

The government-wide financial statements report on the functions of the Authority that are principally supported by sales tax revenues. The Authority's function is to provide administration and planning services for the Measure T program.

The government-wide financial statements can be found on pages 10 to 11 of this report.

Fund financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Madera County Transportation Authority, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, tax revenue fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

The basic governmental fund financial statements can be found on pages 14 through 17 of this report.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

Trust funds. Trust funds are used to account for Measure T resources held for the benefit of local agencies (City of Madera, County of Madera, and the City of Chowchilla). The Authority has one trust fund (Measure T Trust Funds). Trust funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support Authority's programs.

The basic trust fund financial statements can be found on pages 18 through 19 of this report.

Notes to the basic financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the basic financial statements can be found on pages 22 through 34 of this report.

Other information. This report also presents certain required supplemental information concerning compliance with the Authority's annual budget for the general fund which is the Authority's main operating fund. This information and associated notes immediately follow the basic financial statements and their accompanying notes.

**MADERA COUNTY TRANSPORTATION AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2016**

Government-Wide Financial Analysis

Following are the government-wide financial statements for the fiscal year ended June 30, 2016:

Net position may serve over time as a useful indicator of a government's financial position. In the case of the Authority, liabilities exceeded assets by \$4,378,926 at the close of the fiscal year 2015-2016.

**MCTA Net Position
Figure 1**

	<u>2016</u>	<u>2015</u>	<u>% Change</u>
Assets:			
Current assets	\$ 4,700,847	\$ 7,104,462	-33.83%
Noncurrent assets	<u>8,482,925</u>	<u>10,039,407</u>	-15.50%
Total assets	<u>\$ 13,183,772</u>	<u>\$ 17,143,869</u>	
Liabilities:			
Current liabilities	\$ 1,316,913	\$ 3,805,603	-65.40%
Long-term liabilities	<u>16,245,785</u>	<u>17,721,983</u>	-8.33%
Total liabilities	<u>17,562,698</u>	<u>21,527,586</u>	
Net position:			
Unrestricted	<u>(4,378,926)</u>	<u>(4,383,717)</u>	-0.11%
Total net position	<u>\$ (4,378,926)</u>	<u>\$ (4,383,717)</u>	

**MADERA COUNTY TRANSPORTATION AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2016**

**MCTA Changes in Net Position
Figure 2**

	<u>2016</u>	<u>2015</u>	<u>% Change</u>
Revenues:			
Program revenues:			
Operating grants and contributions	\$ 111,152	\$ 119,071	-6.65%
General revenues:			
Sales taxes	4,559,001	4,411,878	3.33%
Investment income	<u>66,138</u>	<u>96,921</u>	-31.76%
Total revenues	<u>4,736,291</u>	<u>4,627,870</u>	2.34%
Expenses:			
Public ways and facilities	3,881,247	5,713,410	-32.07%
Interest on long-term debt	<u>850,253</u>	<u>907,083</u>	-6.27%
Total expenses	<u>4,731,500</u>	<u>6,620,493</u>	-28.53%
Change in net position	4,791	(1,992,623)	-100.24%
Net position - beginning	<u>(4,383,717)</u>	<u>(2,391,094)</u>	83.34%
Net position - ending	<u>\$ (4,378,926)</u>	<u>\$ (4,383,717)</u>	

Governmental Activities: The Authority's net position increased by \$4,791 for the fiscal year ended June 30, 2016. The Figure 2 table above indicates the change in net position for governmental activities. The key elements of this increase are primarily attributable to lower capital project expenditures than anticipated. Budget and fund financial statements reflect the modified accrual basis of accounting under U.S. generally accepted accounting principles. Under this approach, capital assets purchased and debt principal payments are recorded as expenditures. Further, revenues are accrued if measurable and available within the Authority's availability period established at 90 days. Conversely, the statement of activities is reported under the accrual basis of accounting, which capitalizes capital asset purchases, reduces liabilities by principal payments and recognizes revenues collected after the 90-day period.

The Authority's Funds

As the Authority completed this year, our governmental funds reported a combined fund balance of \$12,139,444, which is a decrease of \$1,490,911 from last year.

The primary reasons for these changes are:

1. The general fund is our principal operating fund. The fund balance in the general fund increased by \$165 due to higher interest revenue earned than planned.
2. The capital projects fund decreased by \$1,491,076 due to expenditures on capital projects in construction.

**MADERA COUNTY TRANSPORTATION AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2016**

General Fund Budgetary Highlights

During the year there was no change between the original budget and the final budget for the General Fund. Actual revenues were more than the final budget by \$5,411 and expenditures were more than the final budget by \$5,246. The net effect of these differences results in a change in fund balance in the general fund of \$165.

Long-Term Obligations

At the end of 2016, the Authority had \$16,245,785 in debt outstanding. The debt consisted of Series 2009 and 2010 of the sales tax revenue bonds (see Note 7).

Economic Factors and Next Year's Budget

The Authority began to receive sales tax revenues under Measure T in 2007/08. As approved by Madera County voters in November 2006, Measure T provides funding for all modes of transportation and enables agencies within the County to address the needs of residents, businesses, and major industries in providing for road improvements, public transit, and other programs that improve mobility and air quality.

The following economic factors were considered in preparing the Authority's fiscal year 2016/17 budget:

- Projected an increase of 3.95% in sales tax receipts in 2016/17 compared to actual sales tax receipts in 2015/16
- Estimated expenditures for capital projects in the amount of \$10,925,954
- Bond Debt Service in the amount of \$2,275,873

Contacting Madera County 2006 Transportation Authority's Financial Manager

This financial report is designed to provide citizens, taxpayers, and creditors with a general overview of the Authority's finances and to demonstrate the Authority's accountability for the money it receives. Additional financial information can be obtained by contacting Patricia Taylor, Executive Director, Madera County 2006 Transportation Authority, 2001 Howard Road, Suite 201, Madera, California 93637.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

**MADERA COUNTY TRANSPORTATION AUTHORITY
STATEMENT OF NET POSITION
JUNE 30, 2016**

	Governmental Activities
ASSETS	
Current assets:	
Cash and investments	\$ 3,827,243
Measure T sales tax receivable	873,604
Total current assets	4,700,847
Noncurrent assets:	
Restricted cash and investments	8,010,425
Notes receivable	472,500
Total noncurrent assets	8,482,925
Total assets	\$ 13,183,772
LIABILITIES	
Current liabilities:	
Accounts payable	\$ 766,649
Interest payable	272,585
Due to trust funds	160,803
Due to other governments	116,876
Total current liabilities	1,316,913
Long-term liabilities:	
Due within one year	1,465,000
Due in more than one year	14,780,785
Total long-term liabilities	16,245,785
Total liabilities	17,562,698
NET POSITION	
Unrestricted	(4,378,926)
Total net position	\$ (4,378,926)

The accompanying notes are an integral part of these financial statements.

**MADERA COUNTY TRANSPORTATION AUTHORITY
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2016**

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expenses) Revenues and Changes in Net Position</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Governmental Activities</u>
Primary government:				
Governmental activities:				
Public ways and facilities	\$ 3,881,247	\$ -	\$ 111,152	\$ (3,770,095)
Interest on long-term debt	<u>850,253</u>	<u>-</u>	<u>-</u>	<u>(850,253)</u>
Total primary government	<u>\$ 4,731,500</u>	<u>\$ -</u>	<u>\$ 111,152</u>	<u>(4,620,348)</u>
General revenues:				
Sales taxes				4,559,001
Interest income				<u>66,138</u>
Total general revenues				<u>4,625,139</u>
Change in net position				4,791
Net position - beginning				<u>(4,383,717)</u>
Net position - ending				<u>\$ (4,378,926)</u>

The accompanying notes are an integral part of these financial statements.

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FUND FINANCIAL STATEMENTS

**MADERA COUNTY TRANSPORTATION AUTHORITY
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2016**

	<u>General Fund</u>	<u>Capital Projects Fund</u>	<u>Total Governmental Funds</u>
ASSETS			
Cash and investments	\$ 575,768	\$ 3,251,475	\$ 3,827,243
Restricted cash and investments	-	8,010,425	8,010,425
Due from other funds	-	319,606	319,606
Receivables:			
Measure T sales tax	17,920	855,684	873,604
Notes	<u>-</u>	<u>472,500</u>	<u>472,500</u>
 Total assets	 <u>\$ 593,688</u>	 <u>\$ 12,909,690</u>	 <u>\$ 13,503,378</u>
LIABILITIES			
Accounts payable	\$ -	\$ 766,649	\$ 766,649
Due to other funds	480,409	-	480,409
Due to other governments	<u>97,832</u>	<u>19,044</u>	<u>116,876</u>
 Total liabilities	 <u>578,241</u>	 <u>785,693</u>	 <u>1,363,934</u>
FUND BALANCES			
Restricted:			
Debt service	-	2,076,226	2,076,226
Assigned:			
Road improvements	-	10,047,771	10,047,771
Unassigned	<u>15,447</u>	<u>-</u>	<u>15,447</u>
 Total fund balances	 <u>15,447</u>	 <u>12,123,997</u>	 <u>12,139,444</u>
 Total liabilities and fund balances	 <u>\$ 593,688</u>	 <u>\$ 12,909,690</u>	 <u>\$ 13,503,378</u>

The accompanying notes are an integral part of these financial statements.

**MADERA COUNTY TRANSPORTATION AUTHORITY
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TO THE GOVERNMENT-WIDE STATEMENT OF NET POSITION
JUNE 30, 2016**

Amounts reported for governmental activities in the statement of net position are different because:

Total fund balances - governmental funds	\$ 12,139,444
<p>Long-term liabilities are not due and payable in the current period and, therefore, are not reported as liabilities in the funds.</p> <p style="margin-left: 20px;">Long-term liabilities:</p> <p style="margin-left: 40px;">Bonds payable</p>	
(16,245,785)	(16,245,785)
<p>Unmatured interest on long-term debt is not accrued in the governmental funds, but rather is recognized as an expenditure when due.</p>	
_____	(272,585)
Net position of governmental activities	\$ (4,378,926)

The accompanying notes are an integral part of these financial statements.

**MADERA COUNTY TRANSPORTATION AUTHORITY
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2016**

	<u>General Fund</u>	<u>Capital Projects Fund</u>	<u>Total Governmental Funds</u>
REVENUES			
Sales and use taxes	\$ 93,518	\$ 4,465,483	\$ 4,559,001
Federal revenue	-	111,152	111,152
Interest revenue	<u>393</u>	<u>65,745</u>	<u>66,138</u>
 Total revenues	 <u>93,911</u>	 <u>4,642,380</u>	 <u>4,736,291</u>
EXPENDITURES			
Current:			
Public ways and facilities:			
Administration and planning	93,746	19,044	112,790
Debt service:			
Principal	-	1,425,000	1,425,000
Interest	-	872,407	872,407
Capital outlays - road improvements	<u>-</u>	<u>3,817,005</u>	<u>3,817,005</u>
 Total expenditures	 <u>93,746</u>	 <u>6,133,456</u>	 <u>6,227,202</u>
 Excess (deficiency) of revenues over (under) expenditures	 <u>165</u>	 <u>(1,491,076)</u>	 <u>(1,490,911)</u>
 Net change in fund balances	 165	 (1,491,076)	 (1,490,911)
 Fund balances - beginning	 <u>15,282</u>	 <u>13,615,073</u>	 <u>13,630,355</u>
 Fund balances - ending	 <u>\$ 15,447</u>	 <u>\$ 12,123,997</u>	 <u>\$ 12,139,444</u>

The accompanying notes are an integral part of these financial statements.

**MADERA COUNTY TRANSPORTATION AUTHORITY
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE
GOVERNMENT-WIDE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2016**

Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balances - total governmental funds	\$ (1,490,911)
<p>Proceeds from long-term debt provide current financial sources to governmental funds; however, issuing debt increases long-term liabilities in the statement of net position. Repayment of long-term debt is an expenditure in the governmental funds, however, in the statement of net position the repayment reduces long-term liabilities.</p>	
Repayment of long-term debt	1,425,000
<p>Premiums on bonds are amortized over the term of the bond in the government-wide statements but are recorded as an other source of funds in the year of issue on the governmental fund statements.</p>	
	51,198
<p>Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.</p>	
Change in interest payable	<u>19,504</u>
Change in net position of governmental activities	<u>\$ 4,791</u>

The accompanying notes are an integral part of these financial statements.

**MADERA COUNTY TRANSPORTATION AUTHORITY
STATEMENT OF FIDUCIARY NET POSITION
SPECIAL PURPOSE TRUST FUND
JUNE 30, 2016**

	Trust Fund
ASSETS	
Cash and investments	\$ 522,763
Measure T sales tax receivable	918,404
Due from other funds	248,697
Total assets	1,689,864
LIABILITIES	
Due to other funds	87,894
Due to other governments	1,600,497
Total liabilities	1,688,391
NET POSITION	
Held in trust	1,473
Total net position	1,473
Total liabilities and net position	\$ 1,689,864

The accompanying notes are an integral part of these financial statements.

**MADERA COUNTY TRANSPORTATION AUTHORITY
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
SPECIAL PURPOSE TRUST FUND
FOR THE YEAR ENDED JUNE 30, 2016**

	Trust Fund
ADDITIONS	
Sales tax	\$ 4,792,796
Investment income (loss)	4,901
Total additions	4,797,697
DEDUCTIONS	
Disbursements to local agencies	4,800,575
Total deductions	4,800,575
Change in net position	(2,878)
Net position - beginning	4,351
Net position - ending	\$ 1,473

The accompanying notes are an integral part of these financial statements.

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NOTES TO THE BASIC FINANCIAL STATEMENTS

**MADERA COUNTY TRANSPORTATION AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2016**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Scope of Financial Reporting Entity

The Madera County Transportation Authority (the “Authority”) was created by the approval of Measure T by the voters of Madera County (the “County”) in November 2006. Measure T authorized the imposition of a ½% retail transaction and use tax (“sales tax”) in the County for 20 years through the year 2027.

The proceeds from Measure T are principally reserved for regional projects, local transportation, public transportation, and environmental enhancement.

The sales tax revenues received by the Authority under Measure T, after deducting certain administrative costs, are to be spent for programs as set forth in the investment plan included in Measure T and approved by the voters of the County.

The primary elements of the Measure T Program consist of the following:

Commute Corridor/Farm to Market Program (Regional Transportation Program) – authorizes major new projects to improve freeway interchanges, adds additional lanes, increases safety as determined by the local jurisdictions, and improves and reconstructs major commute corridors.

Safe Routes to Schools and Jobs Program (Local Transportation Program) – goal of this program is to improve each individual City’s and the County’s local transportation systems.

Transit Enhancement Program (Public Transportation Program) – goal of this program is to expand or enhance public transit programs that address the transit dependent population and have a demonstrated ability to get people out of their cars and improve air quality.

Environmental Enhancement Program – goal of this program is to improve air quality and the environment through four programs: environmental mitigation, air quality, bicycle/pedestrian facilities, and car/van pools.

Administration and Planning Program – funding is provided to the Authority to prepare investment plan updates, develop allocation program requirements, and administer and conduct specified activities identified in the other four programs.

Madera County Transportation Authority Structure Under the Measure T Program

The Authority administers the Measure T Program in compliance with PUC 180000. The Authority is responsible for administering the Measure T Program in accordance with plans and programs outlined in the Investment Plan and any subsequent updates.

PUC180000 includes provisions regarding the number of members on the Authority Board. Specifically, the Authority is represented by six (6) members including:

- ♦ Three (3) members of the Board of Supervisors, appointed by the Board.
- ♦ Two (2) members representing the City of Madera, consisting of members of the city council, appointed by the city council.
- ♦ One (1) member representing the City of Chowchilla consisting of a member of the city council, appointed by the city council.

**MADERA COUNTY TRANSPORTATION AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2016**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Basic Financial Statements

The basic financial statements consist of the following:

- ♦ Government-wide financial statements
- ♦ Fund financial statements
- ♦ Notes to the basic financial statements

The government-wide financial statements consist of the statement of net position and the statement of activities, and report information on all of the non-fiduciary activities of the Primary Government. As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. All internal balances in the statement of net position have been eliminated.

Both of the government-wide and fund financial statements distinguish functions of the Authority that are principally supported by taxes and intergovernmental revenues (governmental activities).

The statement of activities demonstrates the degree to which the direct and indirect expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or activity. Indirect expenses are allocated based on the annual cost allocation plan. Program revenues include: 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or activity; and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Other items, not properly included among program revenues, are reported instead as general revenues.

Separate fund financial statements are provided for governmental funds and trust funds, even though the latter are excluded from the government-wide financial statements.

Measurement Focus, Basis of Accounting and Financial Statement

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the trust funds financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified-accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Authority considers revenues to be available if they are collected within 90 days of the end of the current fiscal period. Expenditures are recorded when a liability is incurred. However, debt service expenditures and claims and judgments, are recorded only when payment is due and payable.

The fund financial statements provide information about the Authority's individual funds including governmental and trust funds. Separate statements for each fund category are presented. The balance sheet and the statement of revenues, expenditures and changes in fund balances focus on the presentation of major governmental funds – the general fund and capital projects funds. These two statements are used to report information regarding the Authority's own operations and programs. The statement of fiduciary net position and the statement of changes in fiduciary net position provide information regarding the sales tax proceeds and related disbursements, which are exclusively restricted for local agencies for the support of regional public transit, local transportation and regional transportation within the County. Disbursements of Measure T funds during the fiscal year ended June 30, 2016 were made to the Cities of Madera and Chowchilla and the County of Madera.

**MADERA COUNTY TRANSPORTATION AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2016**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement Focus, Basis of Accounting and Financial Statement (Continued)

The Authority reports the following major governmental funds:

General Fund – the Authority’s primary operating fund – used to account for all the financial resources and the legally authorized activities of the Authority except those required to be accounted for in other specialized funds.

Capital Projects Fund – used to account for the accumulation of resources to be used to pay the costs of capital projects designated by Measure T.

Additionally, the Authority reports the following fiduciary fund:

Special Purpose Trust Fund – used to account for Measure T sales tax funds held by the Authority in a trustee capacity.

Cash and Cash Equivalents

The Authority considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents. The Authority does not consider amounts invested in external investment pools, such as the Madera County Treasury, to be cash equivalents.

Deposits with the Madera County Treasury

The Authority deposits all funds received in the County Treasury. Funds in the County Treasury participate in the County’s pooled investments, an external investment pool. The County Treasurer invests the Authority’s excess cash in an external investment pool on behalf of the Authority and other governments maintaining cash in the County Treasury. The County apportions a portion of the interest earned on pooled investments on the basis of the fund’s average balance. Investment policies and associated risk factors applicable to the Madera County Transportation Authority are those of the County of Madera. All of the County’s investments in securities are insured, registered, or are held by the County or its agents in the County’s name.

The County of Madera Board of Supervisors exercises primary oversight responsibility for the County of Madera’s investments. The County Treasurer manages the portfolio and reports results to the Board. A Madera County Treasury Oversight Committee consisting of the County Treasurer, the Auditor-Controller, and a third member representing the County schools (the primary external pool participant) also monitors the Treasury’s investment on a regular basis. No regulatory agency outside of the County of Madera exercises any regulatory responsibilities over the County’s investments. The County’s pool is not registered with the SEC as an investment company.

Interfund Balances

Sales tax receipts from the State are deposited into the General Fund upon receipt and subsequently transferred to the Capital Projects and Trust Funds. Amounts that have not been transferred between funds at the end of the fiscal year, as well as all other outstanding balances between funds are reported as “due to/from other funds”. Internal balances are eliminated in the statement of net position.

**MADERA COUNTY TRANSPORTATION AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2016**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Accounts Payable

Accounts payable reported in the financial statements of the Authority are amounts that are due and payable at year-end and, thereby, accrued as an expense and liability. Accounts payable primarily consist of capital outlay costs for road improvements.

Interest Payable

In the government-wide financial statements, interest payable of long-term debt is recognized as the liability is incurred for governmental fund types and proprietary fund types.

In the fund financial statements, proprietary fund types recognize the interest payable when the liability is incurred.

Long-Term Obligations

In the government-wide financial statements, long-term debt obligations are reported as liabilities in the applicable governmental activities. Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources, while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Fund Balance Classification

The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the Authority is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

- **Nonspendable:** This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact. The Authority did not have any nonspendable resources as of June 30, 2016.
- **Restricted:** This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.

**MADERA COUNTY TRANSPORTATION AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2016**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fund Balance Classification (Continued)

- **Committed:** This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the Board Commissioners. These amounts cannot be used for any other purpose unless the Board Commissioners removes or changes the specified use by taking the same type of action (ordinance or resolution) that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements.
- **Assigned:** This classification includes amounts that are constrained by the Authority's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the Board Commissioners or through the Board Commissioners delegating this responsibility to the Authority Manager through the budgetary process. This classification also includes the remaining positive fund balance for all governmental funds except for the General Fund.
- **Unassigned:** This classification includes amounts that have not been assigned to other funds or restricted, committed or assigned to a specific purpose within the Authority.

The Authority's policy is to use restricted fund balances first, followed by committed resources, and then assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend unassigned resources first to defer the use of these other classified funds.

Net Position

The government-wide financial statements utilize a net position presentation. Net position is categorized as restricted and unrestricted.

Restricted Net Position – This category presents external restrictions imposed by creditor, grantors, contributors, or laws or regulations of other governments and restrictions imposed by law through constitutional provisions or enabling legislation.

Unrestricted Net Position – This category represents net position of the Authority, not restricted for any project or other purpose.

When an expense is incurred for purposes for which both restricted and unrestricted net position area available, the Authority's policy is to apply restricted net position first.

Use of Management Estimates

The preparation of the basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the basic financial statements and the reported amounts of revenues and expenses/expenditures during the reporting period. Accordingly, actual results could differ from those estimates.

**MADERA COUNTY TRANSPORTATION AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2016**

NOTE 2 – RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

A reconciliation of the total fund balances for governmental funds to the total net position of governmental activities has been prepared as part of the basic financial statements, including explanations of differences.

A reconciliation of the total net change in fund balances for governmental funds to the total changes in net position of governmental activities has been prepared as part of the basic financial statements, including explanations of differences.

NOTE 3 – SUMMARY OF RELATED PARTY TRANSACTIONS

Madera County Transportation Commission (the "Commission") maintains the Madera County Transportation Authority's accounting records and incurs various administrative and other expenses on behalf of the Authority. These expenses incurred by the Authority to the Commission in 2015-2016 fiscal year totaled to \$112,790. The total accounts payable to the Commission was \$116,876 for the year ended June 30, 2016.

NOTE 4 – CASH AND INVESTMENTS

Cash and investments as of June 30, 2016 are classified in the accompanying financial statements as follows:

Cash and investments	<u>\$ 12,360,431</u>
Total cash and investments	<u>\$ 12,360,431</u>

Cash and investments as of June 30, 2016 consist of the following:

Statement of Net Position:	
Cash and investments	\$ 3,827,243
Restricted cash and investments	8,010,425
Statement of Fiduciary Net Position:	
Trust Fund	<u>522,763</u>
Total cash and investments	<u>\$ 12,360,431</u>

**MADERA COUNTY TRANSPORTATION AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2016**

NOTE 4 – CASH AND INVESTMENTS (Continued)

Investments Authorized by the California Government Code and the Authority's Investment Policy

The table below identifies the investment types that are authorized for the Authority by the California Government Code (or the Authority's investment policy, where more restrictive). The table also identifies certain provisions of the California Government Code (or the Authority's investment policy, where more restrictive) that address interest rate risk, credit risk, and concentration of credit risk.

<u>Authorized Investment Type</u>	<u>Maximum Maturity</u>	<u>Maximum Percentage of Portfolio</u>	<u>Maximum Investment in One Issuer</u>
Local Agency Bonds	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker's Acceptances	180 days	40%	None
Commercial Paper	270 days	None	None
Negotiable Certificates of Deposit	5 years	None	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	None	None
Medium-Term Notes	5 years	None	None
Mutual Funds	n/a	None	None
Money Market Mutual Funds	n/a	None	None
Mortgage Pass-Through Securities	5 years	None	None
County Pooled Investment Funds	n/a	100%	None
Local Agency Investment Fund (LAIF)	n/a	None	None

Investments Authorized by Debt Agreements

Investments of debt proceeds held by the bond trustee are governed by provisions of the debt agreements, in accordance with the provisions of the Government Code of the State of California. All funds of the Authority have been invested in the commingled investment pool of the County of Madera, California.

**MADERA COUNTY TRANSPORTATION AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2016**

NOTE 4 – CASH AND INVESTMENTS (Continued)

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates.

Information about the sensitivity of the fair values of the Authority's investments to market interest rate fluctuations is provided by the following table that shows the distribution of the Authority's investment by maturity:

Investment Type	Amount	Remaining Maturity (in Months)			
		12 Months or Less	13 to 24 Months	25 to 60 Months	More than 60 Months
Governmental Activities:					
County Investment Pool	\$ 11,090,854	\$ 11,090,854	\$ -	\$ -	\$ -
Held by bond trustee:					
Bank of NY Mellon	<u>1,269,577</u>	<u>1,269,577</u>	-	-	-
Total	<u>\$ 12,360,431</u>	<u>\$ 12,360,431</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Disclosures Related to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Presented below is the minimum rating required by (where applicable) the California Government Code, the Authority's investment policy, and the actual rating as of year-end for each investment type.

Investment Type	Amount	Minimum Legal Rating	Rating as of Year-End		
			AAA	Aa	Not Rated
Governmental Activities:					
County Investment Pool	\$ 11,090,854	N/A	\$ -	\$ -	\$ 11,090,854
Held by bond trustee:					
Bank of NY Mellon	<u>1,269,577</u>	N/A	-	-	<u>1,269,577</u>
Total	<u>\$ 12,360,431</u>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 12,360,431</u>

**MADERA COUNTY TRANSPORTATION AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2016**

NOTE 4 – CASH AND INVESTMENTS (Continued)

Fair Value Hierarchy

The Authority categorizes its fair value measurements of its investments based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy, which has three levels, is based on the valuation inputs used to measure an asset's fair value: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The Authority's only investments, which are allocated at fair value, are in the County's pooled investments. The County invests in numerous types of investments ranging all levels in the fair value hierarchy. Accordingly, County's pool investments are not an investment type that can be categorized in any particular level in the fair value hierarchy.

NOTE 5 – INTERFUND BALANCES

Interfund Receivables/Payables (Due To/Due From)

Interfund receivable and payable balances arise from interfund transactions and are recorded by all funds affected in the period in which transactions are executed.

Interfund receivables and payables balances at June 30, 2016 are as follows:

	<u>Interfund Receivables</u>	<u>Interfund Payables</u>
General Fund	\$ -	\$ 480,409
Capital Projects Fund	<u>319,606</u>	<u>-</u>
Total Governmental Funds	319,606	480,409
Trust Funds	<u>248,697</u>	<u>87,894</u>
Total	<u>\$ 568,303</u>	<u>\$ 568,303</u>

NOTE 6 – NOTES RECEIVABLE

In April 2009, the Authority's Board of Commissioners approved an inter-program loan in the amount of \$1,575,000 to the City of Chowchilla (the "City") to accelerate the delivery of the City's Measure T Improvement Projects. The loan is due in ten annual principal payments of \$157,500 beginning June 30, 2010, plus interest at a variable rate based on the LAIF rates. The total outstanding notes receivable balance as of June 30, 2016 was \$472,500.

**MADERA COUNTY TRANSPORTATION AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2016**

NOTE 7 – LONG-TERM LIABILITIES

Long-term liabilities activity for the year ended June 30, 2016 consisted of the following:

	Balance July 1, 2015	Additions	Reductions	Balance June 30, 2016	Due within One Year
Sales Tax Revenue Bonds:					
Series 2009	\$ 4,680,000	\$ -	\$ (355,000)	\$ 4,325,000	\$ 380,000
Series 2010	12,530,000	-	(1,070,000)	11,460,000	1,085,000
Series 2010-premiums, net of amortization	511,983	-	(51,198)	460,785	-
Total	<u>\$ 17,721,983</u>	<u>\$ -</u>	<u>\$ (1,476,198)</u>	<u>\$ 16,245,785</u>	<u>\$ 1,465,000</u>

Payments on the sales tax revenue bonds are made by the Capital Projects Fund.

SERIES 2009

The series 2009 bonds were issued on October 28, 2009, with a maturity date of September 1, 2024, and an interest rate of 7.44%.

Annual debt service requirements to maturity of the series 2009 bonds are as follows:

Fiscal Years Ending June 30	Principal	Interest	Total
2017	\$ 380,000	\$ 314,898	\$ 694,898
2018	410,000	286,068	696,068
2019	440,000	255,006	695,006
2020	475,000	221,526	696,526
2021	510,000	185,628	695,628
Thereafter	2,110,000	325,314	2,435,314
Total	<u>\$ 4,325,000</u>	<u>\$ 1,588,440</u>	<u>\$ 5,913,440</u>

SERIES 2010

The series 2010 bonds were issued on June 29, 2010, with a maturity date of March 1, 2025, and interest rate between 2.00-4.00%.

Annual debt service requirements to maturity of the series 2010 bonds are as follows:

Fiscal Years Ending June 30	Principal	Interest	Total
2017	\$ 1,085,000	\$ 495,975	\$ 1,580,975
2018	1,120,000	458,000	1,578,000
2019	1,165,000	413,200	1,578,200
2020	1,215,000	366,600	1,581,600
2021	1,260,000	318,000	1,578,000
Thereafter	5,615,000	704,600	6,319,600
Total	<u>\$ 11,460,000</u>	<u>\$ 2,756,375</u>	<u>\$ 14,216,375</u>

**MADERA COUNTY TRANSPORTATION AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2016**

NOTE 8 – SALES TAX RECEIPTS

During the fiscal year ended June 30, 2016, the Authority received sales tax receipts in the amount of \$9,327,292 which are recorded in the following funds:

General	\$ 93,273
Capital Projects	4,453,782
Trust	<u>4,780,237</u>
	<u>\$ 9,327,292</u>

NOTE 9 – RISK MANAGEMENT

The Authority is exposed to various risks of loss related to torts: theft of, damage to, and destruction of assets, injuries to employees, and natural disasters. The Authority manages and finances these risks by purchasing commercial insurance for which a \$1,000 deductible applies. There have been no significant reductions in insurance coverage from the previous year, nor have settled claims exceeded the Authority's commercial insurance coverage in any of the past three years.

NOTE 10 – COMMITMENTS AND CONTINGENCIES

The Authority has entered into various cooperative agreements with governmental entities amounting to a total commitment of approximately \$43,468,714. The Authority has made cumulative expenditures of \$33,962,165 on these commitments through June 30, 2016; therefore, the Authority's outstanding commitments at June 30, 2016, total \$9,506,549.

As of June 30, 2016, the Authority had the following commitments with respect to the unfinished capital projects:

<u>Project</u>	<u>Amount</u>	<u>Completion Date</u>
SR 41 Passing Lanes	\$ 1,834,667	12/31/16
SR 99/Ave 12 Interchange	5,112,611	12/31/16
SR 99 - Ave 12 to Ave 17 Widening (E&P, PS&E, R/W)	2,410,008	12/31/17
Oakhurst Mid Town Connector (Through PS&E)	52,226	12/31/17
SR 233 Interchange Operational Improvements (Through E&P)	<u>97,037</u>	12/31/17
	<u>\$ 9,506,549</u>	

**MADERA COUNTY TRANSPORTATION AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2016**

NOTE 11 – PRONOUNCEMENTS

(1) New Accounting Pronouncements Adopted

Governmental Accounting Standards Board Statement No. 72

In February 2015, GASB issued Statement No. 72, Fair Value Measurement and Application. This statement addresses accounting and financial reporting issues related to fair value measurements. This statement provides guidance for determining a fair value measurement for financial reporting purposes and also provides guidance for applying fair value to certain investments and disclosures related to all fair value measurements. The requirements of this statement were implemented by the Authority during the current fiscal year.

Governmental Accounting Standards Board Statement No. 76

In June 2015, GASB issued Statement No. 76, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*. The objective of this statement is to identify – in the context of the current governmental financial reporting environment – the hierarchy of generally accepted accounting principles (GAAP). The “GAAP hierarchy” consists of the sources of accounting principles used to prepare financial statements of state and local governmental entities in conformity with GAAP and the framework for selecting those principles. This statement reduces the GAAP hierarchy to two categories of authoritative GAAP and addresses the use of authoritative and nonauthoritative literature in the event that the accounting treatment for a transaction or other event is not specified within a source of authoritative GAAP. This statement supersedes Statement No. 55, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*. The requirements of this statement were considered but had no effect on the Authority’s current fiscal year.

Governmental Accounting Standards Board Statement No. 79

In December 2015, GASB issued Statement No. 79, *Certain External Investment Pools and Pool Participants*. This Statement addresses accounting and financial reporting for certain external investment pools and pool participants. Specifically, it establishes criteria for an external investment pool to qualify for making the election to measure all of its investments at amortized cost for financial reporting purposes. An external investment pool qualifies for that reporting if it meets all of the applicable criteria established in this Statement. The requirements of this statement were considered but had no effect on the Authority’s current fiscal year.

Governmental Accounting Standards Board Statement No. 82

In March 2016, GASB issued Statement No. 82, *Pension Issues—an Amendment of GASB Statements No. 67, No. 68, and No. 73*. The objective of this Statement is to address certain issues that have been raised with respect to Statements No. 67, *Financial Reporting for Pension Plans*, No. 68, *Accounting and Financial Reporting for Pensions*, and No. 73, *Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68*. Specifically, this Statement addresses issues regarding (1) the presentation of payroll-related measures in required supplementary information, (2) the selection of assumptions and the treatment of deviations from the guidance in an Actuarial Standard of Practice for financial reporting purposes, and (3) the classification of payments made by employers to satisfy employee (plan member) contribution requirements. This statement was adopted by the Authority during the current fiscal year. The effects of the adoption of this statement included a change in the manner covered payroll is reported in the following required supplementary schedules: Proportionate Share of Net Pension Liability (Asset) and Schedule of Contributions. The requirements of this statement were considered but had no effect on the Authority’s current fiscal year.

**MADERA COUNTY TRANSPORTATION AUTHORITY
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2016**

NOTE 11 – PRONOUNCEMENTS (Continued)

(2) New Accounting Pronouncements Not Yet Adopted

Governmental Accounting Standards Board Statement No. 75

In June 2015, GASB issued Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. The primary objective of this statement is to improve accounting and financial reporting by state and local governments for postemployment benefits other than pensions (*other* postemployment benefits or OPEB). It also improves information provided by state and local governmental employers about financial support for OPEB that is provided by other entities. This statement replaces the requirements of Statements No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, as amended, and No. 57, *OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans*, for OPEB. The requirements of this statement are effective for the Authority's fiscal year ending June 30, 2018.

Governmental Accounting Standards Board Statement No. 77

In August 2015, GASB issued Statement No. 77, *Tax Abatement Disclosures*. Financial statements prepared by state and local governments in conformity with generally accepted accounting principles provide citizens and taxpayers, legislative and oversight bodies, municipal bond analysts, and others with information they need to evaluate the financial health of governments, make decisions, and assess accountability. This information is intended, among other things, to assist these users of financial statements in assessing (1) whether a government's current-year revenues were sufficient to pay for current-year services (known as interperiod equity), (2) whether a government complied with finance-related legal and contractual obligations, (3) where a government's financial resources come from and how it uses them, and (4) a government's financial position and economic condition and how they have changed over time. The requirements of this statement are effective for the Authority's fiscal year ending June 30, 2017.

Governmental Accounting Standards Board Statement No. 80

In January 2016, GASB issued Statement No. 80, *Blending Requirements for Certain Component Units— an Amendment of GASB Statement No. 14*. The objective of this Statement is to improve financial reporting by clarifying the financial statement presentation requirements for certain component units. This Statement amends the blending requirements established in paragraph 53 of Statement No. 14, *The Financial Reporting Entity, as amended*. The requirements of this statement are effective for the Authority's fiscal year ending June 30, 2017.

Governmental Accounting Standards Board Statement No. 81

In March 2016, GASB issued Statement No. 81, *Irrevocable Split-Interest Agreements*. The objective of this Statement is to improve accounting and financial reporting for irrevocable split-interest agreements by providing recognition and measurement guidance for situations in which a government is a beneficiary of the agreement. The requirements of this statement are effective for the Authority's fiscal year ending June 30, 2018, and should be applied retroactively.

REQUIRED SUPPLEMENTARY INFORMATION

**MADERA COUNTY TRANSPORTATION AUTHORITY
 BUDGETARY COMPARISON SCHEDULE
 GENERAL FUND
 FOR THE YEAR ENDED JUNE 30, 2016**

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Sales and use taxes	\$ 88,500	\$ 88,500	\$ 93,518	\$ 5,018
Interest revenue	-	-	393	393
Total revenues	<u>88,500</u>	<u>88,500</u>	<u>93,911</u>	<u>5,411</u>
EXPENDITURES				
Administration and planning	<u>88,500</u>	<u>88,500</u>	<u>93,746</u>	<u>(5,246)</u>
Total expenditures	<u>88,500</u>	<u>88,500</u>	<u>93,746</u>	<u>(5,246)</u>
Net change in fund balances	-	-	165	165
Fund balances - beginning	<u>15,282</u>	<u>15,282</u>	<u>15,282</u>	-
Fund balances - ending	<u>\$ 15,282</u>	<u>\$ 15,282</u>	<u>\$ 15,447</u>	<u>\$ 165</u>

**MADERA COUNTY TRANSPORTATION AUTHORITY
NOTE TO THE REQUIRED SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED JUNE 30, 2016**

Note 1 – Budgets and Budgetary Data

The Authority adopts a legal annual operating budget for its general fund. All budget transfers and expenditures are approved by the Board or by the Authority Administrator prior to disbursement. The legal level of budgetary control is at the account balance level. The final budget revenue and expenditure amounts represent the original budget modified by any amendments and adjustments that have occurred during the year. Unencumbered appropriations lapse at year-end.

A budgetary comparison schedule for the general fund is presented on page 36. Its purpose is to demonstrate compliance with the approved budget for fiscal year 2015-2016. Actual expenditures appearing on the schedule are presented using the accrual method of accounting.

The general fund incurred \$5,246 of expenditures in excess of appropriations for the year ended June 30, 2016. The excess expenditures were covered by available fund balance in the fund.

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OTHER SUPPLEMENTARY INFORMATION

**MADERA COUNTY TRANSPORTATION AUTHORITY
SCHEDULE OF MEASURE T SALES TAX RECEIPTS
JUNE 30, 2016**

Fiscal Year	Total Sales Tax Receipts *	Changes from Previous Year
2007/08	\$ 7,707,106	--
2008/09	7,311,825	-5.13%
2009/10	6,118,354	-16.32%
2010/11	6,939,324	13.42%
2011/12	7,775,292	12.05%
2012/13	7,960,277	2.38%
2013/14	8,439,910	6.03%
2014/15	9,017,126	6.84%
2015/16	9,327,292	3.44%

* Net of State Board of Equalization fees

OTHER REPORT

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Commissioners
Madera County Transportation Authority
Madera, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of the Madera County Transportation Authority (the Authority) as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated December 31, 2016.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Authority's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

677 Scott Avenue
Clovis, CA 93612
tel 559.299.9540
fax 559.299.2344

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Madera County Transportation Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Price Page & Company

Clovis, California
December 31, 2016

**MADERA COUNTY TRANSPORTATION AUTHORITY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2016**

SECTION I – SUMMARY OF AUDITOR’S RESULTS

FINANCIAL STATEMENTS

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

Material weaknesses identified? Yes No

Significant deficiencies identified that are not considered to be material weaknesses? Yes None Reported

Noncompliance material to financial statements noted? Yes No

SECTION II – FINANCIAL STATEMENT FINDINGS

No findings reported.

**MADERA COUNTY TRANSPORTATION AUTHORITY
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2016**

FINANCIAL STATEMENT FINDINGS

No findings reported.