

**TRADE CORRIDOR ENHANCEMENT 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 Trade Corridor Enhancement Program (TCEP), includes the following basic provisions:

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 TCEP Guidelines.
3. All signatories agree to adhere to 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 projects.
5. OCTA commits to report on the progress made toward implementation of the project on a semi-annual basis, including any changes to scope, cost, schedule, outcomes, and anticipated benefits.
6. OCTA agrees to submit a timely Completion Report and Final Delivery Report as specified in 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 benefits for 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.