



Measure M Multi-year Subregional Program

Project Delivery Workshop



Metro

April 10, 2019

Multi-Year Subregional Programs (MSP)

- November 2016 approved Measure M
 - Included in Expenditure Plan - Page 3
- Measure M Guidelines (June 2017)
- Measure M Administrative Procedures (February 2018)
- Limited to Capital projects
 - Environmental Phase and forward

Los Angeles County Transportation Expenditure Plan (2015 \$ in thousands)

ATTACHMENT A Groundbreaking Sequence (Exceptions Noted)

For Reference Only	Project (Final Project to be Defined by the Environmental Process)	Notes	Schedule of Funds Available		Subregion*	2016 - 2017 Local, State, Federal, Other Funding 2015\$	Measure M Funding 2015\$	Most Recent Cost Estimate 2015\$**	Modal Code
			Ground- breaking Start Date†	Expected Opening Date (3 year range)					
Multi-Year Subregional Programs									
47	Metro Active Transport, Transit 1st/Last Mile Program	p	FY 2018	FY 2057	sc	\$0	\$857,500	\$857,500	H
48	Visionary Project Seed Funding	p	FY 2018	FY 2057	sc	\$0	\$20,000	\$20,000	T
49	Street Car and Circulator Projects	k,p	FY 2018	FY 2022	sc	\$0	\$35,000	\$35,000	T
50	Transportation System and Mobility Improve. Program		FY 2018	FY 2032	sb	\$0	\$293,500	\$293,500	H
51	Active Transportation 1st/Last Mile Connections Prog.		FY 2018	FY 2057	w	\$0	\$361,000	\$361,000	H
52	Active Transportation Program		FY 2018	FY 2057	nc	\$0	\$264,000	\$264,000	H
53	Active Transportation Program		FY 2018	FY 2057	gc	\$0	TBD	TBD	H
54	Active Transportation Program (Including Greenway Proj.)		FY 2018	FY 2057	sg	\$0	\$231,000	\$231,000	H
55	Active Transportation, 1st/Last Mile, & Mobility Hubs		FY 2018	FY 2057	cc	\$0	\$215,000	\$215,000	H
56	Active Transportation, Transit, and Tech. Program		FY 2018	FY 2032	lvjm	\$0	\$32,000	\$32,000	T
57	Highway Efficiency Program		FY 2018	FY 2032	lvjm	\$0	\$133,000	\$133,000	H
58	Bus System Improvement Program		FY 2018	FY 2057	sg	\$0	\$55,000	\$55,000	T
59	First/Last Mile and Complete Streets		FY 2018	FY 2057	sg	\$0	\$198,000	\$198,000	H
60	Highway Demand Based Prog. (HOV Ext. & Connect.)		FY 2018	FY 2057	sg	\$0	\$231,000	\$231,000	H
61	I-605 Corridor "Hot Spot" Interchange Improvements @		FY 2018	FY 2057	gc	\$240,000	\$1,000,000	\$1,240,000	H
62	Modal Connectivity and Complete Streets Projects		FY 2018	FY 2057	av	\$0	\$202,000	\$202,000	H
63	South Bay Highway Operational Improvements		FY 2018	FY 2057	sb	\$600,000	\$500,000	\$1,100,000	H
64	Transit Program		FY 2018	FY 2057	nc	\$500,000	\$88,000	\$588,000	T
65	Transit Projects		FY 2018	FY 2057	av	\$0	\$257,100	\$257,100	T
66	Transportation System and Mobility Improve. Program		FY 2018	FY 2057	sb	\$0	\$350,000	\$350,000	H
67	North San Fernando Valley Bus Rapid Transit Improvements	p,s	FY 2019	FY 2023	sc	\$0	\$180,000	\$180,000	T
68	Subregional Equity Program	p,s	FY 2018	FY 2057		TBD	TBD	\$1,196,000	T/H
69	Countywide BRT Projects Ph 1 (All Subregions)	l,p	FY 2020	FY 2022	sc	\$0	\$50,000	\$50,000	T
70	Countywide BRT Projects Ph 2 (All Subregions)	l,p	FY 2030	FY 2032	sc	\$0	\$50,000	\$50,000	T
71	Active Transportation Projects		FY 2033	FY 2057	av	\$0	\$136,500	\$136,500	H
72	Los Angeles Safe Routes to School Initiative		FY 2033	FY 2057	cc	\$0	\$250,000	\$250,000	H
73	Multimodal Connectivity Program		FY 2033	FY 2057	nc	\$0	\$239,000	\$239,000	H
74	Countywide BRT Projects Ph 3 (All Subregions)	l,p	FY 2040	FY 2042	sc	\$0	\$50,000	\$50,000	T
75	Arterial Program		FY 2048	FY 2057	nc	\$0	\$726,130	\$726,130	H
76	BRT and 1st/Last Mile Solutions e.g. DASH		FY 2048	FY 2057	cc	\$0	\$250,000	\$250,000	T
77	Freeway Interchange and Operational Improvements		FY 2048	FY 2057	cc	\$0	\$195,000	\$195,000	H
78	Goods Movement (Improvements & RR Xing Elim.)		FY 2048	FY 2057	sg	\$0	\$33,000	\$33,000	T
79	Goods Movement Program		FY 2048	FY 2057	nc	\$0	\$104,000	\$104,000	T
80	Goods Movement Projects		FY 2048	FY 2057	av	\$0	\$81,700	\$81,700	T
81	Highway Efficiency Program		FY 2048	FY 2057	nc	\$0	\$128,870	\$128,870	H
82	Highway Efficiency Program		FY 2048	FY 2057	sg	\$0	\$534,000	\$534,000	H
83	Highway Efficiency, Noise Mitig. and Arterial Projects		FY 2048	FY 2057	av	\$0	\$602,800	\$602,800	H
84	ITS/Technology Program (Advanced Signal Tech.)		FY 2048	FY 2057	sg	\$0	\$66,000	\$66,000	H
85	LA Streetscape Enhance. & Great Streets Program		FY 2048	FY 2057	cc	\$0	\$450,000	\$450,000	H
86	Modal Connectivity Program		FY 2048	FY 2057	lvjm	\$0	\$68,000	\$68,000	H
87	Public Transit State of Good Repair Program		FY 2048	FY 2057	cc	\$0	\$402,000	\$402,000	T
88	Traffic Congestion Relief and Improvement Program		FY 2048	FY 2057	lvjm	\$0	\$63,000	\$63,000	H
89	Traffic Congestion Relief/Signal Synchronization		FY 2048	FY 2057	cc	\$0	\$50,000	\$50,000	H
90	Arroyo Verdugo Projects to be Determined		FY 2048	FY 2057	av	\$0	\$110,600	\$110,600	H
91	Countywide BRT Projects Ph 4 (All Subregions)	p	FY 2050	FY 2052	sc	\$90,000	\$10,000	\$100,000	T
92	Countywide BRT Projects Ph 5 (All Subregions)	p	FY 2060	FY 2062	sc	\$0	\$100,000	\$100,000	T
93	Multi-Year Subregional Programs Subtotal					\$1,430,000	\$10,253,700	\$12,879,700	
94	GRAND TOTAL					\$21,011,027	\$31,243,641	\$53,450,669	

MSP Project Development Process

Step 1: Metro provides a five-year Measure M programming funding forecast for each Multi-Year Subregional Program, based on the amounts provided in the Measure M Expenditure Plan.*



Step 2: Subregional entities will develop a preliminary list of subregional projects for inclusion in five-year plan.** The plan development will include public participation and an analysis of the projects previously submitted in the Mobility Matrices as possible alternatives; parameters will be developed by Metro. The final list of projects will be included in the five-year programming plans.



Step 3: For each Multi-year Subregional Program within their respective subregion, a subregional entity adopts a five-year project development and implementation plan for adoption by the Metro Board. The plan will identify specific projects and phasing; allocated* and anticipated funding amounts, and project timing, including final delivery commitments.



MSP Project Development Process Cont.

Step 4: Upon approval by Metro Board, project sponsors may apply for funding consistent with the Guidelines and related procedures, based on adopted five-year subregional fund programming plans.* Funding agreements will be executed between Metro and project sponsor(s).



Step 5: Subregional agencies may update or amend their adopted five-year programming plans on an annual basis reflecting project modifications, deletions, or additions of new projects, subject to the process in Steps 1-3. All plans and plan modifications must be consistent with relevant administrative procedures, funding agreements, and Metro Board adopted policies.



Step 6: Following Metro approval of projects, project sponsor(s) and Metro include the relevant subregional entity in all communications regarding project development and delivery.

Five-Year Cashflows

- Forecast – estimated amount, available in October
- Amount not programmed will be added to subsequent year's five-year forecast
- Unexpended programmed amounts can carry over from year to year, subject to Lapsing Policy
- Program Funds borrowing
 - Amount by year, cannot exceed five-year forecast for the currently available program
 - Subject to Metro Board approval
- Sponsors must submit expenditure estimate for subsequent fiscal year annually, in February

Format and Timeline of Submittals

- Five-Year Plan
 - Public Participation Element
 - Description
 - How it has been applied in development of the Plan
 - Programming Forecast Form included in Administrative Procedure Page 15
 - Additional Information, per project
 - Scope of Work
 - Project Readiness, Administrative Procedure Pages 16-17
 - Project Financial Plan, Administrative Procedure Pages 18-20
 - Project map
 - Adopt by subregional entity Governing Board
 - Metro will provide responses within 60 days of submittal

Funding Agreement Overview

- Agreement will be executed during the first program year of funding (currently working on FY 19 and FY 20)
- Metro Project Manager (PM) compiles and coordinates the review and execution of agreement
- Grantee develops:
 - Attachment B – Expenditure Plan (expected cash expenditure per quarter)
 - Attachment C - Scope of Work (Project limits, description, schedule & milestones, budget/cost breakdown, and map)
 - Attachment E - FTIP



Lapsing Policy

- Expend the Funds within three years from July 1st of the Fiscal Year in which the Funds are programmed.
- Lapsed funds will not be deducted from the MSP or subregional total
- But near term available funding will be redistributed at the discretion of Metro based on cashflow

Monthly Progress & Quarterly Expenditure Reports

- Monthly Progress Report
 - Grantee to submit draft to Metro PM within seven days from the last day of each month
 - Metro PM will review and respond to draft within five business days from the receipt
 - Grantee to submit final to Metro PM no later than five days after receipt of Metro's written approval
- Quarterly Expenditure Reports
 - Grantee to submit draft to Metro PM within 60 days after the close of each quarter (last day of the months November, February, May and August)
 - Metro PM will review and respond to draft within 30 days from the receipt
 - Grantee to submit final to Metro Accounts Payable and PM no later than five days after receipt of Metro's written approval

Quarterly Expenditure Report Requirements

- Project expenses must be supported by appropriate documentation
 - Costs incurred prior to Agreement execution are not eligible for reimbursement
 - Contractor invoices, receipts and timesheets
 - Each invoice or receipt must be accompanied with a clear explanation of its purpose and relevance to the project
 - Metro will withhold 10% retention, pending an audit of expenditures and completion of project scope of work

Audit Overview

- Type of Engagement
 - Agreed Upon Procedures

Planning Stage (A)		Fieldwork Stage (B)	Report Stage (C)
Engagement Notification Letter sent to Auditee identifying:	After receipt of Data	Testing	The Report
<ul style="list-style-type: none"> • Engagement objectives & Scope 	<ul style="list-style-type: none"> • Auditor reviews data 	<ul style="list-style-type: none"> • Test of transactions 	<ul style="list-style-type: none"> • Draft Report issued which contains findings, conclusions, and recommendations, if applicable.
<ul style="list-style-type: none"> • Type of Engagement 	<ul style="list-style-type: none"> • Performs risk assessment and planning 	<ul style="list-style-type: none"> • Determine if in compliance with policies and procedures, 2 CFR Subtitle A, Chapter 2, Part 200 (OMB A-87), and FA terms and conditions 	<ul style="list-style-type: none"> • Auditee (Grantee and Metro PMs) is normally given 10 business days to provide a response and signed Management Representation Letter to the auditor.
<ul style="list-style-type: none"> • Auditor assigned 	<ul style="list-style-type: none"> • Selects transactions for testing 	<ul style="list-style-type: none"> • Hold closing conference with auditee to discuss findings 	<ul style="list-style-type: none"> • Final Report is issued after incorporating auditee and Metro Project Manager responses to findings.
<ul style="list-style-type: none"> • Initial Data Request List 			
<ul style="list-style-type: none"> • Auditee will be asked to complete and return Internal Control Questionnaire 			

Audit Requirements - What We Review

- Total Project Cost – based on Job or Project cost Ledger
- All invoiced costs
- Total payment received
- Total retention withheld by Metro
- Indirect rates for the year(s) under review



Required Documents

- Quarterly Expenditure Reports
- Summary of Project Billings by Cost Element
- Detailed General ledger (in excel) for the Project costs
- Direct Labor
 - Support for hours and payroll rates
 - Timesheets, Payroll Registers
 - Audited fringe rates, if part of billed cost
- Other Direct Cost Support
 - Invoices and cancelled checks
 - Purchase Order



Required Documents (cont.)

- Contractor/Subcontractor Cost
 - Invoices
 - Payment Vouchers, Cancelled Checks or Bank Statements
 - Executed Agreement
 - All change orders/amendments as applicable
- Contract Award Verification
 - Procurement Policy
 - Request for Proposal (RFP)
 - RFP Advertising
 - Bidders' Proposals
 - Bid Evaluation Supporting Documents
 - Contract Award Notice or Approval by City Council
 - Executed Contract and Amendments



Record Retention Policy

- City Retention Policy should be in alignment with Agreement
- *The Project is complete when: (Agreement Part II, section 1)*
 - (i) Agreed upon Scope of Work is complete*
 - (ii) All LACMTA audit and reporting requirements are satisfied; and*
 - (iii) Final Payment/disbursements of Funds has been made*
- Agreement Part II, section 6.4 states “...records must be retained by Grantee for three (3) years following final payment under this Agreement. Payment of retention amounts shall not occur until after the LACMTA’s final audit is completed.”

Stay Connected



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[*metro.net/theplan*](http://metro.net/theplan)



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Thank you.



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