

**DEPARTMENT OF TRANSPORTATION**

Division of Local Assistance  
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Sacramento, CA 94274-0001  
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December 10, 2012

**RECEIVED****DEC 21 2012****SAN BERNARDINO  
ASSOCIATED GOVTS**

File : 08-SBD-0-SBAG

CMLG-6053(102)

Throughout various San Bernardino  
Valley cities

Mr. Raymond Wolfe  
Executive Director  
San Bernardino Associated Governments  
1170 W. 3rd. Street, 2nd Floor  
San Bernanrdino, CA 92410-1715

Attn: Mr. Philip Chu

Dear Mr. Wolfe:

Enclosed is your fully executed copy of Program Supplement Agreement No. 049-N to Administering Agency-State Agreement No. 08-6053R and an approved Finance Letter. Please retain the signed Finance Letter for your records.

In accordance to Government Code 16304, Federal and State funds appropriated by the State budget are available for disbursement for limited periods of time. The attached Finance Letter shows the deadlines for liquidation as "Reversion Dates". Please ensure that your invoices are submitted at least 60 days prior to the Reversion Date to avoid any lapse of funds. If your agency is unable to seek reimbursement by this date, you may request an extension through a Cooperative Work Agreement (CWA). A CWA is subject to the final approval of the State Department of Finance. If approved, the CWA may extend the deadline for up to one year to federal funds and up to three years for State funds.

Please note that Government Code 16304 does not supersede any other more restrictive expenditure deadlines.

Sincerely,

*for Patrick Loun*  
BARRY LEAMING, Chief  
Office of Project Implementation - South  
Division of Local Assistance

Enclosure

c: DLA AE Project Files  
(08) DLAE - Sean Yeung (Acting)

**PROGRAM SUPPLEMENT NO. N049**  
to  
**ADMINISTERING AGENCY-STATE AGREEMENT**  
**FOR FEDERAL-AID PROJECTS NO 08-6053R**

**Adv Project ID**                      **Date:** October 3, 2012  
0812000171                      **Location:** 08-SBD-0-SBAG  
**Project Number:** CMLG-6053(102)  
**E.A. Number:**  
**Locode:** 6053

This Program Supplement hereby adopts and incorporates the Administering Agency-State Agreement for Federal Aid which was entered into between the Administering Agency and the State on 03/29/07 and is subject to all the terms and conditions thereof. This Program Supplement is executed in accordance with Article I of the aforementioned Master Agreement under authority of Resolution No. *Minute Action* approved by the Administering Agency on *March 7, 2007* (See copy attached).

The Administering Agency further stipulates that as a condition to the payment by the State of any funds derived from sources noted below obligated to this PROJECT, the Administering Agency accepts and will comply with the special covenants or remarks set forth on the following pages.

**PROJECT LOCATION:**

Throughout various San Bernardino Valley cities

**TYPE OF WORK:** Traffic signal interconnect system maintenance and monitoring                      **LENGTH:** 0.0(MILES)

Estimated Cost	Federal Funds		Matching Funds	
	L40E		LOCAL	OTHER
\$1,450,000.00		\$800,000.00	\$0.00	\$650,000.00

**SAN BERNARDINO ASSOCIATED GOVERNMENTS**

By *[Signature]*  
Title *Executive Director*  
Date *11/2/12*  
Attest *[Signature]*

**STATE OF CALIFORNIA**  
Department of Transportation

By *[Signature]*  
for Chief, Office of Project Implementation  
Division of Local Assistance  
Date *November 13, 2012*

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance:

Accounting Officer *Hanh Nguyen*                      Date *10.4.12*                      \$800,000.00

Chapter	Statutes	Item	Year	Program	BC	Category	Fund Source	AMOUNT



**SPECIAL COVENANTS OR REMARKS**

1. The ADMINISTERING AGENCY will advertise, award and administer this project in accordance with the current published Local Assistance Procedures Manual.
2. ADMINISTERING AGENCY agrees that it will only proceed with work authorized for specific phase(s) with an "Authorization to Proceed" and will not proceed with future phase(s) of this project prior to receiving an "Authorization to Proceed" from the STATE for that phase(s) unless no further State or Federal funds are needed for those future phase(s).
3. In the event that right of way acquisition for or construction of this project of the initial federal authorization for preliminary engineering is not started by the close of the tenth fiscal year following the fiscal year in which the project is authorized, the ADMINISTERING AGENCY shall repay the Federal Highway Administration through Caltrans the sum of Federal funds paid under the terms of this agreement.
4. ADMINISTERING AGENCY agrees, as a minimum, to submit invoices at least once every six months commencing after the funds are encumbered for each phase by the execution of this Project Program Supplement Agreement, or by STATE's approval of an applicable Finance Letter. STATE reserves the right to suspend future authorizations/obligations for Federal aid projects, or encumbrances for State funded projects, as well as to suspend invoice payments for any on-going or future project by ADMINISTERING AGENCY if PROJECT costs have not been invoiced by ADMINISTERING AGENCY for a six-month period.

If no costs have been invoiced for a six-month period, ADMINISTERING AGENCY agrees to submit for each phase a written explanation of the absence of PROJECT activity along with target billing date and target billing amount.

ADMINISTERING AGENCY agrees to submit the final report documents that collectively constitute a "Report of Expenditures" within one hundred eighty (180) days of PROJECT completion. Failure of ADMINISTERING AGENCY to submit a "Final Report of Expenditures" within 180 days of PROJECT completion will result in STATE imposing sanctions upon ADMINISTERING AGENCY in accordance with the current Local Assistance Procedures Manual.

5. The Administering Agency shall not discriminate on the basis of race, religion, age, disability, color, national origin, or sex in the award and performance of any Federal-assisted contract or in the administration of its DBE Program Implementation Agreement. The Administering Agency shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of Federal-assisted contracts. The Administering Agency's DBE Implementation Agreement is incorporated by reference in this Agreement. Implementation of the DBE Implementation Agreement, including but not limited to timely reporting of DBE commitments and utilization, is a legal obligation and failure to carry out its terms shall be treated as a violation of this Agreement. Upon notification to the Administering Agency of its failure to carry out its

**SPECIAL COVENANTS OR REMARKS**

DBE Implementation Agreement, the State may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

6. As a condition for receiving federal-aid highway funds for the PROJECT, the Administering Agency certifies that NO members of the elected board, council, or other key decision makers are on the Federal Government Excluded Parties List System (EPLS).
7. Any State and Federal funds that may have been encumbered for this project are available for disbursement for limited periods of time. For each fund encumbrance the limited period is from the start of the fiscal year that the specific fund was appropriated within the State Budget Act to the applicable fund Reversion Date shown on the State approved project finance letter. Per Government Code Section 16304, all project funds not liquidated within these periods will revert unless an executed Cooperative Work Agreement extending these dates is requested by the ADMINISTERING AGENCY and approved by the California Department of Finance.

ADMINISTERING AGENCY should ensure that invoices are submitted to the District Local Assistance Engineer at least 75 days prior to the applicable fund Reversion Date to avoid the lapse of applicable funds. Pursuant to a directive from the State Controller's Office and the Department of Finance; in order for payment to be made, the last date the District Local Assistance Engineer can forward an invoice for payment to the Department's Local Programs Accounting Office for reimbursable work for funds that are going to revert at the end of a particular fiscal year is May 15th of the particular fiscal year. Notwithstanding the unliquidated sums of project specific State and Federal funding remaining and available to fund project work, any invoice for reimbursement involving applicable funds that is not received by the Department's Local Programs Accounting Office at least 45 days prior to the applicable fixed fund Reversion Date will not be paid. These unexpended funds will be irrevocably reverted by the Department's Division of Accounting on the applicable fund Reversion Date.

8. Award information shall be submitted by the ADMINISTERING AGENCY to the District Local Assistance Engineer within 60 days of project contract award and prior to the submittal of the ADMINISTERING AGENCY'S first invoice for the construction contract.

Failure to do so will cause a delay in the State processing invoices for the construction phase. Please refer to Section 15.7 "Award Package" of the Local Assistance Procedures Manual.



# San Bernardino Associated Governments

1170 W. 3rd Street, 2nd Floor San Bernardino, CA 92410-1715  
Phone: (909) 884-8276 Fax: (909) 885-4407 Web: www.sanbag.ca.gov



- San Bernardino County Transportation Commission ■ San Bernardino County Transportation Authority
- San Bernardino County Congestion Management Agency ■ Service Authority for Freeway Emergencies

## *Minute Action*

### AGENDA ITEM: 8

**Date:** March 7, 2007

**Subject:** Caltrans Master Agreement for Federal Aid

- Recommendation:**
- 1) Approve Master Agreement between Caltrans (No. 08-6053R) and SANBAG (Contract No. C07514) which establishes standards for implementation of projects when SANBAG acts as an Administering Agency for Federal-Aid Projects.
  - 2) Authorize the Executive Director to execute Program Supplements under Contract No. C07514 based upon SANBAG Board of Directors prior approval of the individual projects and costs.

**Background:**

This document establishes general requirements and agreements between Caltrans and SANBAG when SANBAG acts as Administering Agency for projects funded with federal funds. This agreement replaces previous SANBAG/Caltrans Agreement No. 08-6053, and incorporates new provisions of the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 and subsequent Transportation Authorization Bills.

The master agreement sets out general provisions required for federal aid projects. Specific projects will be carried out by Program Supplements to this agreement which establishes specific dollar amounts and specific conditions of the individual projects. To continue the current practice, this item also authorizes the Executive Director to sign Program Supplements, provided that the SANBAG Board of

Approved Consent

Approved  
Board of Directors

Date: March 7, 2007

Moved: Gilbreath Second: Eaton

In Favor: 23 Opposed: 0 Abstained: 0

Witnessed: Anna Aldama

Board Agenda Item  
March 7, 2007  
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Directors has taken prior action to approve spccific projects and the associated costs.

**Financial Impact:** This item has no impact upon the SANBAG budget. It does provide for expedient processing of Program Supplements in those cases where the SANBAG Board has approved projects and fund allocations when SANBAG is acting as the project Administering Agency.

**Reviewed By:** This item was reviewed by the Administrative Committee on February 14,, 2007 and unanimously recommended for approval. (*Meeting chaired by Lawrence Dale*)

**Responsible Staff:** Terrence J. McGuire, Chief Financial Officer

DEPARTMENT OF TRANSPORTATION  
 DIVISION OF ACCOUNTING  
 LOCAL PROGRAM ACCOUNTING BRANCH

FINANCE LETTER

Date: 11/26/2012  
 Agency: 08-SBD-0-SBAG  
 Project No: CMLG-6053(102)  
 EA No:

Attention: San Bernardino Associated Governments

FINANCE ITEMS	TOTAL COST OF WORK	FEDERAL PART. COST	FED. REIMB %	FEDERAL FUNDS L40E	LOCAL FUNDS	OTHER FUNDS
Agency Preliminary Engineering	\$1,450,000.00	\$800,000.00	100.00%	\$800,000.00	\$0.00	\$650,000.00
<b>Totals:</b>	<b>\$1,450,000.00</b>	<b>\$800,000.00</b>	<b>0.00%</b>	<b>\$800,000.00</b>	<b>\$0.00</b>	<b>\$650,000.00</b>

Fed. Partic: 55.17% This Finance Letter was created based on specific financial information provided by the responsible local agency. The following encumbrance history is prepared by Local Assistance Accounting Office and is provided here for local agency's information and action.

Signature:  Title: HQ Local Assistance Area Engineer  
 For questions regarding finance letter, contact:  
 Printed Name : Patrick Louie  
 Telephone No: (916) 653-7349

Remarks: Reimburse CMAQ at 100% up to maximum federal amount allowed. Monitoring and maintenance for traffic signals for Tier 3 and 4 only. Tier 1 & 2 will be paid for by Local Funds (\$650,000).

ACCOUNTING INFORMATION								
Adv. Proj. ID	Approp. Unit	State Prog.	Fed/State	Encumbrance Amount	Approp Year	Expenditure Amount	Ecumbrance Balance	Reversion Date
0812000171	12102F	2030010820	F	\$800,000.00	1112	\$0.00	\$800,000.00	06/30/17