MEETING NOTICE AND AGENDA

CITIES/COUNTY TRANSPORTATION ADVISORY COMMITTEE (CTAC)
The CTAC may take action on any item appearing on this agenda.

Thursday, March 6, 2008

9:30 to 11:30 a.m.

SANDAG, Conference Room 8A
401 B Street, Suite 800
San Diego, CA  92101-4231

Chair:   Frank Rivera, City of Chula Vista
Vice Chair:   Robert Johnson, City of Carlsbad

Staff Contact:   Dan Martin
(619) 699-6987
dma@sandag.org

AGENDA HIGHLIGHTS

• REGIONAL TRANSPORTATION CONGESTION IMPROVEMENT PROGRAM (RTCIP) STATUS AND SCHEDULE

• UPDATE TO PROPOSITION 1B LOCAL STREET AND ROAD ALLOCATIONS

• UPDATE TO PROPOSITION 1B TRAFFIC LIGHT SYNCHRONIZATION PROGRAM GUIDELINES (TLSP)

• SANDAG COMMERCIAL PAPER PROGRAM

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To request this document or related reports in an alternative format, please call (619) 699-1900, (619) 699-1904 (TTY), or fax (619) 699-1905.
ITEM #  

<table>
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<tr>
<th>ITEM #</th>
<th>RECOMMENDATION</th>
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<tbody>
<tr>
<td>1.</td>
<td>INTRODUCTIONS</td>
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| +2.    | SUMMARY OF JANUARY 3, 2008 CTAC MEETING  
(Frank Rivera)  
APPROVE  |
|        | The summary for the January 3, 2008 CTAC meeting is attached. CTAC is asked to review and approve the meeting summary. |
| 3.     | PUBLIC COMMENTS  
COMMENTS |
|        | Members of the public will have the opportunity to address the Working Group during this time. |
| +4.    | REGIONAL TRANSPORTATION CONGESTION IMPROVEMENT PROGRAM STATUS AND SCHEDULE (Charles “Muggs” Stoll and Marney Cox)  
DISCUSSION |
|        | The Regional Transportation Congestion Improvement Plan, approved by voters as part of the TransNet extension in November 2004, requires a fee be collected on each (most) new residential units to help pay for the impacts to the Regional Arterial System. Subsequent to several past discussions, the CTAC is asked to participate in a final discussion prior to the required submittal of the Funding Programs by April 1, 2008 to the Independent Taxpayer Oversight Committee (ITOC). |
| +5.    | UPDATE TO PROPOSITION 1B LOCAL STREET AND ROAD ALLOCATIONS (Genevieve Morelos)  
INFORMATION |
|        | Staff will provide an update on the Proposition 1B Local Street and Road allocations and status of disbursements. Staff will also be available to respond to questions from CTAC members. |
| +6.    | UPDATE TO PROPOSITION 1B TRAFFIC LIGHT SYNCHRONIZATION PROGRAM GUIDELINES (TLSP) (Alex Estrella)  
INFORMATION/DISCUSSION |
<p>|        | During the February 2008 SANTEC meeting, staff provided a list of project concepts for possible submittal under the TLSP. Staff will be presenting this information to CTAC for review and discussion. CTAC members will also be provided the final TLSP guidelines adopted by the California Transportation Commission in February 2008. |</p>
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<th>ITEM #</th>
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<tr>
<td>7.</td>
<td>CALTRANS UPDATES (Erwin Gojuangco) INFORMATION</td>
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<td>An update on various Local Programs, funding program deadlines, and announcements regarding upcoming conferences will be provided.</td>
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<td>8.</td>
<td>SANDAG COMMERCIAL PAPER PROGRAM (José Nuncio) INFORMATION</td>
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<td>Staff will provide an overview of the SANDAG Commercial Paper Program and will be available to respond to questions from CTAC members.</td>
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<td>9.</td>
<td>ANNUAL SUBMITTALS - FORM 700 STATEMENT OF ECONOMIC INTERESTS (Dan Martin) INFORMATION</td>
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<td>FORM 700 Statement of Economic Interest are due for 2008 and CTAC members are requested to complete and submit an original signed copy to SANDAG by March 21, 2008. Copies of the FORM 700 package will be available for distribution at the CTAC meeting.</td>
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<td>10.</td>
<td>ANNOUNCEMENTS INFORMATION</td>
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<td>CTAC members are encouraged to share items of interest.</td>
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<td>11.</td>
<td>UPCOMING MEETING INFORMATION</td>
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<td>The CTAC meeting is scheduled for Thursday, April 3, 2008, from 9:30 to 11:30 a.m.</td>
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+ next to an item indicates an attachment
SUMMARY OF JANUARY 3, 2008, CTAC MEETING

Introductions

Frank Rivera chaired the meeting. Meeting participants introduced themselves.

Meeting Summary

CTAC approved the meeting summaries from the December 6, 2007, CTAC meeting.

Public Comments

There were no comments from the public.

Caltrans Updates

Erwin Gojuangco (Caltrans) announced that the next South Tehachapi Management Team meeting is scheduled for Wednesday January 23, 2008, in Diamond Bar, California. Erwin also announced that Caltrans is accepting applications for Highway Safety Improvement Program (HSIP) for the 2007/2008 and 2008/2009 federal fiscal years. Applications are due to Caltrans District Offices by February 29, 2008.

Update to Draft Proposition 1B Traffic Light Synchronization Program Guidelines (TLSP)

Alex Estrella (SANDAG) provided an overview of the Draft Proposition 1B TLSP Guidelines and the revisions dated December 26, 2007 which included clarification of the required corridor system management plan and changes to the project application scoring. Alex informed CTAC that Caltrans has scheduled a teleconference for January 10, 2008 to provide further details on the TLSP guidelines. Jose Nuncio (SANDAG) mentioned that competition for this program will be heavy since it is anticipated that applications will be submitted State wide for this program. Jose noted that the most competitive applications will be those that are most ready to go to construction and include a funding commitment from the applicant agency as reflected in the application scoring weighting included in the current guidelines. Alex Estrella (SANDAG) stated that the feasibility and recommendations of regional project applications will be discussed at the San Diego Regional Traffic Engineers Council.
Regional Transportation Congestion Improvement Program (RTCIP) Update

Dan Martin (SANDAG) solicited feedback on the RTCIP workshop held on December 6, 2007. Greg Humora (La Mesa) requested that SANDAG act as a clearinghouse for sample impact fee resolutions and ordinances provided by RTCIP participants so they may be shared with other jurisdictions in the region. Staff agreed to make these available through the agency’s FTP site. RTCIP participants can e-mail these documents to jde@sandag.org.

Nomination and Election of New CTAC Committee Vice Chair

Frank Rivera (Chair) requested nominations for Vice Chair. Robert Johnson (Carlsbad) was nominated and unanimously voted to serve as Vice Chair of CTAC starting in February 2008.

Announcements

A call for announcements was made. There were no announcements.

Next Meeting

The next planned meeting of the CTAC will be February 7, 2008 at 9:30 a.m. It will be held at the SANDAG offices in conference room 8A.
Regional Transportation Congestion Improvement Program (RTCIP) Status and Schedule

Introduction

Subsequent to previous discussion regarding the RTCIP at the September and December 2007 CTAC meetings, several inquiries have been received from various local agencies as the resulting fee programs have been developed. This is an opportunity to assess the status of the CTAC agencies in developing their programs prior to the required submission to the Independent Taxpayer Oversight Committee (ITOC) in April 2008.

Discussion

The TransNet Extension Ordinance language included for the RTCIP in Section A(5) states that:

“Each jurisdiction’s Funding Program shall be submitted for review by the Independent Taxpayer Oversight Committee (ITOC) referred to in Section 11 of the TransNet Ordinance prior to April 1, 2008, approved by Regional Transportation Commission by June 1, 2008 and shall become operative on July 1, 2008.”

In order to meet this requirement, representatives to the CTAC are asked to participate in one final discussion prior to the submission of their Funding Programs. CTAC members are encouraged to share ideas and suggestions and to submit draft proposals, should they be prepared to do so. SANDAG staff will be available to participate and respond to any final questions or inquiries.

Key Staff Contacts:
Charles “Muggs” Stoll, TransNet Program Manager, (619) 699-6945 mst@sandag.org
Marney Cox, Chief Economist, (619) 699-1930, mco@sandag.org
Introduction

In 2006, the voters of California approved by overwhelming support the Highway Safety, Traffic Reduction, Air Quality and Port Security Bond of 2006, known as Proposition 1B (Prop. 1B). Prop. 1B is a general obligation bond measure that provided $19.925 billion in bond funds for a variety of transportation priorities, including $2 billion for cities and counties to maintain and improve local transportation facilities.

In 2007, the Legislature approved and the Governor signed Senate Bill 88 (Ducheny)\(^1\), a budget trailer bill that appropriated a total of $950 million of the Prop. 1B local street and road funds in FY 2007-2008. Of this amount, Assembly Bill 196 (Committee on Budget)\(^2\) specifies that $550 million is to be allocated to cities and $400 million to counties.

In mid-February, the State Department of Finance (DOF) announced that 46 cities had received their FY 2007-2008 Prop. 1B local street and road funds. The DOF had sent out application materials to all cities and counties in January. Included in the information by the DOF was a letter explaining how to apply for the Prop. 1B funds as well as information detailing each city’s and each county’s estimated proportional share of the funds.

Background

Table 1 below is information that was released by DOF in mid-February. It shows the estimated allocation for all the 19 local jurisdictions in the San Diego region, and the amount disbursed as of February 15, 2008. Only two cities in the San Diego region have requested and received their funds from Prop. 1B. The remaining local jurisdictions that have not already submitted their applications for Prop. 1B local street and road funds, should do so immediately.

For more information and for a copy of material sent out by the DOF, visit: http://www.dof.ca.gov/bonds/proposition_1b_disbursements/

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\(^1\) Chapter 181, Statutes of 2007  
\(^2\) Chapter 314, Statutes of 2007
Table 1. Proposition 1B Estimated Allocation Chart of Local Street and Road Funds

<table>
<thead>
<tr>
<th>City/County</th>
<th>Population</th>
<th>Estimated Allocation (in $)</th>
<th>Amount Paid as of February 15, 2008 (in $)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carlsbad</td>
<td>101,337</td>
<td>1,629,936.65</td>
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<tr>
<td>Chula Vista</td>
<td>227,723</td>
<td>3,662,769.41</td>
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<tr>
<td>Coronado</td>
<td>22,957</td>
<td>400,000.00</td>
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<tr>
<td>Del Mar</td>
<td>4,548</td>
<td>400,000.00</td>
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<tr>
<td>El Cajon</td>
<td>97,255</td>
<td>1,564,280.46</td>
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<tr>
<td>Encinitas</td>
<td>63,259</td>
<td>1,017,477.95</td>
<td>1,017,477.95</td>
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<tr>
<td>Escondido</td>
<td>141,788</td>
<td>2,280,563.44</td>
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<tr>
<td>Imperial Beach</td>
<td>27,709</td>
<td>445,680.40</td>
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<tr>
<td>La Mesa</td>
<td>56,250</td>
<td>904,742.95</td>
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<tr>
<td>Lemon Grove</td>
<td>25,451</td>
<td>409,362.01</td>
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<tr>
<td>National City</td>
<td>61,115</td>
<td>982,993.17</td>
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<tr>
<td>Oceanside</td>
<td>176,644</td>
<td>2,841,198.47</td>
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<tr>
<td>Poway</td>
<td>50,830</td>
<td>817,565.94</td>
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<tr>
<td>San Diego</td>
<td>1,316,837</td>
<td>21,180,426.59</td>
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<tr>
<td>San Marcos</td>
<td>79,812</td>
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<td>Santee</td>
<td>55,158</td>
<td>887,178.88</td>
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<td>Solana Beach</td>
<td>13,418</td>
<td>400,000.00</td>
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<td>Vista</td>
<td>94,962</td>
<td>1,527,399.12</td>
<td>1,527,399.12</td>
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<tr>
<td>County of San Diego</td>
<td>28,050,095.04</td>
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FY 2008-2009 Budget Year

It is anticipated that this year will be a difficult budget year, with the budget deficit growing from the Governor’s projected $14.5 billion shortfall to $16 billion based on the analysis recently released by the Legislative Analyst’s Office. In order to advocate for the remaining Prop. 1B local street and road funds in the upcoming budget year ($450 million for cities and $600 million for counties), it is important that local agencies demonstrate to the Legislature that their FY 2007-2008 allocations have been used.

Next Steps

As of this writing, it is unknown when the DOF will release the next round of FY 2007-2008 appropriations to cities and counties. Staff will continue to monitor allocations by the DOF and bring additional information to CTAC as it becomes available.

Key Staff Contact: Genevieve Morelos, (619) 699-1994, gmo@sandag.org
**Traffic Light Synchronization Program Guidelines**

**General Program Policy**

1. **Authority and purpose of guidelines.** The Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006, approved by the voters as Proposition 1B on November 7, 2006, included a $250 million program to fund traffic light synchronization projects and other technology-based improvements to improve safety, operations and the effective capacity of local streets and roads. This Traffic Light Synchronization Program (TLSP) is funded from funds deposited in the Highway Safety, Rehabilitation, and Preservation Account. The funds are available, upon appropriation by the Legislature, to the Department of Transportation (Department), as allocated by the California Transportation Commission (Commission).

   In 2007, the Legislature enacted implementing legislation (Senate Bill 88) that designated the Commission as the administrative agency responsible for programming TLSP funds and the agency authorized to adopt guidelines for the program. SB 88 also specified various administrative and reporting requirements for all Proposition 1B programs, and it directed that $150 million from the TLSP be allocated to the City of Los Angeles for upgrading and installing traffic signal synchronization within its jurisdiction.

2. **TLSP Program of Projects.** The Department will develop a proposed program of projects for the TLSP on the basis of project applications prepared by regional agencies or recipient local agencies. The Commission will adopt the program upon finding that it is consistent with the program intent, which is to improve safety, operations and the effective capacity of local streets and roads.

   In developing the proposed program of projects, the Department will give priority to projects that result in an effective and sustainable integrated local or regional transportation system. The system should be coordinated with other transportation facilities through a corridor system management plan or other documented coordinated management strategies for the local street and road system. The Department will evaluate project nominations on the basis of regional mobility and safety benefits, especially in highly congested corridors, in terms of congestion reduction benefits or time savings and estimated reduction in deaths and injuries.

3. **Program Schedule.** The Commission and the Department intend to implement the program on the following schedule:
4. **Eligibility of applicants and projects.** The Department will consider applications submitted by a regional agency or by a public agency responsible for development of a proposed project. Eligible projects are traffic light synchronization projects or other technology-based improvements to improve safety, operations and the effective capacity of local streets and roads.

Under statute, the applicant agency must provide a project funding plan that demonstrates that the non-TLSP funds in the plan (local, state, or federal) are reasonably expected to be available and sufficient to complete the project. The Department and Commission expect that TLSP project funding will be limited to the costs of construction and acquisition and installation of equipment. Project development costs should be covered with other funding.

The useful life of a TLSP project shall not be less than the required useful life for capital assets pursuant to the State General Obligation Bond Law, specifically subdivision (a) of Section 16727 of the Government Code. That section generally requires that projects have an expected useful life of 15 years or more. The corridor system management plan discussed in Section 5 should include the actions necessary to maintain and operate the facility to ensure this minimum useful life.

5. **Project Applications.** Project applications and their supporting documentation will form the primary basis for the Department’s development of the proposed TLSP program of projects. Each project application should include:

- A cover letter with signature authorizing and approving the application.
- A brief narrative that provides:
  - A concise description of the project scope proposed for TLSP funding.
  - A specific description of non-TLSP funding to be applied to the project and the basis for concluding that the non-TLSP funding is reasonably expected to be available.
  - A description of the transportation corridor and the function of the proposed project within the corridor, including how the project would improve safety, operations and the effective capacity of local streets and roads in the corridor.
  - A description and quantification of project benefits, citing any documentation in support of estimates of project benefits. Where applicable and available,
this should include a description of how the project would support transportation and land use planning goals and the quantification of emission reductions due to the project.

- A description of the corridor system management plan or other coordinated management strategy being implemented by the applicant agency and other jurisdictions within the corridor. The corridor system management plan should include a discussion to illustrate how the corridor integrates into the local or regional transportation system; the agreements between jurisdictions, and when appropriate the Department, to provide for coordinated management of the corridor within the local or regional transportation system; and the actions necessary to effectively maintain and operate the improved facility for a minimum of 15 years to be consistent with the useful life expectation for general obligation bonds. The agreements between jurisdictions should demonstrate compliance with ITS Regional Architecture, where appropriate.

- A programming request form (Attachment A), together with a map of the project location, that describes the project scope, useful life, cost, funding plan, delivery milestones, and major project benefits. Cost estimates should be escalated to the year of proposed implementation. The project delivery milestones should include the start and completion dates for environmental clearance, land acquisition, design, construction bid award, construction completion, and project closeout.

- TLSPEN and Safety Index Calculation worksheets (Attachments B and C). Mobility benefits will be calculated using the TLSPEN worksheet and safety benefits will be calculated using the Safety Index Calculation worksheet. Applicants should provide the data specified in the instructions available with the forms. All attachments are available at:

  http://www.dot.ca.gov/hq/traffops/sysmgtpl/TLSP/

- Documentation supporting the benefit and cost estimates cited in the application. This should be no more than 10 pages in length, citing or excerpting, as appropriate, the project study report, environmental document, regional transportation plan, and other studies that provide quantitative measures of the project’s costs and benefits.

6. **Submittal of project applications.** For the initial program of projects, the Department will consider only projects for which a nomination and supporting documentation are received in the Department by March 28, 2008, in hard copy. Applications will include the signature from an officer authorized by the nominating agency. Where the project is to be implemented by an agency other than the applicant agency, the application will also include the signature of the authorized officer of the implementing agency.

The Department requests that each project application include six copies of the cover letter, the narrative description, the programming request form (Attachment A), and the TLSPEN and Safety Index Calculation worksheets (Attachments B and C), together with
two copies of all supporting documentation. All application materials should be addressed or delivered to:

California Department of Transportation
Traffic Operations, TLSP Program
1120 N Street, Mail Station 36
Sacramento, CA 95814

7. **Application from the City of Los Angeles.** The City of Los Angeles may submit a single application for a program of projects within the City for funding from the $150 million designated for the City by statute. The City’s application, however, should provide sufficient documentation for each element of its program to permit the Department and Commission to determine that each element meets the eligibility requirements and intent of the program.

**Project Selection and Programming**

8. **Program of projects based on applications.** The Department will develop its proposed TLSP program of projects and propose a TLSP project priority listing from the applications received by the application due date. The priority listing may be by specific project, group, or category as the Department finds appropriate. The listing may take into account the amount of funds appropriated.

9. **Project application scoring.** The Department will evaluate and score project applications on a 100 point scale according to the following weighting:

   A. 50 points - the effectiveness of the project in providing transportation benefits, including the improvement of safety, operations, energy conservation and effective capacity of local streets and roads in a corridor, and the commitment to sustain these benefits as documented in a corridor system management plan or similar coordinated management strategy. The Department will measure operational improvement and capacity benefits in terms of hours of delay saved per dollar expended. The Department will measure safety benefits in terms of the estimated reduction in the number of deaths and injuries.

   B. 20 points - the date by which the project will be ready for award of the construction contract, giving higher priority to projects that can be delivered earlier.

   C. 10 points - the degree to which the project contributes to corridor or air basin emissions reduction of particulates and other pollutants.

   D. 20 points - the degree of financial contribution from non-state funds by the local agency in the capital costs of the TLSP project, giving higher priority to projects with a higher local contribution. State and Federal funds under the applicant’s authority may be considered as local contributions for purposes of this evaluation. For this purpose, funds allocated through the STIP, the SHOPP, the TCRP, or any Proposition 1B program will not be regarded as local contributions, nor will
10. Evaluation committee. The Department will form a committee to conduct a review and objective evaluation of project applications, with representatives of staff from the Federal Highway Administration, the Department, and the Commission.

11. Program adoption. The Commission will adopt the initial TLSP program of projects after holding at least one public hearing. The Commission anticipates that authorized TLSP funding will be fully programmed with the initial adoption. If the authorized funding is not fully programmed, however, the Department may propose and the Commission may adopt amendments to add new projects to the program at a later time. The Department may, if it finds it necessary or appropriate, advise potential applicants to submit new or revised applications.

Project Delivery

12. Project baseline agreements. Within three months after the adoption of the TLSP program of projects, the Department and the implementing agency will execute a project baseline agreement, which will set forth the project scope, benefits, delivery schedule, and the project budget and funding plan. The funding plan will identify the source of non-TLSP funding. The Commission may delete a project for which no project baseline agreement is executed, and the Commission will not consider approval of a project allocation prior to the execution of a project baseline agreement.

13. Quarterly delivery reports: As a part of the project baseline agreement, the Commission will require the implementing agency to submit quarterly reports on the activities and progress made toward implementation of the project, including those project development activities taking place prior to a TLSP allocation and including the commitment status of other funding identified in the project baseline agreement.

As mandated by Government Code Section 8879.50, the Commission shall forward these reports, on a semiannual basis, to the Department of Finance. The purpose of the reports is to ensure that the project is being executed in a timely fashion and is within the scope and budget identified when the decision was made to fund the project. If it is anticipated that project costs will exceed the approved project budget, the implementing agency will provide a plan to the Commission for achieving the benefits of the project by either downsizing the project to remain within budget or by identifying an alternative funding source to meet the cost increase. The Commission may either approve the corrective plan or direct the implementing agency to modify its plan. Where a project allocation has not yet been made, the Commission may amend the program of projects to delete the project.

14. Amendments to program of projects. The Commission may approve an amendment of the TLSP in conjunction with its review of a project corrective plan as described in
section 13. The Department may also recommend and the Commission may approve an amendment of the program at any time. An amendment need only appear on the agenda published 10 days in advance of the Commission meeting. It does not require the 30-day notice that applies to a STIP amendment.

15. **Allocations from the TLSP.** The Commission will consider the allocation of funds from the TLSP for a project or project component when it receives an allocation request and recommendation from Caltrans, in the same manner as for the STIP. The recommendation will include a determination of the availability of appropriated TLSP funds. The Commission will approve the allocation if the funds are available, the allocation is necessary to implement the project as included in the adopted TLSP program, and the project has the required environmental clearance. Expenditures made prior to adoption and allocation by the CTC are not be eligible for reimbursement.

16. **Final delivery report.** Within six months of the project becoming operable, the implementing agency will provide a final delivery report to the Commission on the scope of the completed project, its final cost as compared to the approved project budget, its duration as compared to the project schedule in the project baseline agreement, and performance outcomes derived from the project as compared to those described in the project baseline agreement. The Commission shall forward this report to the Department of Finance as required by Government Code section 8879.50.

The implementing agency will also provide a supplement to the final delivery report at the completion of the project to reflect final project expenditures at the conclusion of all project activities. For the purposes of this section, a project becomes operable at the end of the construction phase when the construction contract is accepted. Project completion occurs at the conclusion of all remaining project activities after acceptance of the construction contract.

17. **Audit of project expenditures and outcomes.** The Department will ensure that project expenditures and outcomes are audited. For each TLSP project, the Commission expects the Department to provide a semi-final audit report within 6 months after the final delivery report, and a final audit report within 6 months after the final delivery report supplement. The Commission may also require interim audits at any time during the performance of the project.

Audits will be performed in accordance with Generally Accepted Government Auditing Standards promulgated by the United States Government Accountability Office. Audits will provide a finding on the following:

- Whether project costs incurred and reimbursed are in compliance with the executed project baseline agreement or approved amendments thereof; state and federal laws and regulations; contract provisions; and Commission guidelines.
- Whether project deliverables (outputs) and outcomes are consistent with the project scope, schedule and benefits described in the executed project baseline agreement or approved amendments thereof.