CITIES/COUNTY TRANSPORTATION ADVISORY COMMITTEE

The Cities/County Transportation Advisory Committee (CTAC) may take action on any item appearing on this agenda.

Thursday, September 7, 2017
9:30 to 11 a.m.

SANDAG, 7th Floor Conference Room
401 B Street, Suite 800
San Diego, CA 92101

Please take the elevator to the 8th floor to access the meeting room.

Staff Contact: Alex Estrella
(619) 699-1928
alex.estrella@sandag.org

AGENDA HIGHLIGHTS

- QUARTERLY TransNet FINANCIAL REPORTS FOR THE PERIOD ENDING JUNE 30, 2017
- SENATE BILL 1 UPDATE: ROAD MAINTENANCE AND REHABILITATION ACCOUNT
- UPDATE ON STATE FUNDING OPPORTUNITIES

PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING

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Public comments regarding the agenda can be sent to SANDAG via comment@sandag.org. Please include the agenda item, your name, and your organization. Email comments should be received no later than 12 noon, two working days prior to the meeting. Any handouts, presentations, or other materials from the public intended for distribution at the meeting should be received by the Working Group coordinator no later than 12 noon, two working days prior to the meeting.

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CITIES/COUNTY TRANSPORTATION ADVISORY COMMITTEE
Thursday, September 7, 2017

ITEM NO.  RECOMMENDATION

1. WELCOME AND INTRODUCTIONS
2. PUBLIC COMMENTS/COMMUNICATIONS/MEMBER COMMENTS
   Members of the public shall have the opportunity to address the Cities/County Transportation Advisory Committee (CTAC) on any issue within the jurisdiction of SANDAG that is not on this agenda. Anyone desiring to speak shall reserve time by completing a Request to Comment form and giving it to the meeting coordinator prior to speaking. Public speakers should notify the meeting coordinator if they have a handout for distribution to CTAC members. Public speakers are limited to three minutes or less per person. CTAC members also may provide information and announcements under this agenda item.

+3. APPROVAL OF MEETING MINUTES
   The CTAC is asked to review and approve the minutes from its July 6, 2017, meeting.

REPORTS

4. QUARTERLY TransNet FINANCIAL REPORTS FOR THE PERIOD ENDING JUNE 30, 2017 (Lisa Kondrat-Dauphin) INFORMATION
   Staff will provide the quarterly TransNet financial balances for the Local Street and Road Balances. The information is planned to be presented to the Independent Taxpayer Oversight Committee.

5. TransNet STORY MAP OVERVIEW (Michelle Smith) INFORMATION
   In December 2015, SANDAG launched a webpage to provide information on completed TransNet-funded projects throughout the region. This webpage includes Highways, Transit, Bikeways, Local Streets and Roads, Environmental, and Grants funded with TransNet funds. Staff will present the map and discuss with CTAC members how to better represent data for the Local Streets and Roads section.

+6. SENATE BILL 1 UPDATE: ROAD MAINTENANCE AND REHABILITATION ACCOUNT (Michelle Smith) INFORMATION
   On August 16, 2017, the California Transportation Commission approved the 2017 Local Streets and Roads Funding Annual Reporting Guidelines. Staff will provide an overview of this fund source, including potential new funding opportunities for the region.

7. UPDATE ON STATE FUNDING OPPORTUNITIES (Robyn Wapner) INFORMATION
   Staff will provide an update on Senate Bill 1 and cap-and-trade funding opportunities for the region.
+8. **SENATE BILL 1 UPDATE: CALTRANS SUSTAINABLE TRANSPORTATION PLANNING GRANT PROGRAM FY 2017-2018 AND STATE HIGHWAY ADAPTATION PLANNING GRANT PROGRAM** (Barbara Valentine, Caltrans; Coleen Clementson; Keith Greer)

Senate Bill 1 provides $25 million annually for Sustainable Transportation Planning Grants to encourage local and regional planning that further state goals and $20 million over three years for Adaptation Planning Grants to local and regional agencies for climate change adaptation planning.

+8A. **FY 2017-2018 Caltrans Sustainable Transportation Planning Grant Program**

There will be $25 million in funding available statewide for the FY 2017-2018 Caltrans Sustainable Transportation Planning Grants Program, of which $12.5 million will be available through a competitive program to metropolitan planning organizations with a subapplicant(s), cities and counties, transit agencies, and tribal governments. Eligible planning projects must have a transportation nexus and directly benefit the multimodal transportation system.

+8B. **FY 2017-2018 Caltrans Adaptation Planning Grant Program**

There will be $7 million in funding available for the FY 2017-2018 Caltrans Adaptation Planning Grants Program statewide competition. The minimum application amount is $100,000 and the maximum application amount is $1,000,000. The required local match is 11.47 percent.

+9. **TransNet SMART GROWTH INCENTIVE PROGRAM AND ACTIVE TRANSPORTATION GRANT PROGRAM: DRAFT CRITERIA FOR CLIMATE ACTION PLANS AND COMPLETE STREETS POLICIES** (Carolina Ilic, Allison Wood)

The Cycle 4 call for projects will include the opportunity for local jurisdictions to apply for funding to complete Climate Action Plans and Complete Streets Policies to meet eligibility prerequisites. The CTAC is requested to provide input on the draft criteria for both components of the grant program.

+10. **CALTRANS UPDATES/ANNOUNCEMENTS**

Caltrans staff will provide an update on various local programs, funding program deadlines, and announcements regarding upcoming conferences.

11. **ADJOURNMENT AND NEXT MEETING**

The next CTAC meeting is scheduled for Thursday, October 5, 2017, at 9:30 a.m.

+ next to an item indicates an attachment
Action Requested: APPROVE

JULY 6, 2017, MEETING MINUTES

Please note: The audio file of the meeting is available on the SANDAG website, sandag.org, on the Cities/County Transportation Advisory Committee (CTAC) page.

The meeting of the CTAC was called to order by Chair Edward Deane, City of San Marcos, at 9:37 a.m.

1. WELCOME AND INTroductions

Self-introductions were made. The attendance sheet for this meeting is included.

2. PUBLIC COMMENTS/COMMUNICATIONS/MEMBER COMMENTS

Members of the public had the opportunity to address the CTAC on any issues. No public comments were made.

3. APPROVAL OF MEETING MINUTES (APPROVE)

Since quorum for approval was not met initially, these meeting minutes were not approved until after Agenda Item 5 had been completed.

Action: Upon a motion by Mohammad Sammak (City of Solana Beach) and a second by Mario Sanchez (City of El Cajon), the CTAC approved the minutes from its June 1, 2017, meeting. Yes: Chair Deane, Vice Chair Julie Procopio (City of Escondido), Ed Walton (City of Coronado), Frank Rivera (City of Chula Vista), Mr. Sanchez, Juan Larios (City of Imperial Beach), Kuna Muthusamy (City of National City), Minjie Mei (City of Santee), Mr. Sammak, Tim Shell (City of Vista), and Bill Morgan (County of San Diego). No: Jon Collins (City of Poway). Abstain: None. Absent: City of Carlsbad, City of Encinitas, City of La Mesa, City of Lemon Grove, City of Oceanside, City of San Diego, Metropolitan Transit System, and North County Transit District.

CONSENT

4. 2019 SAN DIEGO FORWARD: THE REGIONAL PLAN - DRAFT PUBLIC INVOLVEMENT PLAN (INFORMATION)

Staff provided an update about the April 2017 Board of Directors discussion about the Work Program for the 2019 Regional Plan. Staff also announced the deadline to submit comments is July 20, 2017, for this Draft Public Involvement Plan (sandag.org/PIP).
REPORTS

5. TransNet SMART GROWTH INCENTIVE PROGRAM AND ACTIVE TRANSPORTATION GRANT PROGRAM: RECOMMENDED CHANGES AND WEIGHTING PROPOSALS FOR EVALUATION CRITERIA FOR CYCLE 4 CALL FOR PROJECTS (DISCUSSION)

Staff presented the proposed changes and potential weighting for the Cycle 4 call for projects based on input provided by policy advisory committees and working groups.

6. SEVEN-POINT DATA ACCURACY AND MODELING WORK PLAN (INFORMATION)

Staff discussed the background that led to the development of this Work Plan and provided an update on its progress. In addition, staff presented the Executive Committee approved Eight-Year Transportation Model Lifecycle Policy for Service Bureau requests.

7. TransNet INDIRECT COST ALLOCATION PLAN PROPOSED POLICY (DISCUSSION)

Staff reviewed the guidelines requested by the Independent Taxpayer Oversight Committee for the application of Indirect Costs on TransNet projects and the relevant timelines.

8. FIXING AMERICA’S SURFACE TRANSPORTATION ACT PERFORMANCE MANAGEMENT REQUIREMENTS (INFORMATION)

Staff provided a brief overview of performance management areas, key provisions, and implementation schedule requirements—in particular, those rules regarding Highway Safety Improvement and Caltrans statewide targets.

9. CALTRANS UPDATES/ANNOUNCEMENTS (INFORMATION)

Caltrans provided an update on various local assistance programs and funding program deadlines and announced upcoming training and conferences.

10. ADJOURNMENT AND NEXT MEETING (INFORMATION)

The next CTAC meeting is scheduled for Thursday, August 3, 2017.

Chair Deane adjourned the meeting at 11:10 a.m.
## CITIES/COUNTY TRANSPORTATION ADVISORY COMMITTEE
### MEETING ATTENDANCE FOR JULY 6, 2017

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<th>JURISDICTION/ORGANIZATION</th>
<th>NAME</th>
<th>ATTENDING</th>
<th>COMMENTS</th>
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<tr>
<td>City of San Marcos</td>
<td>Edward Deane, Chair</td>
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<td>Paul Vo, Alternate</td>
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<td>Julie Procopio, Vice Chair</td>
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<td>TBD, First Alternate</td>
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<td>City of Escondido</td>
<td>Marshall Plantz</td>
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<td>Craig Williams, First Alternate</td>
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<td>Doug Bilse, Second Alternate</td>
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<td>City of Carlsbad</td>
<td>Frank Rivera</td>
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<td>Bill Valle, First Alternate</td>
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<td>City of Chula Vista</td>
<td>Ed Walton</td>
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<td>City of Coronado</td>
<td>Tim Thiele</td>
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<td>Eric Minicilli, Alternate</td>
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<td>Mario Sanchez</td>
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<td>Yazmin Arellano, Second Alternate</td>
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<td>City of Encinitas</td>
<td>Kipp Hefner, Alternate</td>
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<td>City of Imperial Beach</td>
<td>Juan Larios</td>
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<td>Carmen Kasner, Alternate</td>
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<td>Greg Humora</td>
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<td>Mike James</td>
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<td>Jeremiah Harrington, Alternate</td>
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<td>Stephen Manganiello</td>
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<td>Kuna Muthusamy, Alternate</td>
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<td>Steve Crosby</td>
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<td>City of Santee</td>
<td>Minjie Mei</td>
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<td>City of Solana Beach</td>
<td>Mohammad Sammak</td>
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<td>Dan Goldberg, First Alternate</td>
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<td>Husam Hasenin, Second Alternate</td>
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<td>Michael Long, Second Alternate</td>
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<tr>
<td>Metropolitan Transit System</td>
<td>Mark Thomsen</td>
<td>No</td>
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<td>North County Transit District</td>
<td>Johnny Dunning, Jr.</td>
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**ADVISORY MEMBERS (ATTENDANCE NOT COUNTED FOR QUORUM PURPOSES)**

| Caltrans                        | Melina Pereira           | No        |          |
|                                 | Wishing Lima             | Yes       |          |

**OTHER ATTENDEES**

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<tr>
<th>SANDAG STAFF MEMBERS</th>
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<tr>
<td>Alex Estrella</td>
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<td>Andrea Schlientz</td>
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<td>Samuel Diche</td>
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<td>Sonya Solinsky</td>
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<td>Tracy Ferchaw</td>
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THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

2017 LOCAL STREETS AND ROADS FUNDING

ANNUAL REPORTING GUIDELINES

August 2017

California Transportation Commission
2017 LOCAL STREETS AND ROADS FUNDING
ANNUAL REPORTING GUIDELINES

Adopted by the California Transportation Commission on
August 16, 2017

Pursuant to California Streets and Highways Code Section 2034

Commissioners
Bob Alvarado – Chair
Fran Inman – Vice Chair
Yvonne B. Burke
Lucetta Dunn
James Earp
James C. Ghielmetti
Carl Guardino
Christine Kehoe
James Madaffer
Joseph Tavaglione

Senator Jim Beall – Ex Officio
Assembly Member Jim Frazier– Ex Officio

Susan Bransen – Executive Director
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I. Introduction

1. Background and Purpose of Reporting Guidelines

On April 28, 2017 the Governor signed Senate Bill (SB) 1 (Beall, Chapter 5, Statutes of 2017), which is known as the Road Repair and Accountability Act of 2017. To address basic road maintenance, rehabilitation and critical safety needs on both the state highway and local streets and road system, SB 1: increases per gallon fuel excise taxes; increases diesel fuel sales taxes and vehicle registration fees; and provides for inflationary adjustments to tax rates in future years.

Beginning November 1, 2017, the State Controller (Controller) will deposit various portions of this new funding into the newly created Road Maintenance and Rehabilitation Account (RMRA). A percentage of this new RMRA funding will be apportioned by formula to eligible cities and counties pursuant to Streets and Highways Code (SHC) Section 2032(h) for basic road maintenance, rehabilitation, and critical safety projects on the local streets and roads system. For a detailed breakdown of RMRA funding sources and the disbursement of funding please see Sections 5 and 6 of these guidelines.

SB 1 emphasizes the importance of accountability and transparency in the delivery of California’s transportation programs. Therefore, in order to be eligible for RMRA funding, statute requires cities and counties to provide basic annual RMRA project reporting to the California Transportation Commission (Commission).

These guidelines describe the general policies and procedures for carrying out the annual RMRA project reporting requirements for cities and counties and other statutory objectives as outlined in Section 2 below. The guidelines were developed in consultation with state, regional, and local government entities and other transportation stakeholders.

The Commission may amend these guidelines after first giving notice of the proposed amendments. In order to provide clear and timely guidance, it is the Commission’s policy that a reasonable effort be made to amend the guidelines prior to the due date for project lists or the Commission may extend the deadline for project list submission in order to facilitate compliance with the amended guidelines.

2. Program Objectives and Statutory Requirements

Streets and Highways Code (SHC) Section 2032.5(a) articulates the general intent of the legislation that recipients of RMRA funding be held accountable for the efficient investment of public funds to maintain local streets and roads and are accountable to the people through performance goals that are tracked and reported.

Pursuant to SHC Section 2030(a), the objective of the Local Streets and Roads Program is to address deferred maintenance on the local streets and roads system through the prioritization and delivery of basic road maintenance and rehabilitation projects as well as critical safety projects.

Cities and counties receiving RMRA funds must comply with all relevant federal and state laws, regulations, policies, and procedures. The main requirements for the program are codified in SHC Sections 2034, 2036, 2037, and 2038 and include the following:
• Prior to receiving an apportionment of RMRA funds from the Controller in a fiscal year, a city or county must submit to the Commission a list of projects proposed to be funded with these funds. All projects proposed to receive funding must be included in a city or county budget that is adopted by the applicable city council or county board of supervisors at a regular public meeting [SHC 2034(a)(1)].

• The list of projects must include a description and the location of each proposed project, a proposed schedule for the project’s completion, and the estimated useful life of the improvement [SHC 2034(a)(1)]. Further guidance regarding the scope, content, and submittal process for project lists prepared by cities and counties is provided in Sections 9-10.

• The project list does not limit the flexibility of an eligible city or county to fund projects in accordance with local needs and priorities so long as the projects are consistent with RMRA priorities as outlined in SHC 2030(b) [SHC 2034(a)(1)].

• The Commission will report to the Controller the cities and counties that have submitted a list of projects as described in SHC 2034(a)(1) and that are therefore eligible to receive an apportionment of RMRA funds for the applicable fiscal year [SHC 2034(a)(2)].

• The Controller, upon receipt of the report from the Commission, shall apportion RMRA funds to eligible cities and counties pursuant to SHC 2032(h) [SHC 2034(a)(2)].

• For each fiscal year in which RMRA funds are received and expended, cities and counties must submit documentation to the Commission that includes a description and location of each completed project, the amount of funds expended on the project, the completion date, and the estimated useful life of the improvement [SHC 2034(b)]. Further guidance regarding the scope, content, and submittal process for program expenditure reports is provided in Sections 12-13.

• A city or county receiving an apportionment of RMRA funds is required to sustain a maintenance of effort (MOE) by spending at least the annual average of its general fund expenditures during the 2009–10, 2010–11, and 2011–12 fiscal years for street, road, and highway purposes from the city’s or county’s general fund [SHC 2036]. Monitoring and enforcement of the maintenance of effort requirement for RMRA funds will be carried out by the Controller and is addressed in more detail in Section 15.

• A city or county may spend its apportionment of RMRA funds on transportation priorities other than priorities outlined in SHC 2030(b) if the city or county’s average Pavement Condition Index (PCI) meets or exceeds 80 [SHC 2037].

• By July 1, 2023, cities and counties receiving RMRA funds must follow guidelines developed by the California Workforce Development Board (Board) that address participation and investment in, or partnership with, new or existing pre-apprenticeship training programs [SHC 2038]. Further information regarding the forthcoming Board Guidelines and future Board-sponsored grant opportunities is available in Section 16.
3. Program Roles and Responsibilities

Below is a general outline of the roles and responsibilities of recipient cities/Counties, the Commission, the Controller, and the California Workforce Development Board, in carrying out the program’s statutory requirements, as well as activities the Commission will undertake to meet the legislative intent of SB 1:

**Recipient Cities/Counties:**
- Develop and submit a list of projects to the Commission each fiscal year.
- Develop and submit a project expenditure report to the Commission each fiscal year.
- Comply with all requirements including reporting requirements for RMRA funding.

**Commission:**
- Provide technical assistance to cities and counties in the preparation of project lists and reports.
- Receive project lists from cities and counties each fiscal year.
- Provide a comprehensive list to the Controller each fiscal year of cities and counties eligible to receive RMRA apportionments.
- Receive program expenditure reports from cities and counties each fiscal year and provide aggregated statewide information regarding use of RMRA funds to the Legislature and the public (e.g. the Commission’s Annual Report to the Legislature and a SB 1 Accountability Website).

**Controller:**
- Receive list of cities and counties eligible for RMRA apportionments each fiscal year from the Commission.
- Apportion RMRA funds to cities and counties.
- Oversee Maintenance of Effort and other requirements for RMRA funds including reporting required pursuant to SHC 2151.

**California Workforce Development Board:**
- Pursuant to SHC 2038, establish a pre-apprenticeship development and training grant program beginning January 1, 2019 that local public agencies receiving RMRA funds are eligible to apply for or partner with other entities to apply for.
- Pursuant to SHC 2038, develop guidelines for public agencies receiving RMRA funds to participate, invest in, or partner with, new or existing pre-apprenticeship training programs. Local public agencies receiving RMRA funds must follow the guidelines by no later than July 1, 2023.
4. Program Schedule

The following schedule lists the major milestones for the development of the 2017 Local Streets and Roads Funding Annual Reporting Guidelines, initial submittal of project lists, and transmittal of eligibility list to the Controller. See Appendix C for a more detailed program schedule.

<table>
<thead>
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<th>Event</th>
<th>Dates</th>
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<tr>
<td>Commission Adoption of Guidelines</td>
<td>August 16-17, 2017</td>
</tr>
<tr>
<td>Technical Assistance and Outreach to Cities/Counties</td>
<td>August 18 – October 16, 2017</td>
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<td>Project Lists due to Commission</td>
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<tr>
<td>Commission Adopts List of Eligible Cities and Counties</td>
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<td>Commission Submits List to Controller</td>
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<tr>
<td>Controller FY 17-18 Apportionments Begin</td>
<td>Mid-January 2018</td>
</tr>
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</table>

II. Funding

5. Source

The State of California imposes per-gallon excise taxes on gasoline and diesel fuel, sales taxes on diesel fuel, and registration taxes on motor vehicles and dedicates these revenues to transportation purposes. Portions of these revenues flow to cities and counties through the Highway Users Tax Account (HUTA) and the newly established RMRA created by SB 1.

The Local Streets and Roads Funding Program administered by the Commission in partnership with the Controller is supported by RMRA funding which includes portions of revenues pursuant to SHC 2031 from the following sources:

- An additional 12 cent per gallon increase to the gasoline excise tax effective November 1, 2017.
- An additional 20 cent per gallon increase to the diesel fuel excise tax effective November 1, 2017.
- An additional vehicle registration tax called the “Transportation Improvement Fee” with rates based on the value of the motor vehicle effective January 1, 2018.
- An additional $100 vehicle registration tax on zero emissions (ZEV) vehicles of model year 2020 or later effective July 1, 2020.
- Annual rate increases to these taxes beginning on July 1, 2020 (July 1, 2021 for the ZEV fee) and every July 1st thereafter equal to the change in the California Consumer Price Index (CPI).

SHC 2032(h)(2) specifies that 50 percent of the balance of revenues deposited into the RMRA, after certain funding is set aside for various programs, will be continuously appropriated for apportionment to cities and counties by the Controller pursuant to the formula in SHC Section 2103(a)(3)(C)(i) and (ii).
6. Estimation and Disbursement of Funds

While neither, the Commission nor the State Controller’s Office prepare formal estimates of RMRA funds, the Department of Finance (DOF) estimates the total amount of funding that will be deposited into the RMRA annually. The California State Association of Counties and the League of California Cities use this information from DOF to develop city and county level estimates of RMRA funds which are available here:

California State Association of Counties

League of California Cities
http://www.californiacityfinance.com/

Each fiscal year, upon receipt of a list of cities and counties that are eligible to receive an apportionment of RMRA funds pursuant to SHC 2032(h)(2) from the Commission, the Controller is required to apportion RMRA funds to eligible cities and counties consistent with the formula outlined in SHC Section 2103(a)(3)(C)(i) and (ii). It is expected that the Controller will continuously apportion RMRA funds on a monthly basis to eligible cities and counties using a process and system similar to that of HUTA apportionments. RMRA funding is continuously apportioned and is not provided on a reimbursement basis.

The Commission does not approve project lists and provide authorization to proceed with RMRA funded projects. The Commission receives project lists, determines they are complete and meet basic statutory requirements outlined in SHC 2034 and then approves and submits a statewide list to the Controller of cities and counties that are eligible to begin receiving monthly RMRA funding apportionments.

III. Eligibility and Program Priorities

7. Eligible Recipients

Eligible recipients of RMRA funding apportionments include cities and counties that have prepared and submitted a project list to the Commission pursuant to SHC Section 2034(a)(1) and that have been included in a list of eligible entities submitted by the Commission to the Controller pursuant to SHC Section 2034(a)(2).

Recipients of RMRA apportionments must comply with all relevant federal and state laws, regulations, policies, and procedures.

8. Program Priorities and Example Projects

Pursuant to SHC Section 2030(a), RMRA funds made available for the Local Streets and Roads Funding Program shall be prioritized for expenditure on basic road maintenance and rehabilitation projects, and on critical safety projects.

SHC Section 2030(b)(1) provides a number of example projects and uses for RMRA funding that include, but are not limited to, the following:

- Road Maintenance and Rehabilitation
- Safety Projects
- Railroad Grade Separations
- Complete Streets Components (including active transportation purposes, pedestrian and bicycle safety projects, transit facilities, and drainage and stormwater capture projects in conjunction with any other allowable project)
- Traffic Control Devices

SHC Section 2030(b)(2) states that funds made available by the program may also be used to satisfy a match requirement in order to obtain state or federal funds for projects authorized by this subdivision.

SHC Section 2030(c)-(f) specifies additional project elements that will be incorporated into RMRA-funded projects by cities and counties to the extent possible and cost effective, and where feasible (as deemed by cities and counties). These elements are:

- Technologies and material recycling techniques that lower greenhouse gas emissions and reduce the cost of maintaining local streets and roads through material choice and construction method.
- Systems and components in transportation infrastructure that recognize and accommodate technologies including but not limited to ZEV fueling or charging and infrastructure-vehicles communications for transitional or fully autonomous vehicles.
- Project features to better adapt the transportation asset to withstand the negative effects of climate change and promote resiliency to impacts such as fires, floods, and sea level rise (where appropriate given a project’s scope and risk level for asset damage due to climate change).
- Complete Streets Elements (such as project features that improve the quality of bicycle and pedestrian facilities and that improve safety for all users of transportation facilities) are expected to be incorporated into RMRA funded projects to the extent (as deemed by cities and counties) beneficial, cost-effective, and practicable in the context of facility type, right-of-way, project scope, and quality of nearby facilities.

Pursuant to SHC Section 2037, a city or county may spend its apportionment of RMRA funds on transportation priorities other than those outlined in SHC Section 2030 if the city’s or county’s average Pavement Condition Index (PCI) meets or exceeds 80.

IV. Project List Submittal

9. Content and Format of Project List

Pursuant to SHC Section 2034(a)(1), prior to receiving an apportionment of RMRA funds from the State Controller in a fiscal year, a city or county must submit to the Commission a list of projects proposed to be funded with these funds pursuant to an adopted city or county budget, which may include pertinent budget amendments.

Listed below are the specific statutory criteria for the content of the project list along with additional guidance provided to help ensure a consistent statewide format and to facilitate accountability and transparency within the Local Streets and Roads Program.
a.) Included in an Adopted Budget

All proposed projects must be included in a city or county budget that is adopted by the applicable city council or county board of supervisors at a regular public meeting.

To ensure transparency and to meet the intent of SHC Section 2034(a)(1) “included in a city or county budget” can mean either of the following:

a.) A specific list of projects proposed for RMRA funding adopted as part of the city/county’s regular operating or capital improvement budget, at a regular public meeting; or

b.) A specific list of projects proposed for RMRA funding amended into the city/county’s regular operating or capital improvement budget, at a regular public meeting.

Documentation of Inclusion in an Adopted Budget

A city or county must provide a public record which illustrates that projects proposed for RMRA funding through the Local Streets and Roads Program have been included in an adopted city or county operating budget. Examples of an acceptable public record include:

a.) An excerpt from the city/county’s regular operating or capital improvement budget including the relevant list of projects and an adopting resolution;

b.) An excerpt from the city/county’s regular operating or capital improvement budget including the relevant list of projects and meeting minutes documenting approval at a regular public meeting.

c.) An excerpt from the city/county’s amended operating or capital improvement budget including the relevant list of projects, or the staff report specifying the projects to be included, as well as an adopting resolution or meeting minutes documenting approval at a regular public meeting.

Submittal of electronic copies of the relevant excerpts from an operating budget (or amendment) and support documentation (i.e. resolution or minutes) is encouraged. Support documentation requirements are further discussed in Appendix A.

b.) List of Projects – Content

Pursuant to SHC 2034(a)(1), the project list must include a description and the location of each proposed project, a proposed schedule for each project’s completion, and the estimated useful life of the improvement. The project list is intended to cover, at a minimum, the applicable fiscal year. Cities and counties may include project information for future fiscal years but are expected to update the project list as needed every fiscal year prior to submittal to the Commission.

Development and Content

The Commission recognizes the inherent diversity of road maintenance and rehabilitation needs among the approximately 540 jurisdictions across the state that may utilize Local Streets and Roads Program funding.

Given the emphasis SB 1 places on accountability and transparency in delivering California’s transportation programs, cities and counties are encouraged to clearly articulate how these funds are being utilized through the development of a robust project list.
To promote statewide consistency in the content and format of project information submitted to the Commission, and to facilitate transparency within the Local Streets and Roads Funding Program, the following guidance is provided regarding the key components of the project list. Please note that project lists included in a city or county budget should, at a minimum, include the elements mandated by statute: description, location, schedule for completion and useful life. Cities and counties should include more detailed project information as described below in the project list submitted to the Commission.

For further assistance, Appendix A has been developed to outline project list content and format.

**Project Description**

The list must include a project description for each proposed project. The city/county is encouraged to provide a brief non-technical description (up to 5 sentences) written so that the main objectives of the project can be clearly and easily understood by the public.

The level of detail provided will vary depending upon the nature of the project; however, it is highly encouraged that the project description contain a minimum level of detail needed for the public to understand what is being done and why it is a critical or high-priority need.

**Project Location**

The list must include a project location for each proposed project. The city/county is encouraged to provide project location information that, at a minimum, would allow the public to clearly understand where within the community the project is being undertaken. For example, providing specific street names where improvements are being undertaken and specifying project termini when possible are preferable to more general information such as “various” or “south-west side of city/county”. If project-specific geolocation data is available, it is highly encouraged to be included in the project list submitted to the Commission.

**Proposed Schedule for Completion**

The list must include a completion schedule for each proposed project. The city/county is encouraged to provide a high-level timeline that provides a clear picture to the public of when a project is reasonably expected to be completed. The proposed schedule for completion should clearly articulate if a project will take multiple years to complete.

**Estimated Useful Life**

The list must include an estimated useful life for each proposed project. The city/county is encouraged to provide information regarding the estimated useful life of the project that is clear, understandable, and based on industry-standards for the project materials and design, where applicable.

**Technology, Climate Change, and Complete Streets Considerations**

SHC Section 2030(c)-(f) specifies additional project elements that will be incorporated into RMRA-funded projects by cities and counties to the extent possible and cost effective, and where feasible. These elements are:

- Technologies and material recycling techniques that lower greenhouse gas emissions and reduce the cost of maintaining local streets and roads through material choice and construction method.
• Systems and components in transportation infrastructure that recognize and accommodate technologies including but not limited to ZEV fueling or charging and infrastructure-vehicles communications for transitional or fully autonomous vehicles.

• Project features to better adapt the transportation asset to withstand the negative effects of climate change and promote resiliency to impacts such as fires, floods, and sea level rise (where appropriate given a project’s scope and risk level for asset damage due to climate change).

• Complete Streets Elements (such as project features that improve the quality of bicycle and pedestrian facilities and that improve safety for all users of transportation facilities) are expected to be incorporated into RMRA funded projects to the extent (as deemed by cities and counties) beneficial, cost-effective, and practicable in the context of facility type, right-of-way, project scope, and quality of nearby facilities.

Cities and counties are encouraged to consider all of the above for implementation, to the extent possible, cost-effective, and feasible, in the design and development of projects for RMRA funding.

To meet the intent of SHC 2032.5(a) as outlined in Section 2 of these Guidelines, in addition to the statutory requirements outlined in Section 10, the standard forms developed by the Commission will allow cities and counties to report on the inclusion of these elements.

Other Statutory Considerations for Project Lists

Pursuant to SHC Section 2034(a)(1), the project list shall not limit the flexibility of an eligible city or county to fund projects in accordance with local needs and priorities, so long as the projects are consistent with SHC Section 2030(b). After submittal of the project list to the Commission, in the event a city or county elects to make changes to the project list pursuant to the statutory provision noted above, formal notification of the Commission is not required. However, standard reporting forms will provide an opportunity for jurisdictions to annually communicate such changes to the Commission as part of the regular reporting process.

Pursuant to SHC Section 2037, a city or county may spend its apportionment of RMRA funds on transportation priorities other than those outlined in SHC 2030(b) if the city or county’s average Pavement Condition Index (PCI) meets or exceeds 80. This provision however, does not eliminate the requirement for cities and counties to prepare and submit a list of projects or the requirement to consider technology, climate change, and complete streets elements to the extent possible, cost-effective and feasible, in the design and development of projects for RMRA funding.

In the event a city or county will spend its apportionment of RMRA funds on transportation priorities other than those outlined in Section 8 of these guidelines and pursuant to SHC 2037, cities and counties are encouraged to work with its respective Regional Transportation Planning Agency or Metropolitan Planning Organization to ensure that projects are included in the applicable Regional Transportation Plan.
c.) List of Projects – Standard Format

Please note that project lists included in a city or county budget should, at a minimum, include the elements mandated by statute: description, location, schedule for completion and useful life elements. Cities and counties should include more detailed project information in the project list submitted to the Commission.

To promote statewide consistency of project information submitted to the Commission, a standard project list format is under development and is further explained in Appendix A.

For the initial submittal of project lists in 2017, cities and counties are required to use the standard form available. The form will be provided by the Commission to cities and counties at the earliest opportunity after adoption of the guidelines.

The Commission intends to make available an online platform so that cities and counties can quickly and easily enter project list information and upload support documentation online.

10. Process and Schedule for Project List Submittal

A city or county must submit a project list and support documentation by October 16, 2017 to the Commission. All materials should be provided electronically to: ctc@dot.ca.gov. In the event a jurisdiction wishes to submit a hard copy please contact the program manager at:

Eric Thronson, Deputy Director
California Transportation Commission
Eric.Thronson@dot.ca.gov
(916) 654-7179

11. Commission Submittal of Eligible Entities to the State Controller’s Office

Pursuant to SHC Section 2034(a), a city or county must submit a project list to the Commission to be eligible for the receipt of RMRA funds, and the Commission must report to the Controller the jurisdictions that are eligible to receive funding. Upon receipt of project lists and support documentation, Commission staff will review submittals to ensure they are complete. Once a project list submittal has been received and deemed complete by staff, the city or county will be added to a list of jurisdictions eligible to receive RMRA funding for that fiscal year as required by SHC Section 2034(a)(2). All project lists and support documentation submitted by cities and counties will be posted to the Commission’s website.

The list of eligible cities and counties will be brought forward for Commission consideration at a regularly scheduled meeting where staff will request Commission direction to transmit the list to the Controller. Upon direction of the Commission, staff will transmit the list to the Controller pursuant to SHC Section 2034(a)(2) and the cities and counties included on the list will be deemed eligible to receive RMRA apportionments for that fiscal year pursuant to SHC Section 2034 (a)(1). Upon receipt of the list from the Commission, the Controller is expected to apportion funds to the cities and counties included on the list pursuant to SHC Sections 2034(a)(2) and 2032(h).

In the event a city or county does not provide a complete project list and support documentation for Commission consideration and eligibility designation pursuant to deadlines established by these guidelines, cities and counties are expected to work cooperatively with Commission staff to provide any missing information as soon as possible. Once completed information is provided, Commission action to establish eligibility will be taken at the next earliest opportunity.
V. Project Expenditure Reporting and Auditing

12. Scope of Completed and In-Progress Project Expenditure Report

Pursuant to SHC Section 2034(b), for each fiscal year in which an apportionment of RMRA funds is received and upon expenditure of funds, cities and counties must submit documentation to the Commission pertaining to the expenditure of those funds that includes: a description and location of each completed project, the amount of funds expended on the project, the completion date, and the estimated useful life of the improvement. The project expenditure reporting process will also provide an opportunity for cities and counties to report on the progress and expenditures associated with multi-year projects that are not yet complete.

Listed below are the specific statutory criteria for the content of the completed project expenditure report along with additional guidance provided to help ensure a consistent statewide format and to facilitate accountability and transparency within the Local Streets and Roads Program.

a.) Completed and In-Progress Project Expenditure Report – Content

Development and Content

Given the emphasis SB 1 places on accountability and transparency in delivering California’s transportation programs, it is vitally important that cities and counties clearly articulate the public benefit of these funds through the development of a robust project expenditure report.

To promote statewide consistency in the content and format of project expenditure information submitted and to facilitate transparency and robust reporting within the Local Streets and Roads Funding Program, the following guidance is provided regarding the key components of the completed project expenditure report. Additionally, Appendix B has been developed to provide an example of project expenditure report content and format.

The project expenditure report must cover the full fiscal year and include projects that have completed construction and are fully operational. The standard form will also provide an opportunity for cities and counties to report on the progress and expenditures associated with multi-year projects that are not yet complete.

Project Description

The report must include a project description for each completed and in-progress project. The city/county is encouraged to provide a brief non-technical description (up to 5 sentences) written so that the main objectives of the project can be clearly and easily understood by the public.

The level of detail provided will vary depending upon the nature of the project; however, it is highly encouraged that the project description contain a minimum level of detail needed for the public to understand exactly what work was completed or will be completed in the future.

Project Location

The report must include a project location for each completed and in-progress project. The city/county is required to provide project location information that, at a minimum, would allow the public to clearly understand where within the community the project was or will be constructed. For example, specific street names where improvements were undertaken
and project termini should be specified. If project-specific geolocation data is available, it is highly encouraged to be included.

**The Amount of Funds Expended and the Project Completion Date**

The report must include the amount of RMRA funds expended on the project and its date of completion or expected date of completion. For the purposes of the project expenditure report, a project is considered complete when it is operational/open to traffic. Construction contract close-out is not required to be complete.

**Estimated Useful Life**

The report must include an estimated useful life for each proposed project. The city/county is encouraged to provide information regarding the estimated useful life of the project that is clear, understandable, and based on industry-standards for the project materials and design, where applicable.

**Technology, Climate Change, and Complete Streets Considerations**

SHC Section 2030(c)-(f) specifies additional project elements that will be incorporated into RMRA-funded projects by cities and counties to the extent possible and cost effective, and where feasible. These elements are:

- Technologies and material recycling techniques that lower greenhouse gas emissions and reduce the cost of maintaining local streets and roads through material choice and construction method.

- Systems and components in transportation infrastructure that recognize and accommodate technologies including but not limited to ZEV fueling or charging and infrastructure-vehicles communications for transitional or fully autonomous vehicles.

- Project features to better adapt the transportation asset to withstand the negative effects of climate change and promote resiliency to impacts such as fires, floods, and sea level rise (where appropriate given a project’s scope and risk level for asset damage due to climate change).

- Complete Streets Elements (such as project features that improve the quality of bicycle and pedestrian facilities and that improve safety for all users of transportation facilities) are expected to be incorporated into RMRA funded projects to the extent (as deemed by cities and counties) beneficial, cost-effective, and practicable in the context of facility type, right-of-way, project scope, and quality of nearby facilities.

Cities and counties are encouraged to consider all of the above for implementation, to the extent possible, cost-effective and feasible, in the design and development of projects for RMRA funding. In the event that completed projects contain technology, climate change, and complete streets considerations pursuant to SHC 2030(c)-(f). Standard reporting forms developed by the Commission will allow, cities and counties to report on the inclusion of these elements in RMRA-funded projects.

Standard reporting forms developed by the Commission will also provide space for supplementary information to be provided regarding the benefits of RMRA funded projects. Cities and counties should consider providing additional information in the proposed project list as appropriate in order to clearly communicate how RMRA funding is being effectively put to use.
Other Statutory Considerations for Project Expenditure Reports

Pursuant to SHC Section 2037, a city or county may spend its apportionment of RMRA funds on transportation priorities other than those outlined in SHC Section 2030(b) if the city's or county's average Pavement Condition Index (PCI) meets or exceeds 80. This provision, however, does not eliminate the requirement for cities and counties to prepare and submit a completed project expenditure report or the requirement to consider technology, climate change, and complete streets elements to the extent possible, cost-effective and feasible, in the design and development of projects for RMRA funding.

b.) Project Expenditure Report – Standard Format

To promote statewide consistency of project information submitted, a standard completed and in-progress project expenditure report format has been developed and is further explained in Appendix B.

For the initial submittal of project expenditure reports in 2017, cities and counties are required to use the standard form available. The form will be provided by the Commission to cities and counties at the earliest opportunity after adoption of the guidelines.

The Commission intends to make available an online platform so that cities and counties can quickly and easily enter completed and in-progress project information online.

13. Process and Schedule for Project Expenditure Report Submittal

Completed Project Reports must be developed and submitted to the Commission according to the statutory requirements of SHC Section 2034(b) as outlined above in Section 12.

A city or county must submit a Completed and In-Progress Project Report by **October 1, 2018** and October 1\textsuperscript{st} of each subsequent year to the Commission. All materials should be provided electronically to ctc@dot.ca.gov. In the event a jurisdiction wishes to submit a hard copy please contact the program manager at:

Eric Thronson, Deputy Director  
California Transportation Commission  
Eric.Thronson@dot.ca.gov  
(916) 654-7179

14. Commission Reporting of Project Information Received

In order to meet the requirements of SB 1 which include accountability and transparency in the delivery of California’s transportation programs, it is vitally important that the Commission clearly communicate the public benefits achieved by RMRA funds. The Commission intends to articulate these benefits through the development of an SB 1 accountability website and through other reporting mechanisms such as the Commission’s Annual Report to the Legislature.

Upon receipt of project expenditure reports, Commission staff will review submittals to ensure they are complete. If any critical project information is missing (i.e. SHC 2034(b) requirements such as project description, location, date of completion, expenditures, and useful life of improvement) Commission staff will notify city/county staff to complete for resubmittal within 10 working days.
All completed project expenditure reports submitted by cities and counties will be posted to the Commission’s SB 1 Accountability website. The Commission will also analyze the completed project expenditure reports provided by cities and counties and aggregate the project information to provide both statewide and city/county level summary information such as the number, type, and location of RMRA funded projects. This information will also be provided on the Commission’s SB 1 Accountability website by December 1st each year, and included in the Commission’s Annual Report to the Legislature which is delivered to the Legislature by December 15th each year.

In the event a city or county does not provide a project expenditure report by the deadline requested (October 1st each year) to allow for Commission analysis and inclusion on the SB 1 accountability website and in the Annual Report to the Legislature, absence of the report will be noted on the website, in the Annual Report, and may be reported to the State Controller.

15. State Controller Expenditure Reporting and Maintenance of Effort Monitoring

This section provides general information regarding the detailed expenditure reporting and maintenance of effort requirements that cities and counties are responsible for demonstrating to the State Controller’s Office. It is important to note that the Commission has no oversight or authority regarding these provisions. Specific guidance should be sought from the State Controller’s Office in these areas.

In addition to the RMRA completed project reporting requirements outlined in SHC Section 2034(b), SHC Section 2151 requires each city and county to file an annual report of expenditures for street or road purposes with the State Controller’s Office. SHC Section 2153 imposes a mandatory duty on the State Controller’s Office to ensure that the annual streets and roads expenditure reports are adequate and accurate. Additional information regarding the preparation of the annual streets and roads expenditure report is available online in the Guidelines Relating to Gas Tax Expenditures for Cities and Counties prepared and maintained by the State Controller’s Office. These Guidelines were last updated in August 2015 and are anticipated to be updated again to address new accountability provisions of SB 1.

Expenditure authority for RMRA funding is governed by Article XIX of the California Constitution as well as Chapter 2 (commencing with Section 2030) of Division 3 of the SHC.

RMRA funds received should be deposited as follows in order to avoid the commingling of those funds with other local funds:

a.) In the case of a city, into the city account that is designated for the receipt of state funds allocated for local streets and roads.

b.) In the case of a county, into the county road fund.

c.) In the case of a city and county, into a local account that is designated for the receipt of state funds allocated for local streets and roads.

RMRA funds are subject to audit by the Controller pursuant to Government Code Section 12410 and SHC Section 2153. Pursuant to SHC 2036, a city or county receiving an apportionment of RMRA funds is required to sustain a maintenance of effort (MOE) by spending at least the annual average of its general fund expenditures during the 2009–10, 2010–11, and 2011–12 fiscal years for street, road, and highway purposes from the city’s or county’s general fund, Monitoring and enforcement of the MOE requirement for RMRA funds will be carried out by the Controller.
MOE requirements are fully articulated in statute as follows:

_Signs and Highways Code Section 2036_

(a) Cities and counties shall maintain their existing commitment of local funds for street, road, and highway purposes in order to remain eligible for RMRA funding apportionment.

(b) In order to receive an allocation or apportionment pursuant to Section 2032, the city or county shall annually expend from its general fund for street, road, and highway purposes an amount not less than the annual average of its expenditures from its general fund during the 2009–10, 2010–11, and 2011–12 fiscal years, as reported to the Controller pursuant to Section 2151. For purposes of this subdivision, in calculating a city’s or county’s annual general fund expenditures and its average general fund expenditures for the 2009–10, 2010–11, and 2011–12 fiscal years, any unrestricted funds that the city or county may expend at its discretion, including vehicle in-lieu tax revenues and revenues from fines and forfeitures, expended for street, road, and highway purposes shall be considered expenditures from the general fund. One-time allocations that have been expended for street and highway purposes, but which may not be available on an ongoing basis, including revenue provided under the Teeter Plan Bond Law of 1994 (Chapter 6.6 (commencing with Section 54773) of Part 1 of Division 2 of Title 5 of the Government Code), may not be considered when calculating a city’s or county’s annual general fund expenditures.

(c) For any city incorporated after July 1, 2009, the Controller shall calculate an annual average expenditure for the period between July 1, 2009, and December 31, 2015, inclusive, that the city was incorporated.

(d) For purposes of subdivision (b), the Controller may request fiscal data from cities and counties in addition to data provided pursuant to Section 2151, for the 2009–10, 2010–11, and 2011–12 fiscal years. Each city and county shall furnish the data to the Controller not later than 120 days after receiving the request. The Controller may withhold payment to cities and counties that do not comply with the request for information or that provide incomplete data.

(e) The Controller may perform audits to ensure compliance with subdivision (b) when deemed necessary. Any city or county that has not complied with subdivision (b) shall reimburse the state for the funds it received during that fiscal year. Any funds returned as a result of a failure to comply with subdivision (b) shall be reapportioned to the other counties and cities whose expenditures are in compliance.

(f) If a city or county fails to comply with the requirements of subdivision (b) in a particular fiscal year, the city or county may expend during that fiscal year and the following fiscal year a total amount that is not less than the total amount required to be expended for those fiscal years for purposes of complying with subdivision (b).
16. Workforce Development Requirements and Project Signage

Pursuant to SHC Section 2038, by July 1, 2023, cities and counties receiving RMRA funds must follow guidelines developed by the California Workforce Development Board that address participation & investment in, or partnership with, new or existing pre-apprenticeship training programs. Cities and Counties receiving RMRA funds will also be eligible to compete for funding from the Board's pre-apprenticeship development and training grant program that includes a focus on outreach to women, minority participants, underrepresented subgroups, formerly incarcerated individuals, and local residents to access training and employment opportunities. Upon California Workforce Development Board adoption of guidelines and grant funding opportunities in this area, the Commission will update the Local Streets and Roads Program Reporting Guidelines to incorporate this information by reference.

To demonstrate to the public that RMRA funds are being put to work, cities and counties should consider including project funding information signage, where feasible and cost-effective, stating that the project was made possible by SB 1 – The Road Repair and Accountability Act of 2017.
Appendix A – Local Streets and Roads Project List Form

To promote statewide consistency in the content and format of project information submitted to the Commission, and to facilitate transparency within the Local Streets and Roads Funding Program, Appendix A provides the general outline of a standard Project List form that is under development for cities and counties to use in submitting the proposed list of projects to the Commission. This will be an electronic form with a series of drop-down menus, check-boxes, and fillable fields.

For the initial submittal of project lists in 2017, cities and counties are required to use the standard form once available. The form will be provided by the Commission to cities and counties at the earliest opportunity after adoption of the guidelines. The Commission intends to make available an online platform so that cities and counties can quickly and easily enter project list information and upload support documentation online.

Please note that project lists included in a city or county budget should include, at a minimum, the elements mandated by statute: description, location, schedule for completion and useful life elements, while the form below includes more detailed project information.

The nature/type of information that will be included in the standard form is outlined below:

General Info:
  - City and County Name
  - Project Lead and Department Contact Information
  - Legislative District(s)
  - Jurisdiction’s Average Network PCI and date/year of measurement
  - Fiscal Year
  - Supplementary Information¹ (a place for the city/county to report how RMRA projects were identified as a priority, how they demonstrate an efficient investment of public funds, and any additional benefits of the projects).

Proposed Project A

Description:
  - Brief description (up to 5 sentences) written in a non-technical way that is understandable to the public and which includes some quantifiable measurement about the project (e.g. replace 5 culverts, repave/resurface 2 miles of road, restripe 1 mile of bike lanes, etc.)
  - Have city/county check boxes specifying the type of project it is based on RMRA priorities or “other” and the inclusion of additional Technology, Climate Change and Complete Streets elements (SHC 2030). Space will be provided for cities and counties to provide an optional narrative description of the additional elements and check boxes for why additional elements may not have been included i.e. feasibility.
  - Local/Regional project number (if applicable)

¹ Supplementary and location information can be used to demonstrate a variety of benefits of RMRA projects including effective prioritization of funds, equitable distribution, and efficient utilization of funding.
Location:
- Should be as specific as possible (i.e. street names and project termini) and geolocation information should be provided if available\(^2\)

Proposed Schedule for Completion:
- Anticipated construction year

Estimated Useful Life:
- Should be clear, understandable, and based on industry-standards as applicable.

**Support Documentation**
- Electronic Copy of excerpt from City/County’s Adopted Budget or Budget Amendment including proposed list of projects, or the staff report specifying the projects to be included in a budget amendment
- Adopting resolution or meeting minutes to document budget/amendment approval
- Additional information regarding support documentation is available in Section 10 of the guidelines

**Project Flexibility**

Pursuant to SHC Section 2034(a)(1), this project list shall not limit the flexibility of an eligible city or county to fund projects in accordance with local needs and priorities, so long as the projects are consistent with SHC Section 2030(b).

\(^2\) Supplementary and location information can be used to demonstrate a variety of benefits of RMRA projects including effective prioritization of funds, equitable distribution, and efficient utilization of funding.
Appendix B - Local Streets and Roads Project Expenditure Report Form

To promote statewide consistency in the content and format of project expenditure information submitted to the Commission, and to facilitate transparency within the Local Streets and Roads Funding Program, Appendix B provides the general outline of a standard Project Expenditure Report form that is under development for cities and counties to use. This will be an electronic form with a series of drop-down menus, check-boxes, and fillable fields.

For the initial submittal of project expenditure reports to the Commission in 2018, cities and counties are required to use the standard form once available. The form will be provided by the Commission to cities and counties at the earliest opportunity after adoption of the guidelines.

The Commission intends to make available an online platform so that cities and counties can quickly and easily enter project expenditure information online.

The nature/type of information that will be included in the standard form is outlined below:

General Info:
- City/County Name
- Project Lead and Department Contact Information
- Legislative District(s)
- Jurisdiction’s Average Network PCI and year/date of measurement.
- Total Funds Apportioned during the Fiscal Year
- Supplementary Information 3 (a spot for the city/county to report how RMRA projects were identified as a priority, how they demonstrate an efficient investment of public funds, and any additional benefits of the projects).

Completed or In Progress Project A Description:
- Brief description (up to 5 sentences) written in a non-technical way that is understandable to the public and which includes some quantifiable measurement about the project (e.g. replace 5 culverts, repave/resurface 2 miles of road, restripe 1 mile of bike lanes, etc.)
- Have city/county check boxes specifying the type of project it is based on RMRA priorities or "other" and the inclusion of additional Technology, Climate Change and Complete Streets elements (SHC 2034). Space will be provided for cities and counties to provide an optional narrative description of the additional elements and check boxes for why additional elements may not have been included i.e. feasibility.
- Local/Regional project number (if applicable)
- Space will be provided for cities and counties to identify any project list changes resulting from the flexibility afforded by SHC 2034(a)(1) such as projects added, deleted, or replaced if applicable.

3,4 Supplementary and location information can be used to demonstrate a variety of benefits of RMRA projects including effective prioritization of funds, equitable distribution, and efficient utilization of funding.
Location:
- Must be as specific as possible (i.e. street names and project termini) and geolocation information is highly encouraged to be provided if available

Amount of Funds Expended:
- Enter the amount of RMRA funds expended on the project and the total project cost
- Enter the amount and type of other funds expended on the project

Completion Date:
- Drop down menu to select the month and year that the project is complete/operational etc.
- Place to enter status update on multi-year projects and expected completion date

Estimated Useful Life:
- Should be clear, understandable, and based on industry-standards as applicable.

Signage:
- Provide a place to report on the inclusion of project funding information signage, if applicable

3.4 Supplementary and location information can be used to demonstrate a variety of benefits of RMRA projects including effective prioritization of funds, equitable distribution, and efficient utilization of funding.
## Appendix C – Local Streets and Roads Program Schedule

<table>
<thead>
<tr>
<th>FY 17-18</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Adoption of Final Guidelines Call for Project Lists</td>
<td>August 16-17, 2017</td>
</tr>
<tr>
<td>Technical Assistance and Outreach to Cities/Counties</td>
<td>August 18 – October 16, 2017</td>
</tr>
<tr>
<td>Project Lists due to Commission</td>
<td>October 16, 2017</td>
</tr>
<tr>
<td>Commission Adopts List of Eligible Cities and Counties</td>
<td>December 6-7, 2017</td>
</tr>
<tr>
<td>Commission Submits List to Controller</td>
<td>December 6-7, 2017</td>
</tr>
<tr>
<td>Controller FY 17-18 Apportionments Begin</td>
<td>Mid-January 2018</td>
</tr>
<tr>
<td>Completed Project Report Submitted to Commission for 2017 - 2018 Fiscal Year</td>
<td>October 1, 2018</td>
</tr>
<tr>
<td>Commission Posts Statewide LSR Program Accountability Information Online</td>
<td>December 1, 2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FY 18-19</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Guidelines Update as Needed</td>
<td>TBD</td>
</tr>
<tr>
<td>Call for Project Lists</td>
<td>TBD(^5)</td>
</tr>
<tr>
<td>Commission Review, Approval &amp; Adoption of List of Eligible Cities and Counties</td>
<td>TBD(^6)</td>
</tr>
<tr>
<td>Commission Submits Final List to Controller</td>
<td>July 1, 2018</td>
</tr>
<tr>
<td>Controller FY 18-19 Apportionments Begin</td>
<td>Mid-September 2018</td>
</tr>
<tr>
<td>Completed Project Report Submitted to Commission for 2018 - 2019 Fiscal Year</td>
<td>October 1, 2019</td>
</tr>
<tr>
<td>Commission Posts Statewide LSR Program Accountability Information Online</td>
<td>December 1, 2019</td>
</tr>
</tbody>
</table>

\(^5,6\) The Commission is working with city and county representatives to develop a schedule for FY 18-19 that accommodates city and county budgeting processes; statutory clarification may be needed in this area.
Sustainable Communities Grants from Senate Bill 1 – The Road Repair & Accountability Act of 2017
Application Deadline October 20, 2017 at 5:00 p.m.

**Sustainable Transportation Planning Grant Summary Chart**

<table>
<thead>
<tr>
<th>GRANT</th>
<th>FUND SOURCE</th>
<th>PURPOSE</th>
<th>WHO MAY APPLY</th>
<th>LOCAL MATCH</th>
</tr>
</thead>
</table>
| Sustainable Communities Competitive | State Highway Account (SHA)                       | Funds local and regional multimodal transportation and land use planning projects that further the region’s RTP SCS (where applicable), contribute to the State’s GHG reduction targets, and also assist in achieving the Caltrans Mission and Grant Program Overarching Objectives (See Page 3 of Grant Guide). | The following are eligible to apply as a primary applicant:  
  - MPOs with sub-applicants  
  - RTPAs  
  - Transit Agencies;  
  - Cities and Counties;  
  - Native American Tribal Governments | 11.47% minimum (in cash or an in-kind contribution). The entire minimum 11.47% local match may be in the form of an eligible in-kind contribution. Staff time from the primary applicant counts as cash match. |
| Sustainable Communities Formula  | State Highway Account (SHA)                       | Funds local and regional multimodal transportation and land use planning projects that further the region’s RTP SCS (where applicable), contribute to the State’s GHG reduction targets, and also assist in achieving the Caltrans Mission and Grant Program Overarching Objectives (See Page 3 of Grant Guide). | The following are eligible to apply as a sub-applicant:  
  - MPOs/RTPAs  
  - Transit Agencies  
  - Universities and Community Colleges  
  - Native American Tribal Governments  
  - Cities and Counties  
  - Community-Based Organizations  
  - Non-Profit Organizations (501.C.3)  
  - Other Public Entities* | 11.47% minimum (in cash or an in-kind contribution). The entire minimum 11.47% local match may be in the form of an eligible in-kind contribution. Staff time from the primary applicant counts as cash match. |

Grant Guide is available at:  http://www.dot.ca.gov/hq/tpp/grants.html

* Public entities include state agencies, the Regents of the University of California, district, public authority, public agency, and any other political subdivision or public corporation in the State (Government Code Section 811.2).
Adaptation Planning Grants from Senate Bill 1 – The Road Repair & Accountability Act of 2017
Application Deadline October 20, 2017 at 5:00 p.m.

Adaptation Planning Grant Program

Funding
The Adaptation Planning grants are funded by the State Highway Account (SHA). The fiscal year 2017-2018 funding amount is seven million dollars, and will be entirely be competitively awarded. The minimum application amount is $100,000 and the maximum application amount is $1,000,000. The required local match is 11.47%.

<table>
<thead>
<tr>
<th>GRANT</th>
<th>FUND SOURCE</th>
<th>PURPOSE</th>
<th>WHO MAY APPLY</th>
<th>LOCAL MATCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adaptation</td>
<td>State Highway Account (SHA)</td>
<td>Support planning actions at local and regional levels that advance climate change adaptation efforts on the transportation system, especially efforts that serve the communities most vulnerable to climate change impacts.</td>
<td>The following are eligible to apply as a primary applicant:</td>
<td>11.47% minimum (in cash or an in-kind* contribution). The entire minimum 11.47% local match may be in the form of an eligible in-kind contribution. Staff time from the primary applicant counts as cash match.</td>
</tr>
<tr>
<td>Planning</td>
<td>Budget</td>
<td></td>
<td>• MPOs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>State funds $7,000,000</td>
<td></td>
<td>• RTPAs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grant Min $100,000</td>
<td></td>
<td>• Transit Agencies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grant Max $1,000,000</td>
<td></td>
<td>• Cities and Counties</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Native American Tribal Governments</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Local and Regional Agencies</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Special Districts</td>
<td></td>
</tr>
</tbody>
</table>

* For in-kind contribution requirements, refer to Page 14 of this Grant Guide, available at http://www.dot.ca.gov/hq/tpp/grants.html

** Public entities include state agencies, the Regents of the University of California, district, public authority, public agency, and any other political subdivision or public corporation in the State (Government Code Section 811.2).
TransNet SMART GROWTH INCENTIVE PROGRAM AND ACTIVE TRANSPORTATION GRANT PROGRAM: DRAFT CRITERIA FOR CLIMATE ACTION PLANS AND COMPLETE STREETS POLICIES

Introduction

The Cycle 4 call for projects of the TransNet Smart Growth Incentive Program (SGIP) and Active Transportation Grant Program (ATGP) is expected to be released this December. Approximately $27 million is anticipated to be available for the SGIP and $3.6 million for the ATGP.

Changes are required in Cycle 4 based on the commitments made by the Board of Directors with adoption of San Diego Forward: The Regional Plan. The new requirements are: (1) a local jurisdiction must have an adopted Climate Action Plan (CAP) and complete streets policy to be eligible to receive funding, and (2) the evaluation criteria must provide greater weight to project proposals that directly reduce greenhouse gas (GHG) emissions.

Per the mitigation measure language included in Attachment 1, the locally adopted CAPs “shall include measures to reduce GHG emissions to 1990 levels by 2020, and achieve further reductions beyond 2020 consistent with adopted regional or local GHG reduction targets.” The mitigation measure also states that, “if a local jurisdiction does not have an adopted CAP or complete streets policy, SANDAG shall make available competitive funding through the grant programs for preparation of a CAP and/or complete streets policy.” As a result, the Cycle 4 call for projects will include the opportunity for local jurisdictions to apply for funding to complete CAPs and complete streets policies to meet the eligibility prerequisites.

Discussion

The Cities/County Transportation Advisory Committee (CTAC) is requested to discuss and provide input on the draft criteria for the CAP and complete streets policy grant programs (Attachments 2 and 3).

The Regional Planning and Transportation Committees have discussed the Cycle 4 call for projects on several occasions. The September 1, 2017, Regional Planning Committee report summarizes all changes proposed to date. Based on feedback that is being solicited during September, the draft criteria for the CAP and complete streets policy grant applications will be presented to the Regional Planning and Transportation Committees in October. The call for projects is anticipated to be released this December.
Funding for the Preparation of Climate Action Plans and/or Complete Streets Policies

To help local jurisdictions meet the new eligibility requirements, staff is recommending allocating up to $1 million from the SGIP to fund CAPs and complete streets policies, to be awarded through a competitive process, with a 20 percent minimum match requirement. Any funding not used would be redirected toward SGIP grants. A higher range of funding is proposed for CAPs that include a California Environmental Quality Act (CEQA) analysis. Grant amounts are proposed in the following ranges, based on scope of work included in the application submitted by the local jurisdiction:

- Up to $75,000 for complete streets policies
- Up to $75,000 for CAPs
- Up to $150,000 for CAPs that include a CEQA analysis

Jurisdictions that do not have an adopted complete streets policy are eligible to apply for complete streets grant funding. In addition, staff is proposing the following requirements for jurisdictions to apply for CAP grant funds:

- The member agency does not have an adopted CAP
- The member agency has an adopted CAP but it does not meet the mitigation measure requirement
- Member agencies requesting the higher funding amount for a qualified CAP need to demonstrate that it will meet the requirements of CEQA Guidelines Section 15183.5

Each set of criteria has both qualitative and quantitative criteria. Evaluation panels are proposed consisting of staff and local jurisdiction staff members with expertise in either climate action planning and/or complete streets policy development that are not submitting applications to these grant programs. The evaluation panels will score the qualitative criteria, and staff will score the quantitative criteria.

A one-year “phased funding approach” for jurisdictions to meet the SGIP and ATGP eligibility requirement(s) to adopt a CAP and/or complete streets policy is being considered. Contract execution and grant funding for successful applications would be withheld until the jurisdiction met the eligibility requirement. Upon conclusion of the one-year period, if the requirements are not met, funding would be allocated to the next eligible project(s) in ranked order. Under the phased funding approach, a jurisdiction would be able to apply for funds for the development of a CAP and/or complete streets policy as well as apply for funding from the SGIP and/or ATGP programs.

In addition to grant funding, SANDAG provides technical assistance to local jurisdictions for the preparation of CAPs (this is further outlined in GHG Mitigation Measure 4E, which along with GHG Mitigation Measure 4A, is included in Attachment 1). Grant funding for the preparation of CAPs can supplement technical assistance that jurisdictions can currently access through the SANDAG Energy Roadmap Program.
Certification Process

Jurisdictions that have, or will have, CAPs and/or complete streets policies in place when they submit their applications (due in mid-March), will be required to self-certify via adopted Resolution by the City Council or Board of Supervisors that the local jurisdiction has a locally-adopted CAP and complete streets policy (or the equivalent) in place that meets the intent of the mitigation measure. Local jurisdictions will be required to provide web links to their adopted CAPs and complete streets policies that will be made available to the public. Attachment 4 provides a status update on local climate action and complete streets planning efforts in the region.

Next Steps

The draft criteria included in today's report for discussion and input by the CTAC also will be presented for input to the Independent Taxpayer Oversight Committee (ITOC) on September 13, 2017, the Active Transportation Working Group and Regional Planning Technical Working Group on September 14, 2017, and the Regional Energy Working Group on September 28, 2017. Revised draft criteria based on working group and ITOC input will be presented to the Regional Planning and Transportation Committees for recommendation to the Board of Directors in October.

Attachments: 1. GHG Mitigation Measures 4A and 4E included in the Environmental Impact Report for San Diego Forward: The Regional Plan
2. Climate Action Planning Grants: Draft Scoring Criteria Matrix
4. Status of Local Climate Action and Complete Streets Planning Efforts in the San Diego Region

Key Staff Contacts: Carolina Ilic, (619) 699-1989, carolina.ilic@sandag.org
Allison Wood, (619) 699-1973, allison.wood@sandag.org
GHG-4A: Allocate Competitive Grant Funding to Projects that Reduce Greenhouse Gas Emissions (SANDAG)

SANDAG shall revise the TransNet Smart Growth Incentive and Active Transportation Grant Programs in the following ways to achieve greenhouse gas (GHG) reductions:

- Adopt new or revised grant criteria to give greater weight to a project’s ability to directly reduce GHG emissions. Criteria include, but are not limited to, awarding points to projects that directly implement local climate action plans that reduce GHG emissions, or that directly implement parking strategies that reduce GHG emissions.

- Require locally adopted climate action plans (CAP) and complete streets policies as prerequisites to be eligible for grant funding. The locally adopted CAPs shall include measures to reduce GHG emissions to 1990 levels by 2020, and achieve further reductions beyond 2020 consistent with adopted regional or local GHG reduction targets.

- If a local jurisdiction does not have an adopted CAP or complete streets policy, SANDAG shall make available competitive funding through the grant programs for preparation of a CAP and/or complete streets policy.

- In addition to grant funding, SANDAG shall provide technical assistance to local jurisdictions for the preparation of CAPs as described in GHG-4E.

These changes shall be adopted and effective for the fourth cycle of funding for both programs, which is expected to be released in December 2017.

GHG-4E: Assist in the Preparation of Climate Action Plans and Other Measures to Reduce GHG Emissions (SANDAG)

SANDAG shall assist local governments in the preparation of CAPs, and other policies/measures to reduce GHG emissions. SANDAG shall assist local governments in identifying all feasible measures to reduce GHG emission to 1990 levels by 2020, and achieve further reductions beyond 2020 consistent with adopted regional or local GHG reduction targets. Specific forms of SANDAG assistance include, but are not limited to:

- Assisting its member agencies in obtaining funding for, directly funding, updating and implementing CAPs and other climate strategies through continued implementation of the SANDAG Energy Roadmap Program.

- Providing funding and energy planning assistance to local governments to implement projects that save energy and reduce energy-related GHG emissions.

- As described in GHG-4A, for local jurisdictions that do not have an adopted CAP, SANDAG shall make available competitive funding through the grant programs for preparation of a CAP.
TransNet SMART GROWTH INCENTIVE PROGRAM AND ACTIVE TRANSPORTATION GRANT PROGRAM CALL FOR PROJECTS FOR FOURTH CYCLE OF FUNDING – CLIMATE ACTION PLANNING GRANTS

CLIMATE ACTION PLANNING GRANTS
DRAFT SCORING CRITERIA MATRIX

Note: Points calculated by SANDAG are marked with an asterisk (*) in the Scoring Matrix.

<table>
<thead>
<tr>
<th>NO.</th>
<th>CATEGORY/Criteria</th>
<th>Score Possible</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Climate Action Plan Contents</td>
<td>30</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td>• Will the climate action plan (CAP) include a greenhouse gas (GHG) emissions inventory for an appropriate recent baseline year, in accordance with adopted protocols?</td>
<td>30</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td>• Will the CAP include GHG emissions forecasts and reduction targets for 2020 and post-2020 in alignment with state GHG reduction goals?</td>
<td>30</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td>• Will the CAP include specific, quantifiable GHG reduction measures that will achieve the GHG reduction targets?</td>
<td>30</td>
<td>30%</td>
</tr>
<tr>
<td>2.</td>
<td>Implementation and Monitoring</td>
<td>30</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td>• Will the CAP include a program for implementing each of its GHG reduction measures that may include but is not limited to identification of responsible parties, key actions, timeline, costs, and funding sources?</td>
<td>30</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td>• Will the CAP include a program for monitoring progress toward achievement of its GHG reduction target(s) that may include but is not limited to metrics for tracking progress, periodic updates to its GHG emissions inventory, regular reporting of progress, and timing of future CAP updates?</td>
<td>30</td>
<td>30%</td>
</tr>
<tr>
<td>3.</td>
<td>Community Engagement</td>
<td>10</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td>Will community engagement be incorporated into the development, implementation, and/or monitoring of the CAP?</td>
<td>10</td>
<td>10%</td>
</tr>
<tr>
<td>4.*</td>
<td>Matching Funds</td>
<td>5</td>
<td>5%</td>
</tr>
<tr>
<td></td>
<td>Points for matching funds are awarded based on a scale with a matching fund percentage range of 20% to 40% and above. See point scale below. (Note: 20% minimum match required.)</td>
<td>5</td>
<td>5%</td>
</tr>
<tr>
<td>5.*</td>
<td>Regional Housing Needs Assessment – Policy No. 033 Points</td>
<td>25</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td>Points are awarded per jurisdiction based upon the methodology adopted in Policy No. 033.</td>
<td>25</td>
<td>25%</td>
</tr>
<tr>
<td></td>
<td>TOTAL POINTS POSSIBLE</td>
<td>100</td>
<td>100%</td>
</tr>
</tbody>
</table>
CLIMATE ACTION PLANNING GRANTS

Matching funds point scale: maximum points = 5 points

<table>
<thead>
<tr>
<th>Match Fund Percentage</th>
<th>Points for Climate Action Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>0</td>
</tr>
<tr>
<td>20.01 – 24.99%</td>
<td>1</td>
</tr>
<tr>
<td>25.00 – 29.99%</td>
<td>2</td>
</tr>
<tr>
<td>30.00 – 34.99%</td>
<td>3</td>
</tr>
<tr>
<td>35.00 – 39.99%</td>
<td>4</td>
</tr>
<tr>
<td>40% and above</td>
<td>5</td>
</tr>
</tbody>
</table>
**COMPLETE STREETS POLICY GRANTS**  
**DRAFT SCORING CRITERIA MATRIX**

*Note: Points calculated by SANDAG are marked with an asterisk (*) in the Scoring Matrix.*

<table>
<thead>
<tr>
<th>NO.</th>
<th>CATEGORY/CRITERIA</th>
<th>SCORE POSSIBLE</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Comprehensiveness and Context Sensitivity</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Will the Complete Streets Policy apply to all transportation projects and phases, including those involving reconstruction, new construction, retrofits, repaving, rehabilitation, or other changes in the allocation of pavement space on an existing roadway?</td>
<td>20</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td>• Will the Complete Streets Policy apply to all departments in the jurisdiction, outside agencies, and private development projects whose work affects the roadway?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Will the Complete Streets Policy consider the current and planned context when planning and designing transportations solutions?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Will the Complete Streets Policy promote a well-connected street network?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>20</td>
<td>20%</td>
</tr>
<tr>
<td>2.</td>
<td><strong>Policy Development Process and Community Engagement</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Will the policy development process engage all departments and garner support for the adoption and implementation of the Complete Streets Policy?</td>
<td>20</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td>• Will community engagement be incorporated into the policy development process?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>20</td>
<td>20%</td>
</tr>
<tr>
<td>3.</td>
<td><strong>Implementation and Monitoring</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Will the Complete Streets Policy establish a public process for reporting implementation of the policy?</td>
<td>30</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td>• Will the Complete Streets Policy include performance standards with measurable outcomes to evaluate implementation of the policy?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Will the Complete Streets Policy establish a means to collect data to evaluate implementation of the policy?</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>30</td>
<td>30%</td>
</tr>
<tr>
<td>4.*</td>
<td><strong>Matching Funds</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Points for matching funds are awarded based on a scale with a matching fund percentage range of 20% to 40%. See point scale below. (Note: 20% minimum match required.)</td>
<td>5</td>
<td>5%</td>
</tr>
<tr>
<td>5.*</td>
<td><strong>Regional Housing Needs Assessment – Policy No. 033 Points</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Points are awarded per jurisdiction based upon the methodology adopted in Policy No. 033.</td>
<td>25</td>
<td>25%</td>
</tr>
</tbody>
</table>

**TOTAL POINTS POSSIBLE**  
100  
100%
**COMPLETE STREETS POLICY GRANTS**

Matching funds point scale: maximum points = 5 points

<table>
<thead>
<tr>
<th>Match Fund Percentage</th>
<th>Points for Complete Streets Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>0</td>
</tr>
<tr>
<td>20.01 – 24.99%</td>
<td>1</td>
</tr>
<tr>
<td>25.00 – 29.99%</td>
<td>2</td>
</tr>
<tr>
<td>30.00 – 34.99%</td>
<td>3</td>
</tr>
<tr>
<td>35.00 – 39.99%</td>
<td>4</td>
</tr>
<tr>
<td>40% and above</td>
<td>5</td>
</tr>
</tbody>
</table>
# Status of Local Climate Action and Complete Streets Planning Efforts in the San Diego Region

September 2017

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Climate Action Plan</th>
<th>Complete Streets Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Adopted (year)</td>
<td>Developing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Adopted/Underway/ Equivalent)</td>
</tr>
<tr>
<td>Carlsbad</td>
<td>2015</td>
<td>✓</td>
</tr>
<tr>
<td>Chula Vista</td>
<td>2000, 2008</td>
<td>Update underway</td>
</tr>
<tr>
<td>Coronado</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Del Mar</td>
<td>2016</td>
<td>✓</td>
</tr>
<tr>
<td>El Cajon</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Encinitas</td>
<td>2011</td>
<td>Update underway</td>
</tr>
<tr>
<td>Escondido</td>
<td>2012</td>
<td>✓</td>
</tr>
<tr>
<td>Imperial Beach</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>La Mesa</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Lemon Grove</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>National City</td>
<td>2011</td>
<td>✓</td>
</tr>
<tr>
<td>Oceanside</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Poway</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>San Diego</td>
<td>2005, 2015</td>
<td>✓</td>
</tr>
<tr>
<td>County of San Diego</td>
<td>2012 (rescinded)</td>
<td>✓</td>
</tr>
<tr>
<td>(unincorporated)</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>San Marcos</td>
<td>2013</td>
<td>✓</td>
</tr>
<tr>
<td>Santee</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Solana Beach</td>
<td>2017</td>
<td>✓</td>
</tr>
<tr>
<td>Vista</td>
<td>2012</td>
<td>Update underway</td>
</tr>
</tbody>
</table>

Note: This document is in draft form and is based on publicly available information and/or self-reported information provided by local jurisdictions. Upon the submittal of SGIP and ATGP grant applications, jurisdictions would be asked to self-certify that the local governing body has adopted the Climate Action Plan and Complete Streets policy in a public setting, and would need to provide electronic links that SANDAG could post on its website and make available to the public.
Inactive Projects

SANDAG and the County of San Diego, as well as the cities of Carlsbad, Chula Vista, Del Mar, Encinitas, La Mesa, San Diego, San Marcos, and Santee, have projects that soon will be flagged for inactivity. Please submit invoices to District 11 before November 20, 2017. A complete list of inactive projects can be found at the link provided below.

http://www.dot.ca.gov/hq/LocalPrograms/Inactiveprojects.htm

Safe Harbor Rate Test and Evaluation Period Extended Again

Beginning July 1, 2013, the Federal Highway Administration (FHWA) initiated a Safe Harbor Cost Rate Test and Evaluation program for Architectural and Engineering (A&E) consulting firms involved in federal-aid highway funded projects. An initial test and evaluation period was extended once and was about to expire on July 31, 2017. FHWA has informed participating states that the program has been extended again to run through December 31, 2017.

The Safe Harbor program provides a framework for A&E consulting firms to establish a cost history for the eventual development of an indirect cost rate compliant with Title 48 Code of Federal Regulation Section 31.

- Remove a financial management barrier inhibiting new, small, or disadvantaged but qualified architectural and engineering consulting firms from entering the local agency administered, Federally-funded engineering services market;
- Provide a framework for these consulting firms to establish a cost history for the eventual development of an indirect cost rate for the firm in accordance with the Federal Cost Principles; and
- Enhance State DOT oversight of consulting firm compliance with the Federal Cost Principles by allowing limited State DOT audit resources to shift to higher risk firms and contracts under a risk-based approach.

New Senate Bill 1 – “Rebuilding California” Workshop/Events Schedule and Website

Senate Bill 1 (SB1) invests $54 billion over the next decade to fix roads, freeways and bridges in communities across California and puts more dollars toward transit and safety, half of which will go to cities and counties for local road projects.

Upcoming event/workshop schedules, as well as the previous meeting materials/presentations, can be found at this link provided below.

http://catc.ca.gov/programs/SB1.html

Learn more details about SB1 by visiting the newly launched SB1 website as well.

http://www.rebuildingca.ca.gov
September 15: Southern California Local Assistance Management Meeting (SCLAMM)

Caltrans welcomes the FHWA, as well as Local Public Agency staff in regions represented by SCAG and SANDAG, to attend SCLAMM. More information will be provided prior to the meeting (see attached reminder). Time TBA.

**New Location:** Caltrans District 12, Traffic Management Center, 6681 Marine Way, Irvine.

**RSVP:** E-mail participants’ names to Andrew Le, Caltrans District 12, at Andrew.Le@dot.ca.gov

**Subsidized Classes for Local Agencies**

The California Local Technical Assistance Program is a jointly funded effort between FHWA and Caltrans to provide local governments with training, information, technology and direct assistance to help improve transportation infrastructure. Upcoming courses are listed at this link:

registration.techtransfer.berkeley.edu/wconnect/ShowSchedule.awp?&Mode=GROUP&Group=:FULL&Title=Complete+Listing

**September 20 (San Diego) and September 21 (El Centro): A&E Consultant Contracts**

Learn how to comply with federal and state regulations for Architectural & Engineering (A&E) Consultant Contracts. Local agencies are at risk of losing funding for noncompliance. Please check for updates through an online registration link below (see attached reminder):

http://www.localassistanceblog.com/ae-training

**October 30 – November 2: Resident Engineers (RE) Academy**

Location: Caltrans District 11, 4050 Taylor Street, Gallegos Room, San Diego 92110

This four-day course "is a practical, interactive academy that provides core training for resident engineers. The subject matter experts and instructors use a real-life approach to deliver information utilizing examples, problem-solving activities, and exercises. The Resident Engineers Academy also provides a unique learning environment designed to promote networking."

RE Academy registration is expected to remain only $50 for local agencies. However, fees have yet to be announced.

**Contact Alma Sanchez at Alma.Sanchez@dot.ca.gov to be considered for priority registration.**

**November 14: Emergency Relief (ER) Refresher Course**

Location: Caltrans District 11, 4050 Taylor Street, Gallegos Room, San Diego 92110

Caltrans ER Program Managers will provide an ER Program presentation and be available to answer questions. This opportunity is a good refresher.

For further information on the ER Program, please refer to the Local Assistance program page:

http://dot.ca.gov/hq/LocalPrograms/erp/erp.html
April 9-13, 2018: Federal Aid Series  
Location: Caltrans District 11, 4050 Taylor Street, Gallegos Room, San Diego 92110  
Please check for updates through an online registration link below:  
http://www.californialtap.org/index.cfm?pid=1077

Reminder: Division of Local Assistance Listserver Email Subscription
Sign up for a Division of Local Assistance “Listserver” to receive significant updates or additions to Local Assistance webpages, including changes to the Local Assistance Procedures Manual (LAPM) and Local Assistance Program Guidelines (LAPG), new Office Bulletins and Local Programs Procedures, as well as Calls for Projects.

http://lists.dot.ca.gov/mailman/listinfo/dla-website-updates-announce

Reminder: Division of Local Assistance Blog (LAB)
The Caltrans Local Assistance Blog (LAB) provides clarity on issues and contributes to the successful delivery of transportation projects using federal resources. Categories covered by the LAB are: Subsidized Classes for Local Agencies, Policy/Procedures, Program Guidelines, Training, Environmental, and Right of Way.

http://www.localassistanceblog.com

Local Assistance Customer Service Survey
This pilot program supports a Caltrans Strategic Management Plan Goal: Organizational Excellence. An external survey ranked Local Assistance as the Division of Caltrans that external agencies interact with most on a regular basis. HQ-Division of Local Assistance and District Offices will recognize employees who go “above and beyond,” document best practices and identify needed training.

So, how did we do? Help us serve you better! The Caltrans Local Assistance Customer Service Survey can be found at the link provided below.

https://www.surveymonkey.com/r/CTLocalAssistanceFeedback
Hosted By District 12

PLACE
6681 Marine Way, Irvine, CA 92618

DATE
September 15, 2017

ROOM
Caltrans TMC
(Traffic Management Center)
Room 242 / 243

If you have any questions or would like to reserve a spot at our meeting please contact: Andrew at andrew.le@dot.ca.gov (657) 328-6314 or Monroe at Monroe.johnson@dot.ca.gov (657) 328-6274. Please send an email to Andrew with your Name(s) for your reservation.

SCLAMM, Presented by Caltrans Staff for Local Public Agencies.

Who is invited:
Southern California Local Agencies; Districts 7, 8, 11, and 12; FHWA
A&E CONSULTANT CONTRACTS
2-Hour Intensive

Learn How to Comply with Federal and State Regulations for Architectural & Engineering (A&E) Consultant Contracts

Topics Covered:

- Revised Consultant Contract Reviewer Checklist (Exhibit 10-C)
- New Submittal Process
- 2017 Process Review Results and Common Deficiencies

There is no fee for this training.

Who Should Attend?

All California local agency staff who work on consultant contracts should attend.

Why Is This Training Important to Local Agencies?

New procedure starting October 1, 2017. Local agencies are at risk of losing funding due to noncompliance. Learn how to avoid the risk of noncompliance by attending this class.

How to Register?

Register online at: www.localassistanceblog.com/ae-training/

For more information on this A&E training, please contact Pauline Cueva, Caltrans, Division of Local Assistance at pauline.cueva@dot.ca.gov or 916-651-6872.