

services, or classify the construction phase of the consultant's activities as construction engineering. See Chapter 23.2.1, "Timely Use of Funds" of the LAPG for information on STIP deadlines and time extension.

13.10 RECORD KEEPING

The U.S. DOT and the Comptroller General of the United States have the right to access all documents pertaining to federal-aid projects. Nonfederal partners must maintain sufficient documentation to substantiate the costs. Such items as direct labor, fringe benefits, material costs, consultant costs, public involvement costs, subcontract costs, and travel costs should be included in that documentation. **This includes any local-agency costs that are to be reimbursed or used to satisfy matching requirements.** The records for each project must be kept on file for a minimum of three (3) years beyond the payment date of the final voucher.

13.11 REFERENCES

- Title 23 USC Part 103(b)(6), Eligibility for NHS Program
- Title 23 USC Part 133(b), Eligibility for STP Program
- Title 23 CFR Part 172, Administration of Engineering and Design Related Service Contracts
- Title 23 CFR Part 635, Construction and Maintenance
- Title 23 CFR Part 655, Traffic Operations
- Title 23 CFR Part 940, Intelligent Transportation System Architecture and Standards
- Title 28 CFR Part 35, Nondiscrimination on the Basis of Disability in State and Local Government Services (See especially Section 151(b))
- Title 29 USC Part 794d, Rehabilitation Act, Section 508, Electronic and Information Technology
- Title 49 CFR Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- FHWA Memorandum dated March 22, 2002, Guidance on Federal-aid Eligibility of Operating Costs for Transportation Management Systems
- 2007 Joint Stewardship and Oversight Agreement (FHWA and Caltrans)
- 2007 Systems Engineering Guidebook for ITS, Version 2.0
- LAPM, Chapter 2, Roles and Responsibilities
- LAPM, Chapter 3, Project Authorizations
- LAPM, Chapter 6, Environmental Procedures
- LAPM, Chapter 7, Field Review
- LAPM, Chapter 10, Consultant Selection Procedures
- LAPM, Chapter 11, Design Standards
- LAPM, Chapter 12, Plans, Specifications & Estimate
- LAPM, Chapter 13, Right-of-Way
- LAPM, Chapter 15, Advertise and Award Project
- LAPM, Chapter 16, Administer Construction Contracts
- LAPM, Chapter 17, Project Completion