

HIGHWAY RAILROAD CROSSING SAFETY ACCOUNT PROJECT BASELINE AGREEMENT

1. PARTIES AND DATE

- 1.1 This Project Baseline Agreement (Agreement) for the *Project Name*, effective on _____, is made by and between the California Transportation Commission (Commission), the California Department of Transportation (Caltrans), and the *Project Sponsor* (Project Sponsor), sometimes collectively referred to as the “Parties”.

2. RECITAL

- 2.1 Whereas the California Transportation Commission (Commission) approved the 2016 Highway Railroad Crossing Safety Account (HRCSA) program of projects at its October 19, 2016 meeting and included the *Project Name*, the parties are entering into this Project Baseline Agreement to document the project cost, schedule, scope and benefits, as detailed on the Project Programming Request Form attached as Exhibit A, the Project Study Report/Project Study Report Equivalent attached hereto as Exhibit B, and the project Benefits Form attached hereto as Exhibit C, as the baseline for project monitoring by the California Transportation Commission. The undersigned Project Sponsor certifies that the funding sources cited are committed and expected to be available; the estimated costs represent full project funding; and the scope and description of benefits is the best estimate possible.

3. GENERAL PROVISIONS

The Project Sponsor and Caltrans agree to abide by the following provisions:

- 3.1 To meet the requirements of Government Code Section 8879.23(j)(1), as added by Proposition 1B, and Government Code Section 8879.50, as enacted through implementing legislation in 2007 (Senate Bill 88 and Assembly Bill 193).
- 3.2 To adhere to the provisions of the California Transportation Commission Resolution GS1B-P-1617-01, “Adoption of the 2016 Proposition 1B Highway Railroad Crossing Safety Account Program,” dated October 19, 2016.
- 3.3 To adhere to the California Transportation Commission’s Highway Railroad Crossing Safety Account Guidelines.
- 3.4 To adhere to the California Transportation Commission’s Accountability Implementation Plan and policies, and program and baseline amendment processes.
- 3.5 The Sponsoring Agency agrees to secure funds for any additional costs of the project. Any change to the funding commitments outlined in this agreement requires an amendment.

- 3.6 To report to the California Transportation Commission on a quarterly basis on the progress made toward the implementation of the project, including scope, cost, and schedule.
- 3.7 To maintain and make available to the California Transportation Commission and/or its designated representative, all work related documents, including engineering and financial data, during the course of the project and retain those 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.
- 3.8 The California Transportation Commission and/or its designated representative, has the right to audit the project records, including technical and financial data, of the Department of Transportation, the Sponsoring Agency, and any subconsultants at any time during the course of the project and for four years from the date of the final closeout of the project. Audits will be conducted in accordance with Generally Accepted Government Auditing Standards.

4. SPECIFIC PROVISIONS AND CONDITIONS

- 4.1 **Exhibit A - Project Programming Request Form.**
- 4.2 **Exhibit B - Project Study Report/Project Study Report Equivalent.**
- 4.3 **Exhibit C- Project Benefits Form.**
- 4.4 **Other Project Specific Provisions and Conditions.**

**SIGNATURE PAGE
TO
HIGHWAY RAILROAD CROSSING SAFETY ACCOUNT
PROJECT BASELINE AGREEMENT**

Name	Date
Title	
Sponsoring Agency	

Name	Date
Title	
Regional Agency	

Malcolm Dougherty	Date
Director	
California Department of Transportation	

Susan Bransen	Date
Executive Director	
California Transportation Commission	