



Glossary of Terms

The following is a listing of commonly used program and contract terms for the management of TIRCP projects.

Term	Definition
Allocation	Commitment of funds by the CTC to perform work on a project. Allocation is specific to project award, component, programmed amount, and phase.
Amendment	A formal modification or change of a material term, such as the term, cost, or scope of work, in one or more provisions of an existing contract.
Board resolution	A formal decision by the governing body of a public agency often required to authorize the purchase of goods or services, or the acceptance of funding.
California Department of Transportation, Caltrans, or Department	The State of California, acting by and through its Department of Transportation of the State of the State of California, and any entity succeeding to the powers, authorities and responsibilities of the Department invoked by or under this Agreement or the Program Supplements.
California Transportation Commission (CTC)	Refers to the commission established in 1978 by Assembly Bill 402 (Chapter 1106, Statutes of 1977), consisting of eleven voting members and two non-voting ex-officio members. The CTC is responsible for programming and allocating funds for the construction of highway, passenger rail, transit and active transportation improvements throughout California.
California State Transportation Agency (CalSTA)	CalSTA develops and coordinates the policies and programs of the state's transportation entities to achieve the state's mobility, safety and air quality objectives from its transportation system.
Component	A sub-project awarded or 'project component' of a larger project awarded to a local agency or a group of local agencies.
Construction (CON)	Capital project construction or final phase of project for implementation.
Contract manager	A person designated by the responsible State agency or department to manage performance under a contract.
Contract Termination Date	Last date for the project/project close-out date.
Cost Savings	Remaining funds on a project that are eligible for reallocation to another component on same TIRCP awarded project.
Deallocation	CTC action to remove cost savings from a project component and can concurrently be reallocated to another project component under the same TIRCP awarded project.
Effective Date	Date that a contract is signed (executed) by the Division Chief of the Caltrans Division of Rail and Mass Transportation.
Encumbrance	A commitment of funds guaranteeing a source of payment for a specific transaction.
Environmental Clearance	The process of compliance with the California Environmental Quality Act by filing appropriate environmental review document (Notice of Exemption, Environmental Study, Mitigated Negative Declaration, or Environmental Impact Report) to the State Clearinghouse.



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Execution of a contract	The act of authorized local agency and Caltrans representatives signing a contract, which provides a legal basis for required performance by parties to the contract.
General provisions	Terms and conditions that apply to all contracts for services and are included in any final document.
Greenhouse Gas Reduction Funds or GGRF	The funds subject to Chapter 26, Statutes of 2014, authorizing the State to fund capital improvements and operational investments for California's transit systems and intercity, commuter, and urban rail systems.
Implementing agency	The agency that is completing the work in a TIRCP awarded project, usually the TIRCP Recipient.
Incurred Expenditures	Costs that a local agency owes when receiving goods or services. i.e. costs from a 3rd party vendor.
Joint Powers Agency (JPA)	An agency formed by agreement of two (2) or more public agencies. Under this agreement, the joint powers authority may exercise any power common to the contracting parties (GC § 6502).
Master Agreement	Legal document outlining the general terms and conditions of the grant funds awarded to local partners for TIRCP projects.
Network Integration (CON)	Planning studies and/or activities that connect transit and rail services to a statewide transportation network.
Notice of Exemption (NOE)	Notice to the public that a project is categorically or statutorily exempt from completing the California Environmental Quality Act statute (exempt from providing environmental clearance).
Paid Expenditures	When a local agency pays the balance of incurred expenditures. i.e. local agency pays the 3rd party vendor Invoice Checklist (if applicable)
Plans Specifications and Estimates (PS&E)	Project phase in which final engineering documents are produced. These documents must contain all construction details and are made part of the bid documents
Project Approvals and Environmental Documentation (PA&ED)	Project phase in which activities are focused on completing documents for environmental clearance, such as Initial Study, Mitigated Negative Declaration, or Environmental Impact Report.
Procurement (CON)	Vehicle acquisition project component to purchase vehicles (rail cars, buses, micro-transit vehicles, etc.) for a project.
Project Phase	Activity within a project with a milestone for the project. PA&ED milestone is environmental clearance. PS&E is bid documents for construction. R/W is right of way certification. CON is completed project.
Project Programming Request	Shall itemize the various Project Components, the committed funding program(s) or source(s), and the matching funds to be provided by Recipient and/or other funding sources, if any [these Components include Environmental and Permits; Plans, Specifications and Estimates (PS&E); Right-of-Way (R/W); and Construction (including transit vehicle acquisition)].
Program Guidelines	The policy, standards, criteria, and procedures for the development, adoption and management of the TIRCP Projects established by CalSTA.



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Program Supplement	A project-specific subcontract to the Master Agreement that is executed following a CTC approved action and includes all Project specific information needed to encumber funding and shall include expected outcomes and deliverables.
Program Supplement Last Expenditure Date (LED)	This is the last date the Local Partner can incur costs for the specified project component. Exceedance of the LED does not terminate the program supplement.
Program Supplement Termination	Shall occur when the Recipient's obligations have been fully performed as set forth in the approved scope of work of the program supplement.
Program of Projects	Master TIRCP list of planned programming of funds for a specific year created by Caltrans presented at CTC meetings.
Programmed Funds	Projected commitment of funds for projects specifying phase, project component, amount, and fiscal year for eventual allocation.
Progress payments	Partial payments related to steps or phases toward the completion of the required services under a contract.
Project Closeout Report	Final report detailing all work completed for the awarded project. Closeout Report contents are described in more detail in Section 13 of the TIRCP Guidelines for each funding year. TIRCP Guidelines describe a project Closeout Report as the "Final Delivery Report."
Prompt Payment Act	Statutory provisions that establish late payment penalties for late payments made by State agencies or State contract. (GC § 927, et seq.)
Right of Way (R/W)	Project phase in which lead agency acquires land rights for a project. Right of way certification represents the end of right of way phase.
Scope of Work	Shall include a detailed description of the Project and will itemize the major tasks and their estimated costs and schedules.
Supplemental Allocation	Commitment of additional funds when prior allocations found to be insufficient to complete the work for the project phase.