



CITY OF INGLEWOOD

Office of City Manager



DATE: October 11, 2016
TO: Mayor and Council Members
FROM: Public Works Department
SUBJECT: Funding Agreement between the City of Inglewood and the Los Angeles County Metropolitan Transportation Authority (MTA)

RECOMMENDATION:

It is recommended that the Mayor and Council Members approve a funding agreement with the Los Angeles County Metropolitan Authority (MTA) to receive \$300,000 for the hiring of a City Representative to assist in developing a Traffic Management Plan, Neighborhood Management Plan, and a Funding Plan to accommodate stadium attendees.

BACKGROUND/DISCUSSION:

The City of Inglewood has been selected by the National Football League (NFL) to be the host site of an 80,000 seat stadium. This stadium will be the home of the Los Angeles Rams and possibly an additional NFL team. In order to accommodate the stadium attendees, the City will hire a City Representative (i.e., Professional Services Consultant) to assist in preparing a Traffic Management Plan, Neighborhood Management Plan, and Funding Plan (Plans).

FINANCIAL/FUNDING ISSUES AND SOURCES:

Upon Council approval, the City will accept funds in the amount of \$300,000 from Los Angeles County Metropolitan Transportation Authority to hire a City Representative to assist in preparing the Plans.

An account code will later be identified to deposit the funds.

LEGAL REVIEW VERIFICATION: *MC*

This report, in its entirety, has been submitted to, reviewed and approved by the Office of the City Attorney.

FINANCE REVIEW AND VERIFICATION: *B*

This report, in its entirety, has been submitted to, reviewed and approved by the Finance Department.

DESCRIPTION OF ATTACHMENTS:

Attachment No. 1: Funding Agreement

4

APPROVAL VERIFICATION SHEET

PREPARED BY:

Louis A. Atwell, P.E., Public Works Director

COUNCIL PRESENTER:

Louis A. Atwell, P.E., Public Works Director

DEPARTMENT HEAD APPROVAL:



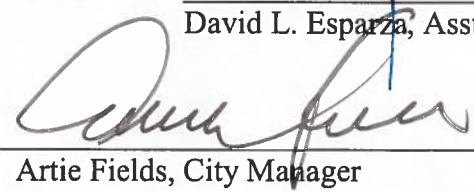
Louis A. Atwell, Public Works Director

ASSISTANT CITY MANAGER APPROVAL:



David L. Esparza, Asst. City Manager/CFO

CITY MANAGER APPROVAL:



Artie Fields, City Manager

ATTACHMENT NO. 1

FUNDING AGREEMENT BETWEEN THE CITY OF INGLEWOOD AND THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

This Funding Agreement (the "Agreement") is entered into with an effective date of September 21, 2016 and is by and between the City of Inglewood (the "CITY") and the Los Angeles County Metropolitan Transportation Authority ("LACMTA"), hereinafter referred to collectively as the "Parties."

RECITALS

WHEREAS, at the January 21, 2016 meeting, the LACMTA Board of Directors directed that LACMTA establish a "Metro Line to Goal Line" Task Force to identify and address the variety of transit-related issues and opportunities associated with the arrival of the Rams, and potentially Chargers, to Los Angeles;

WHEREAS, the CITY desires to hire a senior level City Representative (the "City Representative") to work with LACMTA and the Metro Line to Goal Line Task Force, the Rams, the Development owner and the Inglewood Forum, and to develop both Traffic Management and Neighborhood Management Plans to accommodate stadium attendees (the "Project");

WHEREAS, LACMTA and the CITY desire to enter into this Agreement to establish the responsibilities of the Parties for the Project;

WHEREAS, the CITY must hire the dedicated City Representative prior to initiating work on the Traffic Management and/or Neighborhood Management Plans; and

WHEREAS, LACMTA is granting the CITY \$300,000 over 18-months starting from the effective date of this Agreement for the Project;

NOW, THEREFORE, in consideration for the promises set forth herein, the receipt and adequacy of which is hereby acknowledged, the Parties hereto agree as follows:

AGREEMENT

I. TERM OF AGREEMENT

The term of the Agreement shall be from the effective date of this Agreement through March 20, 2018 (the "Term"). LACMTA shall have the right to extend the term as necessary. This is a one-time grant subject to the terms and conditions agreed to herein. This Grant does not imply nor obligate any future funding commitment on the part of LACMTA.

The obligation for LACMTA to grant the Funds for the Project is subject to sufficient Funds being made available for the Project by the LACMTA. If such Funds are not made available for the Project, LACMTA shall have no obligation to provide the Funds for the Project, unless otherwise agreed to in writing by LACMTA.

II. SCOPE OF WORK

CITY shall complete the tasks described in this section as more fully set forth in Attachment A – Scope of Work within the \$300,000 grant awarded by LACMTA.

A. Hire City Representative

CITY shall hire the City Representative within 4 months of the effective date. The City Representative must be hired prior to initiating work on the Traffic Management Plan and/or the Neighborhood Management Plan. The City Representative's job duties are described in the Scope of Work.

B. Develop Traffic Management Plan

CITY will develop a Traffic Management Plan to analyze and mitigate traffic impacts caused by anticipated increase in visitors to the area related to the City of Champions Revitalization Project.

C. Develop Neighborhood Management Plan

CITY will develop a Neighborhood Management Plan to provide community outreach and agreement on how to manage impacts to the surrounding neighborhoods related to the City of Champions Revitalization Project.

D. Develop a Funding Plan

CITY will develop a Funding Plan to identify additional non-City funding sources and mechanisms needed to pursue transportation and traffic management

related measures associated with operation of the Inglewood Stadium and surrounding area.

III. EMPLOYEE STATUS OF CITY REPRESENTATIVE

- A. CITY shall select the City Representative. CITY shall have the discretion to utilize a consultant, contract employee, or CITY employee as appropriate for the services of the City Representative. CITY shall use whatever process and procedures it commonly uses to employ the City Representative.
- B. The City Representative shall be a consultant, contract employee or employee of the CITY and shall not under any circumstances be deemed an employee of LACMTA.
- C. LACMTA shall reimburse CITY for the City Representative's time spent only on those duties which support the Project at a rate of \$200 per hour.

IV. PROJECT ADMINISTRATION

A. CITY shall submit Quarterly Progress / Expense Reports, in the form attached to the Agreement as Attachment B with detailed documentation within thirty (30) business days after the close of each quarter (March, June, September, and December).

B. CITY shall submit Invoices attached to each Quarterly Progress Report with detailed supporting documentation. The last Progress / Expense Report with attached Invoice shall be due no later than April 20, 2018, in order to be eligible for reimbursement under this Agreement.

Submit invoice with supporting documentation to:
ACCOUNTSPAYABLE@METRO.NET (preferable)

or

mail to:

Los Angeles County Metropolitan Transportation Authority
Accounts Payable
P. O. Box 512296
Los Angeles, CA 90051-0296

All invoice material must contain the following information:

Re: LACMTA Metro Line to Goal Line Task Force Inglewood Liaison and Related Studies and Award # 920000000INGLE1
Marie Sullivan; Mail Stop 99-23-4

V. USE OF FUNDS

A. CITY shall utilize the Funds to complete the Project as described in the Scope of Work.

B. CITY shall not use the Funds to substitute for any other funds or projects not specified in this Agreement. Further, CITY shall not use the Funds for any expenses or activities beyond the approved Scope of Work (Attachment A).

C. CITY must use the Funds in the most cost-effective manner. If CITY intends to use a consultant or contractor to implement all or part of the Work, LACMTA requires that such activities be procured in accordance with CITY'S contracting procedures and consistent with State law. CITY will also use the Funds in the most cost-effective manner when the Funds are used to pay "in-house" staff time. This effective use of funds provision will be verified by LACMTA through on-going Project monitoring and through any LACMTA interim and final audits.

VI. PAYMENT

A. LACMTA shall reimburse CITY an aggregate amount not to exceed \$300,000 for amounts invoiced with proper documentation within 30 working days of receipt of an acceptable invoice.

B. LACMTA shall only reimburse eligible expenditures. Equipment including vehicles, computer hardware and software is not eligible expenditures and shall not be reimbursed with the Funds.

C. CITY understands and agrees that LACMTA's contribution is capped at \$300,000, and that the CITY shall be fully responsible for any eligible expenditures that exceed LACMTA's contribution. Any unexpended Funds after March 20, 2018, unless an extension is requested in writing by CITY and approved by LACMTA, shall no longer be available to the CITY.

VII. INDEMNIFICATION

Neither LACMTA nor any officer or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or committed to be done by CITY, its officers, agents, employees, contractors and subcontractors under this Agreement. CITY shall fully indemnify, defend and hold LACMTA, and its officers, agents and employees harmless from and against any liability and expenses, including without limitation, defense costs, any costs or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of risk of property, any environmental obligation, any legal fees and claims for damages of any nature whatsoever arising out of the Scope of Work, including without limitation; (i) use of the Funds by the CITY, or its officers, agents, employees, contractor or subcontractors; (ii) breach of the CITY's obligations under this Agreement; or (iii)

any act of omission of the CITY, or its officers, agents, employees, including the City Representative, contractors or subcontractors in the performance of the work or the provision of the services, in connection with this Agreement.. This indemnity shall include any worker's compensation claims made by City Representative or any other claims made by City Representative against LACMTA for any employment benefits. The indemnity shall survive termination of this Agreement. The CITY shall prudently obtain an ability to pay the LACMTA risks assumed in this indemnity, either through insurance or a self-insurance program.

VIII. AUDIT REQUIREMENTS/RECORD RETENTION

A. CITY shall maintain all source documents, books and records connected with its performance and all work performed under this Agreement for three (3) years.

B. LACMTA, and/or its designee, shall have the right to conduct audits of the expenditure of the funds. CITY agrees to establish and maintain proper accounting procedures and cash management records and documents in accordance with Generally Accepted Accounting Principles (GAAP). CITY shall reimburse LACMTA for any expenditure not in compliance with this Agreement. The allowability of costs for CITY's own expenditures submitted to LACMTA for this agreement shall be in compliance with 2 CFR Subtitle A, Chapter II, Part 200 or, 48 CFR Part 31 (FAR), whichever is applicable. The allowability of costs for CITY's contractors, consultants and suppliers expenditures submitted to LACMTA through CITY's Quarterly Invoice Reports and Expenditures shall be in compliance with 2 CFR Subtitle A, Chapter II, Part 200 or, 48 CFR Part 31 (FAR), whichever is applicable. Findings of the LACMTA audit are final. When LACMTA audit findings require CITY to return monies to LACMTA, CITY agrees to return the monies within thirty (30) days after the final audit is sent to CITY.

C. CITY shall cause all contractors to comply with the requirements of Part VIII, Sections A and B above. CITY shall cause all contractors to cooperate fully in furnishing or in making available to LACMTA all records deemed necessary by LACMTA auditors or authorized representatives related to the agreement.

D. LACMTA or any of its duly authorized representatives, upon reasonable written notice shall be afforded access to all of the records of CITY and its contractors related to the agreement, and shall be allowed to interview any employee of CITY and its contractors through final payment to the extent reasonably practicable.

E. LACMTA or any of its duly authorized representatives, upon reasonable written notice, shall have access to the offices of CITY and its contractors, shall have access to all necessary records, including reproduction at no charge to LACMTA, and shall be provided adequate and appropriate work space in order to conduct audits in compliance with the terms and conditions of this Agreement.

F. When business travel associated with this Agreement requires use of a vehicle, the mileage incurred shall be reimbursed at the mileage rates set by the Internal Revenue Service, as indicated in the United States General Services Administration Federal Travel Regulation, Privately Owned Vehicle Reimbursement Rates.

G. CITY shall certify monthly invoices by reviewing all contractor and subcontractor costs and maintaining internal control to ensure that all expenditures are allocable, allowable and reasonable and in accordance with 2 CFR Subtitle A, Chapter II, Part 200 or 48 CFR Part 31 (whichever is applicable) and the terms and conditions of this Agreement.

H. Whenever possible, in exercising its audit rights under this Agreement, LACMTA shall rely on CITY'S own records and audit work to minimize direct audit of contractors, consultants, and suppliers.

IX. COMMUNICATIONS:

A. CITY shall ensure that all Communication Materials contain recognition of LACMTA's contribution to this Agreement as more particularly set forth in "Funding Agreement Communications Materials Guidelines" available on line or from the LACMTA Project Manager. Please check with the LACMTA Project Manager for the web address. The Funding Agreement Communications Materials Guidelines may be changed from time to time during the course of this Agreement. CITY shall be responsible for complying with the latest Funding Agreement Communications Materials Guidelines during the term of this Agreement, unless otherwise specifically authorized in writing by the LACMTA Chief Communications Officer.

B. For purposes of this Agreement, "Communications Materials" include, but are not limited to, press events, public and external newsletters, printed materials, advertising, websites radio and public service announcements, electronic media, and construction site signage. A more detailed definition of "Communications Materials" is found in the Funding Agreement Communications Materials Guidelines.

C. The Metro logo is a trademarked item that shall be reproduced and displayed in accordance with specific graphic guidelines. These guidelines and logo files including scalable vector files will be available through the LACMTA Project Manager.

D. CITY shall ensure that any subcontractor, including, but not limited to, public relations, public affairs, and/or marketing firms hired to produce Project Communications Materials for public and external purposes will comply with the requirements contained in this Section.

E. The LACMTA Project Manager shall be responsible for monitoring CITY compliance with the terms and conditions of this Section. CITY failure to

comply with the terms of this Section shall be deemed a default hereunder and LACMTA shall have all rights and remedies set forth herein.

X. REMEDIES

A. In the event of a Default by the CITY, LACMTA shall provide written notice of such Default to CITY with a 30-day period to cure the Default. In the event the CITY fails to cure the Default, or commit to cure the Default and commence the same within such 30-day period to the satisfaction of LACMTA, LACMTA shall have the following remedies: (i) LACMTA may terminate this Agreement; (ii) LACMTA may make no further disbursements of Funds to the CITY; and/or (iii) LACMTA may recover from the CITY any Funds disbursed to the CITY as allowed by law or in equity.

B. Effective upon receipt of written notice of termination from LACMTA pursuant to Section 10.1, CITY shall not undertake any new work or obligation with respect to this Agreement unless so directed by LACMTA in writing. Any Funds expended after termination shall be the sole responsibility of the CITY.

C. The remedies described herein are non-exclusive. LACMTA shall have the right to enforce any and all rights and remedies herein or which may be now or hereafter available at law or in equity.

XI. MISCELLANEOUS

A. California State law shall govern this Agreement. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way, unless any of the stated purposes of the Agreement would be defeated.

B. No amendment, modification, alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by authorized representatives for the Parties hereto and no oral understanding or agreement not incorporated herein shall be binding on any of the Parties.

C. This Agreement contains the entire understandings between the Parties and supersedes any prior written or oral understandings and agreements regarding the subject matter of the Agreement.

D. The covenants and agreements of this Agreement shall inure to the benefits of, and shall be binding upon, each of the Parties and their respective successors and assignees.

E. LACMTA reserves the right to terminate this Agreement by written notice within ten (10) calendar days in the event of CITY's breach or default of any

term or condition in this Agreement. LACMTA shall provide a reasonable opportunity for CITY to cure prior to termination.

F. Both Parties shall comply with all applicable laws, regulations and policies.

G. Neither CITY nor LACMTA shall assign this Agreement, or any part thereof, without the written consent of the other party. Any assignment without such written consent shall be void and unenforceable.

H. Any notice required or permitted under this Agreement shall be in writing and shall be deemed served if sent by registered mail addressed as follows, with copies to Marie Sullivan, unless otherwise notified in writing of a change of address:

Therese W. McMillan, Chief Planning Officer
Los Angeles County Metropolitan Transportation Authority
One Gateway Plaza, Mailstop: 99-23-4
Los Angeles, CA 90012
McMillanT@metro.net
(213) 922-7077

Marie Sullivan, Principal Transportation Planner
Los Angeles County Metropolitan Transportation Authority
One Gateway Plaza, Mailstop: 99-23-4
Los Angeles, CA 90012
(213) 922-5667

Artie Fields, City Manager
City of Inglewood
One Manchester Blvd.
Inglewood, CA 90301
(310) 412-5301

IN WITNESS WHEREOF, the Parties have caused this FA to be executed by their duly authorized representatives as of the dates indicated below:

LACMTA:

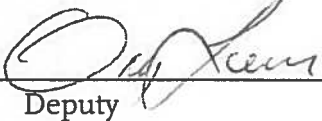
LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

By: _____
Phillip A. Washington
Chief Executive Officer

Date: _____

APPROVED AS TO FORM:

MARY C. WICKHAM
County Counsel

By:  _____
Deputy

Date: 9/27/16

CITY:

CITY OF INGLEWOOD

By: _____
James T Butts Jr.
Mayor

Date: _____

APPROVED AS TO FORM:

By: _____
Kenneth R. Campos
City Attorney

Date: _____

IN WITNESS WHEREOF, the Parties have caused this FA to be executed by their duly authorized representatives as of the dates indicated below:

LACMTA:

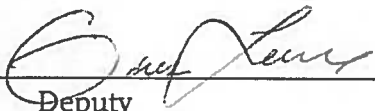
LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

By: _____
Phillip A. Washington
Chief Executive Officer

Date: _____

APPROVED AS TO FORM:

MARY C. WICKHAM
County Counsel

By:  _____
Deputy

Date: 9/27/16

CITY:

CITY OF INGLEWOOD

By: _____
James T Butts Jr.
Mayor

Date: _____

APPROVED AS TO FORM:

By: _____
Kenneth R. Campos
City Attorney

Date: _____

IN WITNESS WHEREOF, the Parties have caused this FA to be executed by their duly authorized representatives as of the dates indicated below:

LACMTA:

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

By: _____
Phillip A. Washington
Chief Executive Officer

Date: _____

APPROVED AS TO FORM:

MARY C. WICKHAM
County Counsel

By:  _____
Deputy

Date: 9/27/16

CITY:

CITY OF INGLEWOOD

By: _____
James T Butts Jr.
Mayor

Date: _____

APPROVED AS TO FORM:

By: _____
Kenneth R. Campos
City Attorney

Date: _____

SCOPE OF WORK

Project Title: Metro Line to Goal Line Task Force Inglewood Representative and Related Studies

Budget: Not to exceed \$300,000

Objectives:

- Hire a dedicated "Inglewood" senior representative who will report directly to the City Manager and act as a liaison between the Metro Line to Goal Line Task Force and the City's efforts;
- Development of an Inglewood Traffic Management Plan and Neighborhood Management Plan to accommodate stadium attendees.
- Prepare Funding Plan per Stadium related transportation investments and impacts

Task 1

Within the first four (4) months, hire a dedicated representative (City Representative) to act as a liaison between the Metro Line to Goal Line Task Force and the City's efforts. City Representative must be hired prior to initiating work on Task 2 and/or Task 3. Representative will:

- be hired by the City of Inglewood at Inglewood's choosing of type of employment (i.e.; full or part time, City employee or contract, etc.);
- report directly to the City Manager and will coordinate efforts of the City's Public Works, Planning, and other departments;
- Coordinate on behalf of the City with the City of Champions Revitalization Project Development, ownership of the Rams, the Inglewood Forum, and others as agreed upon by Metro and the City;
- Attend all Metro Line to Goal Line Task Force meetings;
- Provide monthly status reports to Metro and the City of Inglewood Mayor; and
- Prepare and submit Quarterly Invoice Reports.

Deliverables:

- Hire senior City Representative by August 31, 2016
- Monthly Progress Reports
- Quarterly Invoice Reports

Task 2

Develop Inglewood Traffic Management Plan in anticipation of the City of Champions Revitalization Project in Inglewood. The development includes a Stadium that is anticipated to seat over 70,000 people and accommodate an additional 30,000 patrons for larger events. The development will also include a performing arts venue, and is expected to host numerous recreational events, conventions and awards shows. The City of Inglewood's Traffic Management Plan needs to be developed in order to accommodate the anticipated increase in economic growth and visitors to the area and provide synergy with the regional transportation network. The Traffic Management Plan will include, but is not limited to,

evaluation of circulation to and from the stadium site, traffic and parking impacts, identify personnel and equipment needs, and minimize neighborhood intrusion.

Deliverables:

- Draft and Final Traffic Existing Conditions Report
- Draft and Final Traffic Impacts Report
- Draft and Final Traffic Management Plan

Task 3

Develop a Neighborhood Management Plan in anticipation of the City of Champions Revitalization Project and new Inglewood Stadium to provide community outreach and agreement on how to manage impacts to the surrounding neighborhoods. The Plan will assess and evaluate potential impacts to the surrounding neighborhood and provide mitigation measures in coordination with surrounding communities; including but not limited to, prohibiting parking in neighborhoods, placement of wayfinding signage, barricades during events, etc.

Deliverables:

- Draft and Final Neighborhood Management Plan

Task 4

Develop a Funding Plan to identify additional non-City funding sources and mechanisms needed to pursue transportation and traffic management related measures associated with operation of the Inglewood Stadium and surrounding area. It is anticipated that deliverables from the Focused Analysis for the Underground Transit Connection, and the Traffic Impact Analysis in Task 2 will provide important information for this Plan. The Plan will identify a range of potential state and federal funding sources and opportunities along with set of strategic actions to pursue and access the identified sources. For example, the new Federal FAST Act contains funding provisions supporting grant funds to improve the management of traffic utilizing state of the art technology, including ITS and other innovative technologies. At the state level, the State Legislature recently enacted a range of new programs funded by "cap and trade" auction revenues, targeted to "Disadvantaged Communities. To the extent that these funding sources are competitive grants, this Task would include an assessment of the individual grant eligibilities and requirements, and the City of Inglewood's capacity to compete for those dollars.

Deliverables:

- Development and Implementation of City of Inglewood Funding Plan per Stadium related transportation investments and impacts

**LACMTA Funding Agreement - ATTACHMENT B
 QUARTERLY PROGRESS / EXPENSE REPORT**

Grantee To Complete	
Invoice #	
Invoice Date	
FA#	920000000INGLE1
Quarterly Report #	

GRANTEES ARE REQUESTED TO EMAIL THIS REPORT TO

ACCOUNTSPAYABLE@METRO.NET with a copy to **sullivanma@metro.net**

or submit by mail to:

Los Angeles County Metropolitan Transportation Authority
 Accounts Payable
 P. O. Box 512296

Los Angeles, California 90051-0296

after the close of each quarter, but no later than **November 30, February 28,**

May 31 and **August 31**. Please note that letters or other forms

of documentation may **not** be substituted for this form. Refer to the

Reporting and Expenditure Guidelines (Attachment C) for further information.

SECTION 1: QUARTERLY EXPENSE REPORT

Please itemize grant-related charges for this Quarter on Page 5 of this report and include totals in this Section.

	LACMTA Funding Agreement \$
Project Quarter Expenditure	
This Quarter Expenditure	
Project-to-Date Expenditure	
Funds Expended to Date (Include this Quarter)	
Total Project Budget	
% of Project Budget Expended to Date	
Balance Remaining	

SECTION 2: GENERAL INFORMATION

PROJECT TITLE: _____

FA #: _____

QUARTERLY REPORT SUBMITTED FOR:

Fiscal Year : 2014-2015 2015-2016 2016-2017
 2017-2018 2018-2019 2019-2020

Quarter : Q1: Jul - Sep Q2: Oct - Dec
 Q3: Jan - Mar Q4: Apr - Jun

DATE SUBMITTED: _____

LACMTA Project Manager	Name:	Marie Sullivan
	Phone Number:	213-922-5667
	E-mail:	sullivanma@metro.net

City of Inglewood Contact / Project Manager	Contact Name:	
	Job Title:	
	Department:	
	City / Agency:	
	Mailing Address:	
	Phone Number:	
	E-mail:	

SECTION 3 : QUARTERLY PROGRESS REPORT

1. DELIVERABLES & MILESTONES

List all deliverables and milestones as stated in the FA, with start and end dates. Calculate the total project duration. **DO NOT CHANGE THE ORIGINAL FA MILESTONE START AND END DATES SHOWN IN THE 2ND AND 3RD COLUMNS BELOW.**

Grantees must make every effort to accurately portray milestone dates in the original FA Scope of Work, since this will provide the basis for calculating any project delay. If milestone start and/or end dates change from those stated in the Original FA Scope of Work, indicate the new dates under Actual Schedule below and re-calculate the project duration. However, this does not change the original milestones in your FA. **PER YOUR FA AGREEMENT, ANY CHANGES TO THE PROJECT SCHEDULE MUST BE FORMALLY SUBMITTED UNDER SEPARATE COVER TO LACMTA FOR WRITTEN CONCURRENCE.**

FA Milestones	Original FA Schedule in Scope of Work		% Complete	Actual Schedule	
	Start Date	End Date		Start Date	End Date
Hire Inglewood representative					
Traffic Management Plan					
Neighborhood Management Plan					
Total Project Duration (Months)					

2. TASKS / MILESTONES ACCOMPLISHED

List tasks or milestones accomplished and progress made this quarter.

3. PROJECT DELAY

If project is delayed, describe reasons for delay (this quarter). Pay particular attention to schedule delays. If delay is for the same reason as mentioned in previous quarters, please indicate by writing "Same as Previous Quarter".

4. ACTION ITEMS TO RESOLVE DELAY

If the project is delayed (as described in #4), include action items that have been, or will be, undertaken to resolve the delay.

SECTION 4: ITEMIZED LISTING OF EXPENSES AND CHARGES THIS QUARTER

All expenses and charges must be itemized and listed below. Each item listed must be verifiable by an invoice and/or other proper documentation. The total amounts shown here must be equal to this quarter's expenditures listed on page 1 of this report. All expenses and charges must be reflective of the approved budget and rates as shown in the FA Attachment B, Scope of Work. Use additional pages if needed.

ITEM	INVOICE #	TOTAL EXPENSES CHARGED TO LACMTA MEASURE R GRANT
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
TOTAL		

Note:
All receipts, invoices, and time sheets, attached and included with this Expense Report must be listed and shown under the Invoice Number column of the Itemized Listing (above).

Invoice Payment Information:
 LACMTA will make all disbursements electronically unless an exception is requested in writing.
 ACH Payments require that you complete an ACH Request Form and fax it to Accounts Payable at 213-922-6107.
 ACH Request Forms can be found at www.metro.net/callforprojects.
 Written exception requests for Check Payments should be completed and faxed to Accounts Payable at 213-922-6107.

I certify that I am the responsible Project Manager or fiscal officer and representative of _____ and that to the best of my knowledge and belief the information stated in this report is true and correct.

Signature

Date

Name

Title