

**ACTIVE TRANSPORTATION PROGRAM TERM SHEET  
PROJECT BASELINE AGREEMENT**

The baseline agreement between the Orange County Transportation Authority (OCTA), the California Transportation Commission (CTC), and the California Department of Transportation (Caltrans) for the Active Transportation Program (ATP) includes the following:

1. Project cost, project schedule, project scope, and project benefits as detailed in the project programming request for each funded project.
2. All signatories agree to adhere to the CTC ATP Guidelines.
3. All signatories agree to adhere to the CTC's SB 1 (Chapter 5, Statutes of 2017) accountability and transparency guidelines and policies, and program/project amendment processes.
4. OCTA agrees to secure funds for any additional costs of the project approvals and environmental document phase of the project.
5. OCTA agrees to report to Caltrans on a semi-annual basis the progress made toward implementation of the project, including scope, cost, schedule, outcomes, and anticipated benefits.
6. OCTA agrees to submit a timely Completion Report and Final Delivery Report as specified in the CTC's SB 1 Accountability and Transparency Guidelines.
7. OCTA agrees to maintain and make available to the CTC and/or its designated representative, all work-related documents, including without limitation engineering, financial or other data, and methodologies and assumptions used in the determination of project benefits during the course of the project, and retain these records for four years from the date of the final closeout of the project. Financial records will be maintained in accordance with generally accepted accounting principles.