Meeting Notice and Agenda

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

Thursday, June 6, 2019
9:30 a.m. to 11 p.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

- Federal Congestion Management Process Update
- San Diego Forward: The 2021 Regional Plan
- Caltrans Updates

Please silence all electronic devices during the meeting

Mission Statement

The 18 cities and county government are SANDAG serving as the forum for regional decision-making. SANDAG builds consensus; makes strategic plans; obtains and allocates resources; plans, engineers, and builds public transit; and provides information on a broad range of topics pertinent to the region’s quality of life.
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Both agenda and non-agenda comments should be sent to SANDAG via comment@sandag.org. Please include the Working Group name and meeting date, agenda item, your name, and your organization. Any comments, 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 5 p.m. two working days prior to the meeting. All public comments and materials received by the deadline become part of the official public record and will be provided to the members for their review at the meeting.

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Cities/County Transportation Advisory Committee  
Thursday, June 6, 2019

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Recommendation</th>
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<tbody>
<tr>
<td>1.</td>
<td>Welcome and Introductions</td>
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<td>2.</td>
<td>Public Comments</td>
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<td></td>
<td>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 Speak” 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 working group members. Public speakers are limited to three minutes or less per person. CTAC members also may provide information and announcements under this agenda item.</td>
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<td>+3.</td>
<td>Approval of Meeting Minutes</td>
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<td>The CTAC is asked to review and approve the minutes from its April 4, 2019, meeting.</td>
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**Reports**

| +4. | Federal Congestion Management Process Update (Sam Sanford) |
|     | Discussion |
|     | Staff will discuss recommended updates and improvements to the Federal Congestion Management Process (CMP). Proposed changes include the CMP network, performance monitoring, and processes to streamline planning and programming. Updates to the Federal CMP will be incorporated into the 2020 Federal Regional Transportation Plan. |
| 5.  | San Diego Forward: The 2021 Regional Plan (Jennifer Williamson) |
|     | Information |
|     | In February 2019, the SANDAG Board of Directors unanimously approved an action plan to develop a bigger and bolder transportation vision for San Diego Forward: The 2021 Regional Plan (2021 Regional Plan) that will transform the way people and goods move throughout the San Diego region. As the first major step in this process, staff will introduce key strategies, known as the 5 Big Moves, that will be used to identify transportation solutions for critical connections throughout the region. Feedback over the coming months, along with input from stakeholders and the public, will continue to inform the 2021 Regional Plan visionary framework. To learn more, visit [SDForward.com/5BigMoves](http://SDForward.com/5BigMoves). |
| +6. | Caltrans Updates/Announcements |
|     | Information |
|     | Caltrans will provide an update on various local programs, funding program deadlines, and announcements regarding upcoming conferences. |
| 7.  | Adjournment and Next Meeting |
|     | Information |
|     | The next CTAC meeting is tentatively scheduled for Thursday, July 11, 2019. |

+ next to an agenda item indicates an attachment
June 6, 2019  Action: Approve

April 4, 2019, 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.

Chair Julie Procopio (City of Escondido) called the meeting of the CTAC to order at 9:35 a.m.

1. Welcome and Introductions

Prior to self introductions, the new SANDAG Executive Director, Hasan Ikhrata, stopped in for a brief meet and greet with CTAC. Mr. Ikhrata expressed his pleasure and looked forward to working with CTAC agencies to develop a world class transportation system for the region. Self-introductions were made. The attendance sheet for this meeting is included.

2. Public Comments/Communications/Member Comments

No public comments were made.

3. Approval of Meeting Minutes (Approve)

Action: Upon a motion by Ed Deane (City of San Marcos) and second by Frank Rivera (City of Chula Vista) the CTAC approved the minutes for the February 7, 2019, meeting. Yes: Chair Procopio (City of Escondido), Vice Chair Mo Sammak (City of Solana Beach), Ed Deane, Frank Rivera, Marshall Plantz (City of Carlsbad), Tim Thiele (City of Del Mar), Mario Sanchez (City of El Cajon), Juan Larios (City of Imperial Beach), Bill Morgan (County of San Diego), Minjie Mei (City of Santee), Tim Shell (City of Vista). No: None. Abstain: Ed Walton (City of Coronado), Christine Ruess (City Encinitas), Jeffrey Manchester (City of La Mesa). Absent: City of Lemon Grove, City of National City, City of Oceanside, City of Poway, City of San Diego, Metropolitan Transit System, and North County Transit District.

Reports

4. 2019 Local Streets and Roads Project List (Information)

Ariana Zur Nieden (SANDAG) provided information and an update on Senate Bill 1, Road Maintenance and Rehabilitation Account Program. The CTAC was informed that a city or county must submit to the California Transportation Commission (CTC) a list of projects proposed to be funded pursuant to an adopted resolution by its city council or county board of supervisors. Project lists are due to the CTC by May 1, 2019.

5. Active Transportation Program Workshop (Discussion)

Jenny Russo (SANDAG) discussed an upcoming workshop for recent applicants to the Active Transportation Program (ATP) and to solicit feedback from CTAC members on possible topics to help applicants prepare for the 2021 ATP call for projects.

6. 2018 Regional Transportation Improvement Program Amendment with Regional Emission Analysis (Discussion)

Rachel Kennedy and Sue Alpert (SANDAG) provided information regarding the 2018 Regional Transportation Improvement Program (RTIP) Amendment. Staff shared that at its February 22, 2019, meeting, the Board of
Directors approved an action plan to develop San Diego Forward: The 2021 Regional Plan. With the schedule extension, SANDAG will enter into an air quality conformity grace period, during which time only minor administrative amendments can be made to the RTIP. Staff presented the schedule for a 2018 RTIP amendment with regional emissions analysis and expressed that it is anticipated to be approved in September 2019, to allow the U.S. Department of Transportation to issue its approval prior to the conformity grace period.

7. Regional Arterial Management System Update (Discussion/Possible Action)
Stan Glowacki (SANDAG) provided an update on the Regional Arterial Management System Regional Maintenance and Support ongoing efforts and User Group activities. Upon discussion, Staff received support from CTAC for continued support of the regional support model and cost-sharing methodology for FY 2020.

8. FY 2018 TransNet Fiscal and Compliance Audits: Commute Behavior Survey (Information)
Lisa Kondrat-Dauphin (SANDAG) presented the results of the FY 2018 TransNet fiscal and compliance audit reports and noted that the Independent Taxpayer Oversight Committee had accepted the draft report at its March 13, 2019, meeting.

9. Caltrans Updates/Announcements (Information)
Caltrans provided a written update on various local assistance programs and funding program deadlines and announced upcoming training and workshops.

10. Upcoming Meetings
The next CTAC meeting is tentatively scheduled for May 2, 2019, at 9:30 a.m.

11. Adjournment
Chair Procopio adjourned the meeting at 10:50 a.m.
## Confirmed Attendance at SANDAG CTAC Meeting

April 4, 2019

<table>
<thead>
<tr>
<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</td>
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<td>Nic Abboud/Issac E. Alternate</td>
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<td>City of Escondido</td>
<td>Julie Procopio, Chair</td>
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<td>Owen Tunnel, First Alternate</td>
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<td>City of Carlsbad</td>
<td>Marshall Plantz</td>
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<td>Frank Rivera</td>
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<td>Mario Sanchez</td>
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<td>Ed Wimmer</td>
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<td>Richard Leja</td>
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<td>Minjie Mei</td>
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<td>Carl Schmitz, First Alternate</td>
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<td>Mohammad Sammak, Vice Chair</td>
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<td>Greg Mayer</td>
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<td>Husam Hasenin, Second Alternate</td>
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<td>Bill Morgan</td>
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<td>Mark Perret, First Alternate</td>
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<td>Metropolitan Transit System</td>
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<td><strong>Advisory Members (Attendance Not Counted for Quorum Purposes)</strong></td>
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<td>Caltrans</td>
<td>Melina Pereira</td>
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<td>Hossein Ajideh</td>
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<td>Taurean Gordon</td>
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<td><strong>SANDAG Staff</strong></td>
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<td>Alex Estrella</td>
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<td>Sue Alpert</td>
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<td>Rachel Kennedy</td>
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Federal Congestion Management Process Update

Introduction
The Congestion Management Process (CMP) is a federal requirement (23 CFR 450.322) of Metropolitan Planning Organizations (MPOs) like SANDAG. A CMP is a system of monitoring, analysis, and strategies to manage congestion. The current CMP for SANDAG was updated with San Diego Forward: The 2015 Regional Plan, and staff is proposing further refinements to the CMP, which will be integrated into the Federal 2020 Regional Transportation Plan (RTP), anticipated to be adopted in spring 2020.

The update includes refinement of the CMP network and required analysis, and documents how existing monitoring efforts contribute to the CMP. In preparing the CMP update, SANDAG staff has met with Caltrans District 11 and U.S. Federal Highway Administration staff to develop improvements and streamline processes where possible. Additionally, staff communicated with two California MPOs to learn about their recently-adopted CMPs.¹

Discussion
To inform the CMP update, staff reviewed existing SANDAG programs that complement required elements of a Federal CMP. CMP requirements include a monitoring program and Single Occupancy Vehicle (SOV) Capacity Analysis on select projects. Common to both requirements is a CMP network, which defines the geographic scope for these requirements. Attachment 1 includes excerpts of the Metropolitan Transportation Planning Rule related to the CMP. The following sections discuss the proposed updates to the network, monitoring process, and analysis that would comply with the federal requirements.

Congestion Management Process Network
Multiple network options were reviewed in the development of the proposed CMP network, including the Regional Arterial System, Regionally Significant Arterials, National Highway System, and Performance Measurement System (PeMS). Staff reviewed data availability, performance measures, staff resources required, and other benefits, opportunities, and challenges associated with each network.

Based on these efforts, staff recommends use of the Caltrans PeMS network for San Diego County as the CMP network (Attachment 2). The proposed CMP network is multimodal and focused on the most significant corridors and parallel transit routes. This network covers much of the urban State Highway System, which carries over half of the region’s vehicle miles traveled.

Congestion Management Process Monitoring Process
Federal guidance on the CMP provides an eight-step process model for monitoring congestion. Attachment 3 shows the eight-steps process model matched to existing SANDAG programs and processes. This section provides additional clarity on the alignment of SANDAG programs and processes and their support of the CMP.

¹ Sacramento Area Council of Governments and Fresno Council of Governments.
The CMP is guided by regional objectives set by the Board of Directors through adoption of RTP goals and policy objectives. The CMP network is monitored using the following multimodal performance measures from the State of the Commute (SOC) reporting program:

- average travel time
- budgeted time
- peak-period delay
- annual average daily traffic for highway corridors
- average weekday transit ridership for transit

Data for monitoring performance measures comes from PeMS, transit operators, SANDAG count programs, and third-party vendors. The analysis of the CMP network is documented in the SOC reporting program. Strategies for managing congestion include operational improvements, Travel Demand Management, and capacity expansion. Strategies are planned and programmed through the development of regional plans and regional transportation improvement programs. Monitoring of the CMP network informs the development of future RTP goals and policy objectives, regionally appropriate performance measures, and effective strategies.

**Congestion Management Process Single Occupancy Vehicle Capacity Analysis**

The SOV Capacity Analysis in this proposed CMP update would be limited to projects that add general purpose lanes on the CMP network that are not addressing an identified safety or bottleneck concern. Projects subject to the analysis are required to demonstrate that appropriate, non-capacity increasing strategies were evaluated, but they do not meet the needs for additional capacity in the corridor. The analysis demonstration is a requirement to program a capital phase of the project.

The proposed CMP network is limited to Caltrans facilities; therefore, this analysis would be limited to Caltrans when it seeks to program general purpose lanes. Corridor plans, following the draft Caltrans Corridor Planning Guidebook, and environmental review documentation, have been identified as appropriate SOV Capacity Analysis for the proposed CMP. The documentation would be uploaded to ProjectTrak for SANDAG review and archiving. Projects that advance through this process are to incorporate, per federal regulation, all reasonable Travel Demand Management and operational strategies into the project.

**Next Steps**

Staff will share input from the CTAC, the San Diego Regional Traffic Engineers Council, and the Transportation Committee to continue to inform the CMP update. The updated CMP will be included in the 2020 Federal RTP.

**Key Staff Contact:** Sam Sanford, (619) 595-5607, samual.sanford@sandag.org

**Attachments:**
1. Metropolitan Transportation Planning Rule: Congestion Management Process Excerpts
2. Draft Congestion Management Process Network
§ 450.322 Congestion management process in transportation management areas.

(a) The transportation planning process in a TMA shall address congestion management through a process that provides for safe and effective integrated management and operation of the multimodal transportation system, based on a cooperatively developed and implemented metropolitan-wide strategy, of new and existing transportation facilities eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53 through the use of travel demand reduction (including intercity bus operators, employer-based commuting programs such as a carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), job access projects, and operational management strategies.

(b) The development of a congestion management process should result in multimodal system performance measures and strategies that can be reflected in the metropolitan transportation plan and the TIP.

(c) The level of system performance deemed acceptable by State and local transportation officials may vary by type of transportation facility, geographic location (metropolitan area or subarea), and/or time of day. In addition, consideration should be given to strategies that manage demand, reduce single occupant vehicle (SOV) travel, improve transportation system management and operations, and improve efficient service integration within and across modes, including highway, transit, passenger and freight rail operations, and non-motorized transport. Where the addition of general purpose lanes is determined to be an appropriate congestion management strategy, explicit consideration is to be given to the incorporation of appropriate features into the SOV project to facilitate future demand management strategies and operational improvements that will maintain the functional integrity and safety of those lanes.

(d) The congestion management process shall be developed, established, and implemented as part of the metropolitan transportation planning process that includes coordination with transportation system management and operations activities. The congestion management process shall include:

1. Methods to monitor and evaluate the performance of the multimodal transportation system, identify the underlying causes of recurring and nonrecurring congestion, identify and evaluate alternative strategies, provide information supporting the implementation of actions, and evaluate the effectiveness of implemented actions;

2. Definition of congestion management objectives and appropriate performance measures to assess the extent of congestion and support the evaluation of the effectiveness of congestion reduction and mobility enhancement strategies for the movement of people and goods. Since levels of acceptable system performance may vary among local communities, performance measures should be tailored to the specific needs of the area and established cooperatively by the State(s), affected MPO(s), and local officials in consultation with the operators of major modes of transportation in the coverage area, including providers of public transportation;

3. Establishment of a coordinated program for data collection and system performance monitoring to define the extent and duration of congestion, to contribute in determining the causes of congestion, and evaluate the efficiency and effectiveness of implemented actions. To the extent possible, this data collection program should be coordinated with existing data sources (including archived operational/ITS data) and coordinated with operations managers in the metropolitan area;

4. Identification and evaluation of the anticipated performance and expected benefits of appropriate congestion management strategies that will contribute to the more effective use and improved safety of existing and future transportation systems based on the established performance measures. The following categories of strategies, or combinations of strategies, are some examples of what should be appropriately considered for each area:

   (i) Demand management measures, including growth management, and congestion pricing;

   (ii) Traffic operational improvements;

   (iii) Public transportation improvements;

   (iv) ITS technologies as related to the regional ITS architecture; and

   (v) Where necessary, additional system capacity.
(5) Identification of an implementation schedule, implementation responsibilities, and possible funding sources for each strategy (or combination of strategies) proposed for implementation; and
(6) Implementation of a process for periodic assessment of the effectiveness of implemented strategies, in terms of the area's established performance measures. The results of this evaluation shall be provided to decision makers and the public to provide guidance on selection of effective strategies for future implementation.

(e) In a TMA designated as nonattainment area for ozone or carbon monoxide pursuant to the Clean Air Act, Federal funds may not be programmed for any project that will result in a significant increase in the carrying capacity for SOVs (i.e., a new general purpose highway on a new location or adding general purpose lanes, with the exception of safety improvements or the elimination of bottlenecks), unless the project is addressed through a congestion management process meeting the requirements of this section.

(f) In TMAs designated as nonattainment for ozone or carbon monoxide, the congestion management process shall provide an appropriate analysis of reasonable (including multimodal) travel demand reduction and operational management strategies for the corridor in which a project that will result in a significant increase in capacity for SOVs (as described in paragraph (d) of this section) is proposed to be advanced with Federal funds. If the analysis demonstrates that travel demand reduction and operational management strategies cannot fully satisfy the need for additional capacity in the corridor and additional SOV capacity is warranted, then the congestion management process shall identify all reasonable strategies to manage the SOV facility safely and effectively (or to facilitate its management in the future). Other travel demand reduction and operational management strategies appropriate for the corridor, but not appropriate for incorporation into the SOV facility itself, shall also be identified through the congestion management process. All identified reasonable travel demand reduction and operational management strategies shall be incorporated into the SOV project or committed to by the State and MPO for implementation.
Draft Congestion Management Process Monitoring Steps

**Federal Guidance**
- Develop Regional Objectives
- Define CMP Network
- Develop Multimodal Performance Measures
- Collect Data/Monitor System Performance
- Analyze Congestion
- Identify and Assess Strategies
- Program and Implement Strategies
- Evaluate Strategy Effectiveness

**SANDAG Process**
- RTP Objectives
- San Diego region Performance Measurement System (PeMS)
- State of the Commute (SOC) Multimodal Measures
- PeMS, 3rd Party Vendor, MTS, NCTD, SANDAG counts program
- SOC report
- ITS, TDM, TSM, AT, ICMS, new capacity
- RTP and RTIP development
- Ongoing monitoring for change
**Acronym List:**

AT: Active Transportation
ICMS: Integrated Corridor Management System
ITS: Intelligent Transportation System
PeMS: Performance Measurement System
RTIP: Regional Transportation Improvement Program
RTP: Regional Transportation Plan
SOC: State of the Commute
TDM: Travel Demand Management
TSM: Transportation System Management
GENRAL INFORMATION

Inactive Projects

“Future Inactive” projects should be billed within the specified and agreed-upon timeframe to avoid deobligation of funds.

As of May 24, 2019, the INACTIVE and FUTURE Inactive list was updated. Action is required by the County of San Diego, as well as the cities of Chula Vista, Encinitas, La Mesa, and San Diego.

The next deadlines to submit Inactive and Future Inactive invoices are May 20 and August 20, 2019, respectively. District 11 must have complete and accurate invoices before these due dates to avoid deobligation of federal funds! Verify on the “Inactive” link shown below for exact Inactive Project dates.

Note: An invoice is not cleared from either “Inactive” or “Future Inactive” lists until paid by the State Controller’s Office. Provided Local Agencies adhere to the format described in Chapter 5 of the Local Assistance Procedures Manual, invoices typically are paid by check within 60 days of receipt (or 50 days if paid through Electronic Funds Transfer).

A complete list of Inactive Projects can be found online.
http://www.dot.ca.gov/hq/LocalPrograms/InactiveProjects.htm

June 28, 2019 Deadline: DBE Annual Submittal & ADA Annual Certification Forms

Just a reminder, please submit both the Local Agency Disadvantaged Business Enterprise (DBE) Annual Submittal Form (Exhibit 9-B) and Local Agency Americans with Disabilities Act (ADA) Annual Certification Form (Exhibit 9-C) before June 28, 2019, for the next Federal Fiscal Year (October 1, 2019 through September 30, 2020) per Chapter 9 of the Local Assistance Procedures Manual (LAPM), Sections 9.3 and 9.6.

With the 9-B submittal, provide an organizational chart that includes contact information for the DBE Liaison Officer. Note that failure to submit complete forms will result in delays to the processing of any Requests for Authorization.

Link to the Local Assistance Procedures Manual:
http://www.dot.ca.gov/hq/LocalPrograms/lam/lapm.htm

Federal Fiscal Year 18/19 Requests for Authorization/Obligation – PAST DUE

Funding Requests for Authorization (RFA) this federal fiscal year were due February 1, 2019. Early RFA submittals will minimize delay to obtaining fund authorizations. Notify your Local Area Planner or Engineer of any pending requests.

Modified Senate Bill 1 (SB 1) Project Funding Identification Sign

On March 29, 2019 the California Manual on Uniform Traffic Control Devices (MUTCD) was revised. Please ensure that project construction signs comply with the MUTCD requirements. Signs that no longer comply with the MUTCD must be removed by June 1, 2019.

For reference, below is the new Modified Senate Bill 1 (SB 1) Project Funding Identification Sign diagram:
NOTES:
1. Provided dimensions are for the 144"x90" sign. For the 96"x60" sign, calculate each dimension by 2/3 (0.667).
   For the 48"x30" sign, calculate each dimension by 1/3 (0.333).
2. Use when the project involves Senate Bill 1 funds.

C48 (CA)

ENGLISH UNITS

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<th>A</th>
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<tr>
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<td>96</td>
<td>60</td>
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COLORS: LEGEND - BLACK (ARIAL BOLD ITALIC)
BACKGROUND - WHITE AND FLUORESCENT ORANGE
SENATE BILL 1 LOGO - CMYK COORDINATES FOR SB1 LOGO ARE AS FOLLOWS:
BROWN (C 80%, M 80%, Y 80%, K 20%), LIGHT CREAM (C 0%, M 2%, Y 7%, K 0%),
BLUE (C 75%, M 23%, Y 1%, K 0%), GREEN (C 90%, M 20%, Y 80%, 0%),
YELLOW GOLD (C 0%, M 38%, Y 85%, K 4%), RED (C 16%, M 84%, Y 65%, K 3%)
BE WORK ZONE ALERT RIBBON: PANTONE #299 BLUE AND ORANGE
(SEE VECTOR GRAPHICS FILES FOR SB1 LOGO AND BE WORK ZONE ALERT RIBBON)
ALL COLORS TO BE RETROREFLECTIVE, EXCEPT FOR BLACK
2016 Repurposed Projects: Need to Program/Obligate before July 1, 2019

Funding obligations for projects with 2016 Earmark Repurposing funds must be completed by September 30, 2019 or the funds will lapse. Linked below is a spreadsheet of the FHWA-approved list with ten (10) projects in the San Diego region of District 11. (Note: The County of San Diego is handling CAT 16-067). Since the Federal Aid Database System (FADS) tends to shut down before the Federal Fiscal Year ends in September, funds must obligated in July or August 2019.

Reminders:

1. Agencies need to work with the MPO/RTPA (SANDAG) if the funds still need to be programmed this FFY and require a formal amendment. Funds will be at greater risk of lapsing if not properly programmed. Once programmed, Requests for Authorization (the E76) must be sent to District 11 Local Assistance by **July 1, 2019**.

2. If an agency plans to designate any funds for the Construction phase, note that the PE phase (including NEPA clearance) and R/W certification must be completed prior to CON funding request; otherwise, the CON funds will lapse.

Latest **“2016 Repurposed Earmark Funds Expiring by 09/30/2019”** (Updated May 22, 2019) - [http://www.dot.ca.gov/hq/LocalPrograms/earmark/2016/ada-ok-web-summary-20190522.xlsx](http://www.dot.ca.gov/hq/LocalPrograms/earmark/2016/ada-ok-web-summary-20190522.xlsx)

**TRAINING**

The California Local Technical Assistance Program is a jointly funded effort between Caltrans and the Federal Highway Administration to provide local governments with training, information, technology and direct assistance to help transportation infrastructure. Upcoming courses are listed at the following link – [http://registration.techtransfer.berkeley.edu/wconnect/ShowSchedule.awp?&Mode=GROUP&Group=:FULL&Title=Complete+Listing](http://registration.techtransfer.berkeley.edu/wconnect/ShowSchedule.awp?&Mode=GROUP&Group=:FULL&Title=Complete+Listing)

**June 18 – CLASS FULL: San Bernardino Labor Compliance Training for Local Agencies**

The California LTAP Center is offering Labor Compliance training at no cost to Local Agencies. This two-day course is designed to teach Local Agency staff the basic requirements of prevailing wages, as well as how to apply those requirements, including reviewing and confirming certified payroll records and on-site documentation. Using hands-on exercises and instructional aides, students will learn how to apply the Davis-Bacon and Related Acts, the Code of Federal Regulations, the California Labor Code, and California Code of Regulations to all public works contracts.

For more information, visit the [CA LTAP Center Training page](http://registration.techtransfer.berkeley.edu/wconnect/ShowSchedule.awp?&Mode=GROUP&Group=:FULL&Title=Complete+Listing) or email Tracy Coan: tracy.coan@csus.edu.

**District 11 – Local Assistance Branch – New Mail Station**

Caltrans, District 11, Local Assistance has a new mail station. Please send correspondence to this address:
Caltrans, District 11, Local Assistance Engineer
Planning & Local Assistance Division
4050 Taylor Street **MS – 244**
San Diego, CA 92110
MANDATORY REQUIREMENTS

DBE Methodology Update

For all federal contracts (consultant and construction) advertised or authorized since October 1, 2018, local agencies must use the updated Local Assistance Procedures Manual Exhibit 9-D template to calculate Disadvantaged Business Enterprise (DBE) goals. Download Updated Exhibit 9-D http://www.dot.ca.gov/hq/LocalPrograms/lam/forms/chapter9/9d20180830.xlsx

Background: On July 31, 2018, Caltrans submitted a Proposed Overall DBE Goal and Methodology of 17.6% for 2018-19 through 2020-21 to the Federal Highway Administration. California must make efforts to achieve this target on all DBE commitments effective October 1, 2018. Updates to the DBE contract goal methodology now require federal local assistance contracts to base goals upon seven DBE firms per sub-contractable task and factoring the total DBE work made available by 80%. Supply and trucking component calculations remain unchanged at 12% and 10%, respectively, for all tasks that are not determined to be sub-contractable. The latest Local Assistance Procedures Manual forms can be found at http://www.dot.ca.gov/hq/LocalPrograms/lam/forms/lapmforms.htm

Title VI Nondiscrimination Program

A reminder that local agencies shall comply with all Title VI requirements. See LAPM Section 9.2, Title VI of the Civil Rights Act of 1964 (Title VI) and Related Statutes: Title VI and the additional nondiscrimination requirements are applicable to all programs and activities administered by a recipient, in addition to programs receiving federal financial assistance, due to the Civil Rights Restoration Act of 1987. Nondiscrimination provisions apply to all programs and activities of federal-aid recipients, subrecipients, and contractors, regardless of tier (49 CFR 21).

The requirements include providing and maintaining the following, as detailed in LAPM Section 9.2: Title VI Nondiscrimination Statement, Assurances (as part of the Master Agreement and Program Supplement Agreement), Designation of a Title VI Coordinator, Complaint Procedures, Data Collection, Training, Limited English Proficiency (LEP) accessibility, Dissemination of Information, Contracts and Agreements, Environmental Justice, Public Hearings and Meetings, Right-of-Way activities, Construction Contract Compliance, Monitoring, and others.

Note that an agency is subject to a Title VI program and compliance review at any time by Caltrans, Division of Local Assistance.

Title VI Website on Filing a Complaint Updated

Caltrans Division of Local Assistance has updated Title VI website on Filing a Complaint as of March 20, 2019. This link provides guidance to local agencies for processing Title VI complaints. http://www.dot.ca.gov/hq/LocalPrograms/TitleVI/filing.htm

Federal Highway Bridge Program (HBP) Project Delivery Policy Updates Issued on April 25, 2019

In an effort to better utilize the Highway Bridge Program (HBP) funds, the Local HBP Advisory Committee has approved new policy changes regarding existing HBP projects. The following Office Bulletin 19-01 (DLA-OB 19-01), HBP Project Delivery Policy, details these policy changes.
Local Assistance Highway Bridge Program
Project Delivery Policy

I. BACKGROUND

Local Assistance Program Guidelines Chapter 6, Highway Bridge Program, defines eligibility requirements, programming policy, and procedures for programming the Federal Statewide Transportation Improvement Program (FSTIP) in compliance with federal regulations. This policy makes changes to Section 6.7, Project Programming Policy and Procedure, and adds a Project Delivery Policy for projects currently programmed for funds in the FSTIP.

Programming of Highway Bridge Program (HBP) projects is managed through a 15-year plan. The demand for local agency projects in the HBP has exceeded the 15-year plan. To ensure funds are reserved for projects ready to advance, the Division of Local Assistance (DLA) HBP Managers have recommended policy changes to the HBP Advisory Committee regarding delivery expectations of programmed funds. The HBP Advisory Committee has concurred with the recommendations.

II. POLICY

This Policy is for programmed projects to address funds and delivery management. The intent is to maximize the use of funds and to have project delivery a high priority for HBP projects. The HBP Advisory Committee has recommended these policy changes to the DLA regarding delivery expectations of programmed funds.

Funds Management:

- New projects are being metered into the program. A project’s Preliminary Engineering (PE) phase may not be obligated in an earlier year than programmed.
- Agencies that utilize Advanced Construction to authorize PE will have the conversion to Federal Funds in the year PE is programmed.
- To avoid delivery failure, by February 1 agencies should either submit a Request for Authorization (RFA) or notify Local Assistance of an anticipated project delay.
- When an agency requests additional funding for an authorized phase (post-programming), the funds must be obligated in the year programmed. If a local agency does not request the additional funding in the year programmed, it is considered a delivery failure and the funding will be moved to the last year of the FSTIP in the October updates. Project phases that fail to deliver will be required to wait until April 1 to advance the funding.
- If agencies fail to deliver the Right of Way (RW) or Construction (CON) phase of a project as programmed, the phase will be moved to the last year of the FSTIP and will be required to wait until April 1 to advance the funding.

Delivery Management:

- Metering of the new projects will give an agency a minimum of two-year notice of the available project start date. Agencies must authorize the PE Phase in the year programmed. Projects that fail to authorize PE, will have the project removed from the
program. Re-application into the program will be under current guidelines.

- Agencies with HBP projects on the PE greater than 10 Years List, will not be allowed to program new HBP projects.
- Agencies with HBP projects at PE greater than eight years are required to submit a detailed status report with the annual HBP survey. Surveys without the required status reports will be considered incomplete.
- Agencies with a project that has National Environmental Policy Act clearance for more than five years and RW certification is not complete or construction authorized, will not be allowed to add new HBP projects to the program.

Exceptions to the above will require an approval from HQ HBP Managers.

### III. PROCEDURE

Projects will be evaluated regarding Project Delivery Policy as the Annual HBP Project Survey data is processed at the end of the Federal fiscal year.

### IV. APPLICABILITY/IMPACTS

This Office Bulletin applies to Local Assistance bridge projects funded through the federal Local HBP as authorized by Streets and Highways Code 2400-2414. This policy/procedure is subject to annual review and recommendation of the Local Assistance Highway Bridge Program Advisory Committee. Members include the Department (Chair), representatives from the League of California Cities, California State Association of Counties, California Association of Councils of Governments, California Transportation Commission, and the Federal Highway Administration.

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**Recommended:**  
Original Signature By  
Eileen Crawford, HBP Program Manager  
4/25/2019  
Date

**Approved:**  
Original Signature By  
Robert W. Peterson, Chief  
Office of Federal Programs  
4/25/2019  
Date