

1 **AMENDMENT NO. X TO COOPERATIVE AGREEMENT NO. C-X-XXXX**

2 **BETWEEN**

3 **THE ORANGE COUNTY TRANSPORTATION AUTHORITY**

4 **AND**

5 _____

6 **FOR**

7 **SENIOR MOBILITY PROGRAM**

8 **THIS AMENDMENT NO. X** is made and entered into this _____ day of _____, 2016 by and
9 between the Orange County Transportation Authority, a public corporation of the State of California
10 (hereinafter referred to as "AUTHORITY"), the City of _____ (hereinafter referred to as "CITY").

11 **RECITALS**

12 **WHEREAS**, by Agreement No. C-X-XXXX dated XXXX, AUTHORITY and CITY are entered into
13 a contract to provide the Senior Mobility Program (SMP) concerning senior transportation services; and

14 **WHEREAS**, AUTHORITY and CITY agree to comply with all relevant elements of Orange County
15 Local Transportation Authority Ordinance No. 3; and

16 **WHEREAS**, AUTHORITY and CITY agree to comply with the M2 Project U SMP Funding and
17 Policy Guidelines ("Guidelines"); and

18 **WHEREAS**, AUTHORITY and CITY agree to extend the term of the Agreement through June 30,
19 2021;

20 **NOW, THEREFORE**, it is mutually understood and agreed by AUTHORITY and CITY that
21 Amendment No. X to Cooperative Agreement No. C-X-XXXX is hereby amended in the following
22 particulars only:

- 23 1. Amend **ARTICLES 2 and 3**: to delete in their entirety and replace with Attachment 1 to
24 this Amendment.
- 25 2. Amend **ARTICLE 4. TERM OF AGREEMENT**: Page 5 of 8, line 16, to delete
26 "June 30, 2016" as the expiration date of the Agreement, and in lieu thereof insert "June 30, 2021".

**AMENDMENT NO. X TO
AGREEMENT NO. C-X-XXXX**

1 3. Amend **ARTICLE 8. AUDIT AND INSPECTION OF RECORDS**: Page 6 of 8, line 16, to
2 delete "four (4) years" as the period for audit and inspection record, and in lieu thereof insert
3 "five (5) years".

4 4. Amend **ARTICLE 11. ALCOHOL AND DRUG POLICY**: Page 7 of 9, line 19, to change
5 the Drug Free Workplace Act of 1988 from "Exhibit D" to "Exhibit E".

6 The balance of said Agreement remains unchanged.

7 Upon execution by all parties, this Amendment No. X to Cooperative Agreement
8 No. C-X-XXXX shall be made effective on July 1, 2016.

9 **IN WITNESS WHEREOF**, the Parties hereto have caused this Amendment No. X to Cooperative
10 Agreement No. C-X-XXXX to be executed on the date first above written.

11 **CITY**

ORANGE COUNTY TRANSPORTATION AUTHORITY

12
13 By _____

By _____

Darrell Johnson
Chief Executive Officer

16 APPROVED AS TO FORM:

17
18 By _____

James M. Donich
General Counsel

21 APPROVED:

22
23 By _____

By _____

Beth McCormick
General Manager, Transit

(For Cities of LW, GG, and SB)

1 **ARTICLE 2. RESPONSIBILITIES OF AUTHORITY**

2 A. AUTHORITY agrees to provide funds per the following:

3 1. Services provided under the Senior Mobility Program are available to individuals
4 60 years of age and older.

5 2. Funds for the program are identified as one percent (1%) of Renewed
6 Measure M (M2) net sales tax revenue and will be allocated to all local jurisdictions based upon the
7 participating entity's respective percentage of the senior population of the entire county.

8 3. Senior population will be determined by using the most current official
9 decennial Census information provided by the U.S. Census Bureau.

10 4. All active participants will receive their portion of funding on a bi-monthly
11 basis.

12 B. In the event that the amount of M2 funding provided for this program is less than the
13 amount allocated for this program in fiscal year (FY 2010-11 as illustrated in Exhibit A, "Senior Mobility
14 Program Allocation," AUTHORITY will allocate funds to CITY in an amount no greater than FY 2010-11
15 funding levels less M2 SMP revenues. Disbursement of supplemental funds will occur upon
16 reconciliation of total M2 funds distributed to CITY during the fiscal year.

17 C. AUTHORITY agrees that Net Revenues allocated shall be expended within three (3)
18 years of receipt. AUTHORITY may grant an extension to the three-year limit, but extensions shall not be
19 granted beyond a total of five (5) years from the date of the initial funding allocation.

20 D. In the event the time limits for use of Net Revenues are not satisfied, then any retained
21 Net Revenues that were allocated to an Eligible Jurisdiction and interest earned thereon shall be
22 returned to AUTHORITY and these Net Revenues and interest earned thereon shall be available for
23 allocation to any project within the same source program at the discretion of AUTHORITY.

24 E. AUTHORITY may provide, at AUTHORITY's sole discretion, a refurbished surplus
25 paratransit vehicle, at no cost to CITY and no further responsibility to AUTHORITY after vehicle
26 donation. CITY may purchase additional vehicle(s) in excess of their vehicle allocation, based on

1 availability, at a cost equivalent to the refurbishment costs incurred by AUTHORITY.

2 **ARTICLE 3. RESPONSIBILITIES OF CITY**

3 A. CITY agrees that all funds received from AUTHORITY as specified in Article 2A
4 above will be used exclusively for providing accessible senior transportation services as specified in
5 Exhibit B, entitled "Senior Mobility Program Service Plan."

6 B. CITY will ensure the Service Plan is adopted by their governing board in accordance
7 with Section 7.0 of the SMP Funding and Policy Guidelines.

8 C. CITY must satisfy all M2 eligibility criteria as specified in Orange County Transportation
9 Authority Ordinance No. 3 Requirements for Eligible Jurisdictions in order to receive their formula
10 allocation for this program.

11 D. CITY agrees to comply with all provisions of the SMP Guidelines included as Exhibit C.

12 E. CITY agrees that Net Revenues allocated shall be expended within three (3) years of
13 receipt. AUTHORITY may grant an extension to the three-year limit, but extensions shall not be
14 granted beyond a total of five (5) years from the date of the initial funding allocation.

15 F. In the event the time limits for use of Net Revenues are not satisfied, any retained Net
16 Revenues that were allocated to an Eligible Jurisdiction and interest earned thereon shall be returned to
17 AUTHORITY and these Net Revenues and interest earned thereon shall be available for allocation to
18 any project within the same source program at the discretion of AUTHORITY.

19 G. CITY agrees to match a minimum of twenty percent (20%) of the total annual program
20 expenditures. Local match may be made up of cash-subsidies, fare revenues, donations, or in-kind
21 contributions, such as salaries and benefits for CITY employees who perform work on the program.

22 H. CITY may contract with a third-party service provider to provide senior transportation
23 services provided that:

- 24 1. Contractor is selected using a competitive procurement process; and
25 2. Wheelchair accessible vehicles are available and used when requested.

26 /

1 I. CITY shall procure and maintain insurance coverage during the entire term of this
2 Agreement. Coverage shall be full coverage or subject to self-insurance provisions. CITY shall
3 provide the following insurance coverage:

4 1. Commercial General Liability, to include Products/Completed Operations,
5 Independent Contractors', Contractual Liability, and Personal Injury Liability with a minimum limit of
6 \$1,000,000.00 per occurrence and \$2,000,000.00 general aggregate.

7 2. Automobile Liability Insurance to include owned, hired and non-owned autos with a
8 combined single limit of \$1,000,000.00 each accident;

9 3. Workers' Compensation with limits as required by the State of California including a
10 waiver of subrogation in favor of AUTHORITY, its officers, directors, employees or
11 agents;

12 4. Employers' Liability with minimum limits of \$1,000,000.00; and

13 J. Proof of such coverage, in the form of an insurance company issued policy
14 endorsement and a broker-issued insurance certificate, must be received by AUTHORITY prior to
15 commencement of any work. Proof of insurance coverage must be received by AUTHORITY within ten
16 (10) calendar days from the effective date of this Agreement with AUTHORITY, its officers, directors,
17 employees and agents designated as additional insured on the general and automobile liability. Such
18 insurance shall be primary and non-contributive to any insurance or self-insurance maintained by
19 AUTHORITY.

20 K. CITY shall include on the face of the Certificate of Insurance the Cooperative Agreement
21 Number C-3-1807; and, the Senior Contract Administrator's Name, Sue Ding.

22 L. CITY agrees to provide AUTHORITY with monthly summary reports of CITY's Senior
23 Mobility Program. CITY shall submit monthly summary report by the end of the following month as
24 specified in Exhibit D, "Senior Mobility Program Monthly Reporting Form," included in this Agreement,
25 which is incorporated into and made part of this Agreement.

26 /

1 M. CITY shall adopt an annual Expenditure Report to account for Net Revenues and
2 funds expended by the Eligible Jurisdiction, which satisfy the Maintenance of Effort requirements.
3 The Expenditure Report shall be submitted by the end of six (6) months following the end of the
4 jurisdiction's fiscal year and include the following:

5 1. All Net Revenue fund balances and interest earned.

6 2. Expenditures identified by type (i.e. capital, operations, administration, etc.) and
7 program or project.

8 N. In the event CITY obtains a retired AUTHORITY vehicle for Senior Mobility Program
9 services, CITY agrees to transfer vehicle title and registration within fourteen (14) calendar days
10 from taking possession of the vehicle. CITY also agrees to provide documentation to AUTHORITY
11 confirming transfer of vehicle title and registration from AUTHORITY to CITY within thirty (30)
12 calendar days from taking possession of the vehicle.

13 /

14 /

15 /

16 /

17 /

18 /

19 /

20 /

21 /

22 /

23 /

24 /

25 /

26 /



Senior Mobility Program Funding Allocation

M2 Contribution Estimate Based Upon Senior Population (60+) and Available Revenues
 City Contribution is set at 20% of Total Program Expenditures

Allocation Summary			
Local Jurisdictions	M2 Contribution (80%)	City Contribution (20%)	Total Program Expenditures
	2017	2017	2017
Aliso Viejo	\$ 25,205	\$ 6,301	\$ 31,506
Anaheim	273,018	68,255	341,273
Brea	42,855	10,714	53,568
Buena Park	73,355	18,339	91,694
Costa Mesa	87,970	21,992	109,962
Cypress	52,260	13,065	65,325
Dana Point	49,889	12,472	62,362
Fountain Valley	80,486	20,121	100,607
Fullerton	131,598	32,900	164,498
Garden Grove	157,564	39,391	196,954
Huntington Beach	233,203	58,301	291,504
Irvine	169,870	42,467	212,337
La Habra	55,261	13,815	69,077
La Palma	-	-	-
Laguna Beach	38,052	9,513	47,564
Laguna Hills	35,514	8,878	44,392
Laguna Niguel	74,736	18,684	93,420
Laguna Woods	86,851	21,713	108,564
Lake Forest	67,677	16,919	84,597
Los Alamitos	12,990	3,247	16,237
Mission Viejo	117,175	29,294	146,469
Newport Beach	133,352	33,338	166,690
Orange	126,662	31,665	158,327
Placentia	54,535	13,634	68,168
Rancho Santa Margarita	26,868	6,717	33,585
San Clemente	72,977	18,244	91,222
San Juan Capistrano	46,563	11,641	58,204
Santa Ana	194,263	48,566	242,828
Seal Beach	67,634	16,909	84,543
Stanton	32,493	8,123	40,617
Tustin	56,666	14,167	70,833
Villa Park	11,140	2,785	13,925
Westminster	106,020	26,505	132,526
Yorba Linda	71,945	17,986	89,931
County Unincorporated			
Coto De Caza	-	-	-
Ladera Ranch	-	-	-
Las Flores	-	-	-
Midway City	-	-	-
North Tustin	-	-	-
Rossmoor	14,486	3,621	18,107
Sunset Beach	-	-	-
Total	\$ 2,881,134	\$ 720,284	\$ 3,601,418



Projected Measure M2 Senior Mobility Program Funding Allocation
Projected Cost to Maintain 2011 Funding Levels (2011 Allocated)
 Cities of Garden Grove, Laguna Woods, and Seal Beach

Allocation Detail						
Local Jurisdictions						
	2017	2018	2019	2020	2021	Total
Garden Grove	25,661	17,268	8,906	156	-	51,991
Laguna Woods	42,147	37,522	32,907	28,088	23,513	164,177
Seal Beach	1,480					1,480
Total	\$ 69,288	\$ 54,790	\$ 41,813	\$ 28,244	\$ 23,513	\$ 217,648



Senior Mobility Program

Agency Service Plan

Jurisdictions and agencies participating in the Orange County Transportation Authority (OCTA) Senior Mobility Program (SMP) must complete the following Service Plan in order to receive SMP funding. The Service Plan must be developed in accordance with SMP Guidelines, included as Attachment 1, and submitted to OCTA for review. Upon review from OCTA, the Service Plan must be formally adopted by the agency's council or governing body and approved by the OCTA Board of Directors. Any modifications to SMP services will require submittal of a new Service Plan.

Participant Information:

Agency City of Garden Grove Date March 29, 2016
Program Contact Janet Pelayo Phone (714) 741-5215
Email janetp@garden-grove.org

Service Description:

1. Program goals and objectives:

The H. Louis Lake Senior Mobility Program will promote the continuation of an independent lifestyle for individuals age 60 and older through the provision of dependable door-to-door transportation services for residents of the City of Garden Grove.

The Senior Mobility Program (SMP) will operate weekdays from 7:30 a.m. to 6:00 p.m. Other trips will be provided in response to rider request on a first-come, first-served basis as funding allows. Trips will also be provided on holidays and for special events on weekends.

2. Indicate how SMP service will be operated: *(Please check all that apply)*

- | | |
|---|--|
| <input type="checkbox"/> Directly-Operated | <input type="checkbox"/> Subsidized Taxi Program |
| <input checked="" type="checkbox"/> Contract Service Provider | <input type="checkbox"/> Other (Please Describe) |
| <input type="checkbox"/> Volunteers | |

3. Eligible trips provided under the SMP are limited to the following categories. Please indicate the categories of service to be provided by your program: *(Please check all that apply)*

- | | |
|---|---|
| <input checked="" type="checkbox"/> Senior Center | <input checked="" type="checkbox"/> Personal Care |
| <input checked="" type="checkbox"/> Nutrition | <input checked="" type="checkbox"/> Shopping |
| <input checked="" type="checkbox"/> Medical | <input checked="" type="checkbox"/> Social / Recreation (Please Describe) |

City Concert in Parks, whale watching, site visits to other Senior Centers, Medieval Times, Orange County Fair, museum exhibits, concert venues, theaters, beach, and local farmers markets.

4. SMP Guidelines restricts trips outside of Orange County to medical trips within approximately 10 miles of the Orange County border. Do you intend to provide medical trips outside of Orange County?

Yes No

If yes, please list the trip purpose and destinations: *(e.g., medical trips to the VA Hospital in Long Beach)*

5. Fare structure:

The SMP fare structure is based on a per trip charge, which is \$12.00 for a one-way trip within the City of Garden Grove. For one-way trips outside of City limits there is an additional charge of \$2.50 per mile.

6. Number of vehicles:

6

7. Projected annual ridership:

12,739 one-way trips

8. Source(s) of 20 percent match funding:

In-Kind Staff Services

Program Requirements:

1. Jurisdiction/Agency shall follow competitive procurement practices in selection of vendors for all services which it does not provide using its own work force. Any Request for Proposals (RFP) for services shall specify the use of vehicles meeting Americans with Disabilities Act (ADA) accessibility standards.
2. Jurisdiction/Agency will perform, or ensure that a contracted vendor performs, maintenance of all vehicles used in the Senior Mobility program, including, at a minimum:
 - a) Daily Pre-Trip Inspections that meet or exceed the guidelines provided in the attached Pre-Trip Inspection Checklist (Attachment 2)
 - b) Scheduled preventative maintenance that meets or exceeds the guidelines provided in the attached PM Checklist, including the maintenance of all accessibility features of the vehicles.
 - c) Maintain maintenance records for each vehicle for five (5) years and, if required, cooperate fully in annual motor coach carrier terminal inspections conducted by the California Highway Patrol.
3. Jurisdiction/Agency will ensure that its operators, or its contracted vendor's operators, are properly licensed and trained to proficiency to perform duties safely, and in a manner which treats its riders with respect and dignity. Disability awareness and passenger assistance will be included in this training.
4. Jurisdiction/Agency will establish and implement an alcohol and drug program that complies with 41 U.S.C. sections 701-707, (the Drug Free Workplace Act of 1988), and will produce any documentation necessary to establish its compliance with sections 701-707.
5. Jurisdiction/Agency will submit a monthly report to OCTA's Community Transportation Services Department as illustrated in Attachment 3.
6. Jurisdiction/Agency will participate in OCTA marketing and outreach efforts to encourage use of fixed route transit service by older adults.
7. Jurisdiction/Agency will note OCTA sponsorship in any promotional material for service funded under this agreement and will display an OCTA Senior Mobility Program logo on vehicles used in this program (excluding taxis).
8. Jurisdiction/Agency will ensure that it maintains adequate oversight and control over all aspects of services that are provided by a contracted vendor.


IN WITNESS WHEREOF, has formally adopted the Senior Mobility Program Scope of Work as written above.

AGENCY REPRESENTATIVE

Name: _____

Title: _____

OCTA REPRESENTATIVE



Name: Beth McCormick

Title: General Manager, Transit

*As amended



Measure M2 Project U
Senior Non-Emergency Medical Transportation Funding Guidelines
May 2016

1.0 Overview

The Measure M2 (M2) Project U – Senior Non-Emergency Medical Transportation (SNEMT) Program provides funding to support the Orange County (County) Office on Aging (OoA) program which provides non-emergency medical transportation service for seniors such as trips to doctor and dental appointments, therapy, dialysis, and pharmacy visits. M2 Project U SNEMT funding was established to continue and expand the existing program which has been funded with Tobacco Settlement Revenue (TSR) funds since 2003. The County OoA administers the program which is operated through contract service providers.

The purpose of these guidelines is to provide procedures that assist in the administration of funding for the SNEMT program. The Orange County Transportation Authority (OCTA) shall enforce the provisions spelled out in these guidelines.

2.0 Objectives

- To enhance the existing Orange County SNEMT program.
- To sustain the SNEMT program by providing funds which augment declining TSR revenue.
- To provide non-emergency medical transportation for seniors as an alternative to OCTA ACCESS paratransit service.

3.0 Eligibility Requirements and Maintenance of Effort

The County must satisfy all M2 eligibility criteria to receive the formula allocation for this program.

The Maintenance of Effort requirement, as specified in the M2 Ordinance, indicates that the County shall continue to fund SNEMT program services in an annual amount equal to the same percentage of the total annual TSR funds received by the County as of November 2006. In Fiscal Year (FY) 2006-07, the TSR percentage allocated to the SNEMT program was 5.27 percent of the overall TSR received by the County.

The County is required to enter into a cooperative funding agreement with OCTA and adherence to strict funding guidelines is required by the M2 Ordinance.

4.0 Annual Maintenance of Effort Verification

The County must submit to OCTA an annual verification of the SNEMT program budget with supporting documentation to confirm the allocation of at least 5.27 percent of TSR funding to the SNEMT program as required by the M2 Ordinance.

Annual documentation submitted to OCTA should confirm budgeted TSR funding for the current FY and actual TSR funding for the prior FY. Verification documentation should be submitted to OCTA no later than December 31 of each calendar year.

5.0 Funding Allocation Method and Distribution

Funding for the program is identified as no less than the TSR funds annually expended and no greater than one percent of M2 net sales tax revenues plus accrued interest. Funding allocations are based on actual sales tax receipts. Funding will be distributed on a bi-monthly basis and must be expended within three years of receipt. OCTA may grant an extension beyond the three-year limitation; however, an extension may not exceed five years from the date of the initial funding allocation. The County must submit a justification letter requesting an extension beyond the three-year limitation for review and approval by OCTA at least 90 days prior to the end of the third year from the date of receipt of funds. Requests for an extension must include a plan of expenditure.

SNEMT earned interest must be spent on transportation activities consistent with SNEMT eligible expenses. Interest revenues must be expended within three years of receipt.

In the event the time limits for use of SNEMT funds are not satisfied, any retained SNEMT funds, including interest, shall be returned to OCTA.

6.0 Service Guidelines

SNEMT services are limited to non-emergency medical trips available to individuals 60 years of age and older.

The County is responsible for establishing program guidelines, operational policies, and administering and monitoring the provision of program services.

The County may initiate trip prioritization if actual expenditures exceed, or are within 25 percent of, the amount of TSR and M2 funding dedicated to the program

7.0 Eligible Expenses

The County shall ensure M2 funds and earned interest are used exclusively for eligible direct program-related expenses which may include contract service providers, staff time, program supplies and materials, marketing materials and community outreach. The County shall ensure all program costs are fair and reasonable. Administrative costs are allowed and considered eligible program expenses consistent with the County's approved cost allocation plan. All program expenses are subject to audit.

8.0 Program Revenue

The County must ensure their service contractors maintain adequate procedures for collecting and reporting program revenue, including fees, donations, and cash fares.

9.0 Reporting

The County is required to submit quarterly reports using a reporting template provided by OCTA. The County shall also be required to maintain supporting documentation, as specified by OCTA, to substantiate quarterly reporting data. Required reporting data may include, but is not limited to, the following:

- Quarterly TSR-Funded Trips
- Quarterly M2-Funded Trips
- Total Quarterly Trips
- Cumulative Total Trips
- Quarterly Program Operating Cost
- Quarterly OCTA Contribution
- Quarterly County Contribution
- Cumulative OCTA Contribution
- Cumulative County Contribution
- Program Monitoring Activities

Reports are due within 45 days from the end of each quarter. Failure to meet the established reporting deadline for two consecutive quarters during the fiscal year may result in a reduction of funding and/or other sanctions to be determined.

10.0 Audits and Inspection of Records

M2 funding is subject to audit. The County shall maintain program documentation and records for a period of no less than five years, including documentation evidencing the County's oversight and monitoring of contractors providing services under the Program. Program documents and records, including but not limited to contractor invoices, payroll records, trip sheets, and other program-related expenses, shall be available for review by OCTA SNEMT funding administrators, auditors, and authorized agents upon request. The County must follow established accounting requirements and applicable laws regarding the use of public funds. Failure to submit to an audit in a timely manner may result in loss of future funding. Misuse or misrepresentation of M2 funding will require remediation which may include repayment, reduction in overall allocation, and/or other sanctions to be determined by the OCTA Board of Directors. Audits shall be conducted by the OCTA Internal Audit Department, or other authorized agent, as determined by OCTA.



Senior Mobility Program

Monthly Reporting Form

DRAFT

Program Information

Service for the - Month of: July Year of: 2016
 Program Name: _____
 Participating Agency: _____
 Agency Contact: _____
 Contact Number: _____

Trip Detail

Trip Category	One-Way Trips		Service Hours		Service Miles	
	Jul 2016	FYTD	Jul 2016	FYTD	Jul 2016	FYTD
Senior Center	-	-	-	-	-	-
Medical	-	-	-	-	-	-
Shopping	-	-	-	-	-	-
Personal Care	-	-	-	-	-	-
Social / Recreational	-	-	-	-	-	-
Total	-	-	-	-	-	-

Cost Summaries

Cost Category	Jul 2016		FYTD	
	Cost	% of Total	Cost	% of Total
Direct Cost: Contracted Services	\$ -	0.0%	\$ -	0.0%
Direct Cost: In-House Labor	\$ -	0.0%	\$ -	0.0%
Direct Cost: Vehicle Expenses	\$ -	0.0%	\$ -	0.0%
Direct Cost: Marketing & Outreach	\$ -	0.0%	\$ -	0.0%
Indirect Cost: Administrative Costs	\$ -	0.0%	\$ -	0.0%
Total Expenses	\$ -	0.0%	\$ -	0.0%

Above Total Expenses Paid By...	Jul 2016	% of Total	FYTD	% of Total
OCTA Contribution	\$ -	0.0%	\$ -	0.0%
Agency Contribution	\$ -	0.0%	\$ -	0.0%

Above Agency Contribution Sources	Jul 2016	% of Total	FYTD	% of Total
General Fund	\$ -	0.0%	\$ -	0.0%
General Donations	\$ -	0.0%	\$ -	0.0%
Transportation Fees or Rider Fares	\$ -	0.0%	\$ -	0.0%
Title IIIB Funds	\$ -	0.0%	\$ -	0.0%
Other:	\$ -	0.0%	\$ -	0.0%
Other:	\$ -	0.0%	\$ -	0.0%
Other:	\$ -	0.0%	\$ -	0.0%

Declaration and Submission Confirmation



Senior Mobility Program

DRAFT

Monthly Reporting Form

Program Information

Service for the - Month of: July Year of: 2016
Program Name: _____
Participating Agency: _____
Agency Contact: _____
Contact Number: _____

Agency hereby certifies that this report is a true, complete and correct statement of program costs and revenues, and operating data.

Submitted By: _____

Signature: _____ Date: _____

! THIS REPORT IS DUE BY THE LAST DAY OF THE MONTH FOLLOWING THE REPORTING MONTH !

Please send this report by email to CTSPROGRAMS@OCTA.NET or by fax to **714-560-5927**.

If there are any questions, please contact **JOANNE JACOBSEN** by email at JJACOBSEN@OCTA.NET
or **JP GONZALEZ** by email at JGONZALEZ1@OCTA.NET.