

Listed below are the procedures for administration of the Local Stimulus Program.

1. SANBAG will notify each agency of its total allocation. This amount will be based on a per capita basis, excepting that no agency will receive less than \$300,000. SANBAG will determine the amount each agency will receive using the following procedure:
 - a. The \$31.4 million total amount available will be segregated with \$2.05 million designated for rural areas (less than 5,000 population) and \$29.35 million designated for non-rural areas. The \$29.35 million for non-rural areas will then be divided by the total county population less the total rural area population to arrive at a per capita amount.
 - b. This amount will then be multiplied by the population of each city and the non-rural unincorporated areas of the county to arrive at the per capita share for each agency.
 - c. The population figure used will be the State Department of Finance population estimate for January 1, 2009.
 - d. SANBAG will then evaluate the per capita shares of the total \$29.35 million of non-rural funds available for each agency and identify each agency that would receive less than \$300,000 (Grand Terrace, Big Bear Lake, Needles).
 - e. SANBAG will then allocate \$300,000 towards each of those agencies and subtract that amount (\$900,000) from the \$29.35 million of Local Stimulus Funds.
 - f. A second calculation will be done to establish the new per capita shares for the remaining agencies by taking the new amount available and dividing that by the total non-rural county population less the population of the agencies receiving the \$300,000 minimum.
 - g. This new per capita amount will then be multiplied by the population of the remaining agencies to establish a new agency share.
2. A total of \$2.05 million will be made available to the County specifically for projects in the rural areas. The \$1.2 million ARRA Rural allocation is counted against the County's total \$2.05 million rural allocation and projects funded by these ARRA Rural funds will follow the guidelines established by Caltrans for managing ARRA funds.
3. Agencies will submit Local Stimulus Program projects to SANBAG on a form approved by SANBAG which will include:
 - a. Project name and description.
 - b. Either the actual number of jobs created by the project or an estimate of the number of jobs that will be created by the project (SANBAG will provide guidance on how to calculate this number).
 - c. Total project cost and designation of all funds to demonstrate that the project is fully funded.

- d. Estimated project start and completion dates.
 - e. Useful life of the project.
4. Projects submitted must be one of the following:
- a. Improvements to bicycle or pedestrian safety or mobility with a useful life of at least 10 years.
 - b. Environmental mitigation for air or water quality impacts identified in the environmental impact report for a transportation project.
 - c. Construction or maintenance as defined by Measure I 2010-2040 Policy No. 40003 Section IV D & E as follows.

D. Eligible Expenditures

Policy VLS-12: Eligible expenditures include construction, maintenance, and overhead. Included below are definitions and types of eligible expenditures by category.

- a. *Construction shall be defined as the building or rebuilding of streets, roads, bridges, and acquisition of rights-of-way or their component parts to a degree that improved traffic service is provided and geometric or structural improvements are effected including allocated administration and engineering necessarily incurred and directly related to the above.*
 - 1) *Removal of old street and roadbeds and structures, and detour costs when connected with a construction project.*
 - 2) *Change of alignment, profile, and cross-section.*
 - 3) *Addition of a frontage street or road.*
 - 4) *Original surfacing of shoulders.*
 - 5) *Installation of original traffic signs and markers on routes.*
 - 6) *Earthwork protective structures within or adjacent to the right-of-way area.*
 - 7) *Complete reconstruction or addition to a culvert.*
 - 8) *Reconstruction of an existing bridge or installation of a new bridge.*
 - 9) *Widening of a bridge.*
 - 10) *Installations or extensions of curb, gutter, sidewalks or underdrain, (including improvements to handicap ramps to make them ADA compliant).*
 - 11) *Extensions and new installation of walls.*
 - 12) *Reconstruction of an intersection and its approximate approaches to a substantially higher type involving a change in its character and layout including changes from a plain intersection to a major channelized intersection or to grade separation and ramps.*
 - 13) *Placing sufficient new material on soil surface, gravel street or road to substantially improve the quality of the original surface.*
 - 14) *Improvement of a surface to a higher type.*
 - 15) *Bituminous material of 1" or more placed on bituminous or concrete material. A lesser thickness may be considered construction provided the engineer shall certify that the resulting pavement is structurally adequate to serve anticipated traffic.*
 - 16) *Remix existing bituminous surfacing with added materials to provide a total thickness of 1" or more. A lesser thickness may be considered construction provided the engineer shall certify that the resulting pavement is structurally adequate to serve anticipated traffic.*
 - 17) *Stabilization of street or road base by additive, such as cement, lime or asphaltic material.*
 - 18) *Widening of existing street, roadbed or pavement, with or without resurfacing.*

- 19) *Addition of auxiliary lanes such as speed change, storage, or climbing lanes.*
 - 20) *Resurfacing, stabilizing or widening of shoulders including necessary connections to side streets or road approaches.*
 - 21) *Installation or addition to landscape treatment such as sod, shrubs, trees, irrigation, etc.*
 - 22) *Extending old culverts and drains and replacing headwalls.*
 - 23) *Replacement of bridge rails and floors to a higher standard.*
 - 24) *Replacement of retaining walls to a higher standard.*
 - 25) *Replacement of all major signs or traffic control devices on a street or road.*
 - 26) *The installation of a new sign or the replacement of an old sign with one of superior design such as increased size, illumination, or overhead installations.*
 - 27) *Installation or improvement of traffic signal controls at intersections and protective devices at railroad grade crossings.*
 - 28) *Installation or expansion of street or road lighting system.*
 - 29) *Replacement in kind, when legally required, of structures which are required to be relocated for street and road purposes.*
 - 30) *Construction of bikeways when they are an integral part of the Public Streets and Highways System.*
 - 31) *Extension or new installation of guardrails, fences, raised medians or barriers for traffic safety.*
 - 32) *Painting or rearrangement of pavement striping and markings, or repainting to a higher standard.*
 - 33) *Construction of pedestrian underpasses or overhead crossing for the general public use.*
 - 34) *Purchase and installation of traffic signal control equipment including traffic actuated equipment, radio or other remote control devices and related computers and that portion of preemption equipment not mounted on motor vehicles.*
- b. *Maintenance shall be defined as the preservation and upkeep of a street or road to its constructed condition and the operation of a street or road facility and its integral services to provide safe, convenient and economical highway transportation. Examples of Maintenance include:*
- 1) *Scarifying, reshaping and restoring material losses.*
 - 2) *Applying dust palliatives.*
 - 3) *Patching, repairing, surface treating, and joint filling on bituminous or concrete surfaces.*
 - 4) *Jacking concrete pavements.*
 - 5) *Repair of traveled way and shoulders.*
 - 6) *Bituminous material of less than 1" added to bituminous material including seal coats.*
 - 7) *Remix existing bituminous surfacing with added materials to provide a total thickness of less than 1". (See exception under Construction, example 16.)*
 - 8) *Patching operations including base restoration.*
 - 9) *Resealing street or road shoulders and side street and road approaches.*
 - 10) *Reseeding and resodding shoulders and approaches.*
 - 11) *Reshaping of drainage channels and side slopes.*
 - 12) *Restoration of erosion controls.*
 - 13) *Cleaning culverts and drains.*
 - 14) *Removing slides and restoring facilities damaged by slides. (Additional new facilities shall be considered construction.)*
 - 15) *Mowing, tree trimming and watering.*
 - 16) *Replacing top soil, sod, shrubs, trees, irrigation facilities, etc. on street and roadside.*
 - 17) *Repairing curb, gutter, rip-rap, underdrain, culverts and drains.*
 - 18) *Cleaning, painting and repairing bridges and structures.*

- 19) *All snow control operations such as the erection of snow fences and the actual removal of snow and ice from the traveled way.*
 - 20) *Repainting of pavements, striping and marking to the same standards.*
 - 21) *Repainting and repairing of signs, guardrails, traffic signals, lighting standards, etc.*
 - 22) *Servicing lighting systems and street or road traffic control devices.*
 - 23) *Furnishing of power for street and road lighting and traffic control devices.*
 - 24) *Developing and maintaining programs which enhance management of transportation facilities such as travel demand models and pavement management programs.*
- c. *Overhead shall be defined as those elements of cost necessary in the production of an article or performance of a service which are of such a nature that the amount applicable to the functions are not readily discernible. Usually they relate to those objects of expenditure which do not become an integral part of the finished product or service. Examples of overhead components are shown below and are comprised of costs which cannot be identified or charged to a project, unless an arbitrary allocation basis is used. Overhead will only be allowed via an approved cost allocation plan or an equitable and auditable distribution of overhead among all departments.*
- 1) *Payroll*
 - 2) *Facilities*
 - 3) *Advertising*
 - 4) *General Government*
 - 5) *Department Accounts/Finance*
 - 6) *Procurement*
 - 7) *Top Management*
 - 8) *General Accounting/Finance*
 - 9) *Personnel*
 - 10) *Data Processing*
 - 11) *Legal Costs*

E. Ineligible Expenditures

Policy VLS-13: Although many types of work may be classified as "construction," this does not make them automatically eligible for expenditures of Measure I funds. To be eligible, the work must be for street and road purposes.

- a. *Following is a list of the types of expenditures which are not eligible for financing with Measure funds:*
- 1) *Costs of rearranging non-highway facilities, including utility relocation, when not a legal road or street obligation.*
 - 2) *New (first installation of) utilities, including water mains, sanitary sewers and other nonstreet facilities.*
 - 3) *Costs of leasing property or right-of-way, except when required for construction work purposes on a temporary basis.*
 - 4) *The costs of constructing or improving a street or area for parking purposes, except for the width normally required for parking adjacent to the traveled way and within the right-of-way, or when off-street parking facilities are constructed in lieu of widening a street to improve the flow of traffic.*
 - 5) *Decorative lighting.*
 - 6) *Park features such as benches, playground equipment, and rest rooms.*
 - 7) *Work outside the right-of-way which is not a specific right-of-way obligation.*
 - 8) *Equestrian under and overpasses or other similar structures for any other special interest group unless as a part of a right-of-way obligation.*

- 9) *Construction, installation or maintenance of cattle guards.*
 - 10) *Acquisition of buses or other mass transit vehicles or maintenance and operating costs for mass transit power systems or passenger facilities, other than to specifically serve elderly and handicapped persons.*
 - 11) *Maintenance or construction on alleys which have not been formally designated as part of the city or county street and road system.*
 - 12) *Non-street related salaries and benefits.*
 - 13) *Driveways outside of the street and road right-of-way.*
 - 14) *Electronic speed control devices or other non-highway related safety expenditures.*
5. Projects can be submitted to SANBAG beginning September 1, 2009 and will be accepted until September 1, 2010.
 6. Once the project has been reviewed and approved by SANBAG staff for compliance, the Executive Director will issue a Local Stimulus Program Allocation Letter for each project.
 7. Local agencies may access available Local Stimulus Program funds by submitting project expenditure invoices to SANBAG.
 - a. Invoices may be submitted as frequently as monthly or upon completion of the project.
 - b. Local agencies shall provide adequate documentation to substantiate the costs included in the invoice. At a minimum, the jurisdiction must submit the invoice provided by the contractor/consultant, which shall include unit costs, quantities, labor rates, and other documentation, as appropriate, to substantiate expenses incurred by the contractor/consultant.
 - c. SANBAG shall reimburse local agencies for eligible expenditures within 30 days of receiving a complete and satisfactory invoice package, which shall include all backup and support materials required to substantiate the expenditures.
 8. Agencies will have 36 months from the date that SANBAG issues the Local Stimulus Program Allocation Letter to complete the project and request reimbursement
 9. SANBAG will complete a semiannual report and a final project report to the Board.