MEETING ANNOUNCEMENT AMIDST COVID-19 PANDEMIC:

The Cities/County Transportation Advisory Committee (CTAC) meeting scheduled for Thursday, November 5, 2020, will be conducted virtually in accordance with Governor Newsom’s State of Emergency declaration regarding the COVID-19 outbreak, Executive Order N-29-20, and the Guidance for Gatherings issued by the California Department of Public Health. CTAC Members will primarily participate in the meeting virtually, while practicing social distancing, from individual remote locations.

There are a few options for public participation:

- Participate via Zoom webinar by clicking the link to join: https://zoom.us/j/97907841957
  The Webinar ID is: 979 0784 1957
- To participate via Telephone, dial a number based on your current location: (US: + 1 669 900 6833 or + 1 346 248 7799 or + 1 253 215 8782 or + 1 301 715 8592 or +1 312 626 6799 or + 1 929 205 6099).
  International numbers available: https://zoom.us/u/abl9f1T4hX

SANDAG is relying on commercial technology to broadcast the meeting via Zoom. With the recent increase of virtual meetings, platforms such as Microsoft Teams, WebEx, GoToMeeting, and Zoom are working to scale their systems to meet the new demand. If we experience technical difficulty or you are unexpectedly disconnected from the broadcast, please close and re-open your browser and click the link to re-join the meeting. SANDAG staff will take all possible measures to ensure a publicly accessible experience.

Public Comments: Persons who wish to address the members on an item to be considered at this meeting, or on non-agendized issues, may email comments to the Clerk at clerk@sandag.org (please reference: “November 5 CTAC Meeting” in your subject line and identify the item number(s) to which your comments pertain). Comments received by 4 p.m. on Wednesday, November 4, will be provided to members prior to the meeting.

If you desire to provide a live verbal comment during the meeting, please join the Zoom meeting either by computer or phone. At the time for public comments, members of the public will be advised to “Raise Hand” if they wish to provide comments. The “Raise Hand” feature can be found on the Zoom toolbar for those who are joining via computer or by entering *9 for those who joining via telephone only. The Chair will call on members of the public by name for those joining via a computer and by the last three digits of your telephone number for those joining via telephone. All comments received prior to the close of the meeting will be made part of the meeting record.
Welcome to SANDAG. Members of the public may speak to the Cities/County Transportation Advisory Committee on any item at the time the CTAC is considering the item. Public speakers are limited to three minutes or less per person. The CTAC may only take action on any item appearing on the agenda.

In order to keep the public informed in an efficient manner and facilitate public participation, SANDAG also provides access to all agenda and meeting materials online at sandag.org/meetings. Additionally, interested persons can sign up for email notifications at sandag.org/subscribe.

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如有需要，可以把SANDAG议程材料翻译成其他语言。

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- Open your browser and go to https://www.streamtext.net/player?event=SANDAG-CTAC

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.

San Diego Association of Governments · 401 B Street, Suite 800, San Diego, CA 92101-4231
(619) 699-1900 · Fax (619) 699-1905 · sandag.org
# Cities/County Transportation Advisory Committee

**Thursday, November 5, 2020**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Action</th>
<th>Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>Welcome and Introductions</td>
</tr>
<tr>
<td>2.</td>
<td>Approve</td>
<td>Approval of Meeting Minutes</td>
</tr>
</tbody>
</table>

The Cities/County Transportation Advisory Committee (CTAC) is asked to review and approve the minutes from its October 1, 2020, meeting.

<table>
<thead>
<tr>
<th>3.</th>
<th></th>
<th>Public Comments/Communications/Member Comments</th>
</tr>
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</table>

Members of the public shall have the opportunity to address the Cities/County Transportation Advisory Committee on any issue within the jurisdiction of CTAC that is not on this agenda.

## Reports

<table>
<thead>
<tr>
<th>4.</th>
<th>Information</th>
<th>TransNet Update</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><em>Ray Major, SANDAG</em>&lt;br&gt;<em>André Douzdjian, SANDAG</em></td>
</tr>
</tbody>
</table>

An update on the region's economic outlook due to COVID-19, the schedules for TransNet revenue assumptions, and plan of finance will be provided.

<table>
<thead>
<tr>
<th>5.</th>
<th>Information</th>
<th>Active Transportation Grant Program and Smart Growth Incentive Program Update</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><em>Jenny Russo, SANDAG</em></td>
</tr>
</tbody>
</table>

An update on the schedule for the next Active Transportation Grant Program and Smart Growth Incentive Program call for projects will be provided.

<table>
<thead>
<tr>
<th>6.</th>
<th>Discussion</th>
<th>Fixing America’s Surface Transportation Act: Performance Management Safety Targets</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td><em>Sam Sanford, SANDAG</em></td>
</tr>
</tbody>
</table>

An overview on target-setting efforts for: (A) Performance Management Rule 1, which includes measures related to fatalities and serious injuries on all public roads; and (B) new requirement for regional public transportation safety targets will be presented.
Cities/County Transportation Advisory Committee and San Diego Regional Traffic Engineers Council Update

Ellison Alegre, SANDAG

As part of the FY 2021 Overall Work Plan, SANDAG staff has undertaken an effort to assess the current state of the two primary working groups reporting to the Transportation Committee, the Cities/County Transportation Advisory Committee (CTAC), and the San Diego Regional Traffic Engineers Council (SANTEC). The goal of this SANDAG effort is to establish a revised working group structure that supports SANDAG and member agencies to improve coordination and engagement to reflect and reexamine working group roles in light of current transportation trends, technologies, and local and regional transportation initiatives. An update on current efforts and next steps will be provided.

Nomination and Election of Chair and Vice Chair

Alex Estrella, SANDAG

In accordance with the CTAC Charter, the CTAC is asked to nominate a new Vice Chair and confirm the new Chair for a two-year appointment (January 2021 to December 2022).

Caltrans Updates/Announcements

Caltrans Staff

An update on various local programs, funding program deadlines, and announcements regarding upcoming conferences will be provided.

Upcoming Meetings

The next CTAC meeting is scheduled for Thursday, December 3, 2020, at 9:30 a.m.

Adjournment

+ next to an item indicates an attachment
November 5, 2020

Action: Approve

October 1, 2020, Meeting Minutes

Chair Julie Procopio (City of Escondido) called the meeting of the Cities/County Transportation Advisory Committee (CTAC) to order at 9:35 a.m.

1. Welcome and Introductions
Self-introductions were made. The attendance sheet for this meeting is included.

2. Approval of Meeting Minutes (Approve)
Action: Upon a motion by Ed Deane (City of San Marcos) and second by Ed Walton (City of Coronado), CTAC approved the minutes for the September 3, 2020, meeting.

Yes: Chair Procopio, Frank Rivera (City of Chula Vista), Ed Walton, Mario Sanchez (City of El Cajon), Ed Wimmer (City of Encinitas), Juan Larios (City of Imperial Beach), Mike James (City of Lemon Grove), Jose Lopez (City of National City), Melody Rocco (City of Poway), Ed Deane, Gary Chui (City of San Diego), Bill Morgan (County of San Diego).

No: None.

Abstain: Hossein Ajideh (City of Carlsbad), Mike Kinnard (City of La Mesa), Carl Schmitz (City of Santee), and Matthew Atteberry (City of Vista).

Absent City of Del Mar, City of Oceanside, City of Solana Beach, Metropolitan Transit System, and North County Transit District.

3. Public Comments/Communications/Member Comments
Chair Procopio announced that SANDAG staff initiated a focus group discussion with several local agency CTAC and San Diego Regional Traffic Engineers’ Council (SANTEC) representatives to provide insight on how to improve engagement, focus, and consideration for reframing how to best bring value to CTAC, SANTEC, and SANDAG. SANDAG staff also announced and reminded CTAC members of the planned joint working group meeting focusing on the Vision for the 2021 Regional Plan, currently scheduled for Thursday, October 29, 2020.

Reports

4. 2021 Regional Transportation Improvement Program Update (Information)
Senior Financial Programming Analyst Sue Alpert provided a status update of the 2021 Regional Transportation Improvement Program funding changes and a review of the schedule.
5. 2021 Regional Plan Development: Update on Local Street and Road Network Efforts
   (Information)

Principal Regional Planner Phil Trom and Technology Planning Manager Alex Estrella presented two key
activities and requested CTAC members input and feedback through follow up email. The first item included
the initiation of data collection and information on updated cost estimates and phasing information for Local
Street and Roads projects. The second item included providing an overview of the proposed Draft Complete
Corridors Local Road Network, which will serve as the local street network fabric to help advance the
development of the 2021 Regional Plan.

6. Development of Regional Transportation System Management and Operations Plan
   (Information)

Staff provided an update on the development of the Regional Transportation System Management and
Operations Plan. The plan seeks to establish a coordinated and integrated management vision for the region’s
transportation system through improved cross agency collaboration and coordination.

7. Development of Regional Intelligent Transportation System Architecture Update
   (Information)

Staff provided an update on the development of the Regional Intelligent Transportation System (ITS)
Architecture Update. A regional ITS architecture is a tailored version of the National ITS Architecture,
including the subsystems and functions that are planned for implementation. However, the regional ITS
architecture should be tailored to local needs.

8. Caltrans Updates/Announcements (Information)

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

9. Roundtable on COVID-19 Local Agency Updates (Information)

CTAC members discussed the impact of the COVID-19 pandemic at their local city offices, and strategies they
use to avoid infections for city employees and members of the public.

10. Upcoming Meetings (Information)

The next CTAC meeting was tentatively scheduled for Thursday, October 1, 2020 at 9:30 a.m.

11. Adjournment

Chair Procopio adjourned the meeting at 10:29 a.m.
Confirmed Attendance at SANDAG Cities/County Transportation Advisory Committee Meeting

October 1, 2020

<table>
<thead>
<tr>
<th>Jurisdiction/Organization</th>
<th>Name</th>
<th>Attending</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Escondido</td>
<td>Julie Procopio, Chair</td>
<td>Yes</td>
<td></td>
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<tr>
<td></td>
<td>Owen Tunnel, First Alternate</td>
<td>No</td>
<td></td>
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<tr>
<td>City of Solana Beach</td>
<td>Mohammad Sammak, Vice Chair</td>
<td>No</td>
<td></td>
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<td></td>
<td>Dan Goldberg, First Alternate</td>
<td>No</td>
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<td></td>
<td>Jim Greenstein, Second Alternate</td>
<td>No</td>
<td></td>
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<tr>
<td>City of Carlsbad</td>
<td>Hossein Ajideh</td>
<td>Yes</td>
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<td></td>
<td>TBD, Alternate</td>
<td>No</td>
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<tr>
<td>City of Chula Vista</td>
<td>Frank Rivera</td>
<td>Yes</td>
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<td></td>
<td>Bill Valle, First Alternate</td>
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<td>Eddie Flores, Second Alternate</td>
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<tr>
<td>City of Coronado</td>
<td>Ed Walton</td>
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<td>Jim Newton, Alternate</td>
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<td>Tim Thiele</td>
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<tr>
<td>City of El Cajon</td>
<td>Mario Sanchez</td>
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<td></td>
<td>Jeffrey Manchester, First Alternate</td>
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<td></td>
<td>Yazmin Arellano, Second Alternate</td>
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<td>City of Encinitas</td>
<td>Ed Wimmer</td>
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<tr>
<td>City of Imperial Beach</td>
<td>Eric Minicilli</td>
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<td>Carmen Kasner, Alternate</td>
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<tr>
<td>City of La Mesa</td>
<td>Philip Kern</td>
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<td>Mike Kinnard for Phil Kern</td>
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<td>City of National City</td>
<td>Robert Yano, First Alternate</td>
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<td>Jose Lopez, Second Alternate</td>
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<td>Jurisdiction/Organization</td>
<td>Name</td>
<td>Attending</td>
<td>Comments</td>
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<tr>
<td>City of Oceanside</td>
<td>David Toschak</td>
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<td></td>
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<tr>
<td>City of Poway</td>
<td>Melody Rocco</td>
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<td></td>
<td>Jon Collins, Alternate</td>
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<td>City of San Diego</td>
<td>Duncan Hughes</td>
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<td></td>
<td>Gary Chui, First Alternate</td>
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<td>George Gazallo, Second Alternate</td>
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<td>City of San Marcos</td>
<td>Edward Deane</td>
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<td></td>
<td>Nic Abboud/Issac E. Alternate</td>
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<td>City of Santee</td>
<td>Minjie Mei</td>
<td>No</td>
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<td>Carl Schmitz, First Alternate</td>
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<tr>
<td>City of Vista</td>
<td>Greg Mayer</td>
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<td></td>
<td>Matthew Atteburry, First Alternate</td>
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<td></td>
<td>Husam Hasenin, Second Alternate</td>
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<tr>
<td>County of San Diego</td>
<td>Bill Morgan</td>
<td>Yes</td>
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<td></td>
<td>Mohsen Maali, First Alternate</td>
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<td></td>
<td>TBD, Second Alternate</td>
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<td>Metropolitan Transit System</td>
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<td>North County Transit District</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>Bing Luu</td>
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<tr>
<td><strong>Other Agency Attendees</strong></td>
<td></td>
<td></td>
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<tr>
<td>Alyssa Phanuef, Kimley Horn</td>
<td></td>
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<tr>
<td><strong>SANDAG Staff</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Alex Estrella</td>
<td>Sue Alpert</td>
<td></td>
<td>Kendall Reynolds</td>
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<tr>
<td>Ellison Alegre</td>
<td>Phil Trom</td>
<td></td>
<td>Arthur Tovar</td>
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Active Transportation Grant Program and Smart Growth Incentive Program Update

Introduction

The TransNet Extension Ordinance provides funding for two competitive grant programs that support local efforts to increase walking, biking, and transit use throughout the region: the Active Transportation Grant Program (ATGP) and the Smart Growth Incentive Program (SGIP). The ATGP also is funded with Transportation Development Act (TDA) funds. SANDAG has historically held a call for projects for the ATGP and SGIP every three years and the next call for projects would have been held in fall 2020. The next call for projects for both the ATGP and SGIP will be postponed until 2022 for the reasons described in this report.

Discussion

Background of ATGP and SGIP

The SGIP provides funding for transportation-related infrastructure improvements and planning efforts, which support smart growth development in Smart Growth Opportunity Areas as shown on the Smart Growth Concept Map. Generally, the goal for SGIP has been to fund comprehensive public infrastructure projects and planning activities that facilitate compact, mixed-use, transit-oriented development, and increase housing and transportation choices.

The goal of the ATGP has been to encourage local jurisdictions to plan and build facilities that promote multiple travel choices and increase connectivity to transit, schools, retail centers, parks, work, and other community gathering places. The ATGP also has encouraged local jurisdictions to provide bike parking, education, encouragement, and awareness programs, which support pedestrian and bike infrastructure.

Timeline for Next Call for Projects

Both competitive grant programs are developed in support of the SANDAG Regional Transportation Plan (RTP) and Sustainable Communities Strategy (SCS). SANDAG is currently developing the next RTP/SCS, San Diego Forward: The 2021 Regional Plan, which will directly inform the development of the next ATGP/SGIP call for projects. While this important work is under way, staff also is developing a new housing incentive program, which would support increased housing development in the region and align with the goals of the Regional Early Action Program funded by the Department of Housing and Community Development.

The SANDAG Regional Planning and Contracts and Grants departments are developing the timeline for the next call for projects for the ATGP/SGIP, which is anticipated to be conducted in 2022. Questions regarding the development of the schedule and scope for the next ATGP/SGIP grant cycle can be directed to Tracy Ferchaw at tracy.ferchaw@sandag.org.

Next Steps

Staff will return to the Regional Planning Technical Working Group in late 2021 to discuss the schedule and update of the evaluation criteria for the next ATGP/SGIP call for projects.

Key Staff Contacts:  Jenny Russo, (619) 699-7314, jenny.russo@sandag.org  Tracy Ferchaw, (619) 699-1977, tracy.ferchaw@sandag.org
Fixing America’s Surface Transportation Act: Performance Management Safety Targets

Introduction

The Fixing America’s Surface Transportation Act included performance management requirements for surface transportation. These requirements directed the U.S. Department of Transportation (U.S. DOT) to enact rules to guide this nationwide effort. The Federal Highway Administration (FHWA) and Federal Transit Administration were two of the U.S. DOT branches tasked with the rulemaking development process.

Three separate final rules, which establish performance requirements for state departments of transportation and metropolitan planning organizations (MPOs) were issued by the FHWA. Performance Management Rule 1 (PM 1) focuses on transportation safety on all public roads regardless of ownership or maintenance responsibility.

The FTA has issued two separate final rules that establish performance requirements for state departments of transportation and providers of public transportation. The Public Transportation Agency Safety Plan (PTASP) final rule requires transit agencies receive certain federal funds to develop safety plans that include processes, procedures, and performance targets for a safety management system.

On May 27, 2016, the FTA and FHWA jointly released the final rule on statewide and nonmetropolitan transportation planning and metropolitan transportation planning. This rule requires MPOs like SANDAG to work with qualifying public transit agencies to develop regional public transportation safety targets.

Discussion

A. 2021 Performance Management Rule 1 Safety Target Setting

State departments of transportation are required to set PM 1 targets by August 31 of each year for the subsequent calendar year. MPOs have 180 days from that date to either establish regional targets or agree to support the state targets. For 2018, 2019, and 2020, the Board of Directors elected to support the statewide targets. An overview of the performance measures, calculations, and data sources is included in Attachment 1.

Caltrans developed its 2021 PM 1 statewide targets to include a trend line approach for fatalities and serious injuries. The most recently available data was used to calculate the percent change in fatalities and serious injuries. This change was a reduction for both fatalities and serious injuries and was set as the annual reduction amount to calculate the 2021 targets.

San Diego County contains approximately 8.4% of the state population; and approximately 8.4% of the crash fatalities/serious injuries in California occur in San Diego County (it is a little lower for some categories of incidents and slightly higher for others). Since fatality and serious injury crash statistics for the SANDAG region track closely with statewide trends, staff recommends that SANDAG support the 2021 statewide safety targets outlined in Table 1 below.
Table 1 – 2021 PM 1 Statewide Safety Performance Targets

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>2021 Statewide Targets (5-year rolling avg.)</th>
<th>% Reduction for 2021 Statewide Targets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Fatalities</td>
<td>3,624.8</td>
<td>2.9%</td>
</tr>
<tr>
<td>Rate Fatalities (per 100 million Vehicle Miles Traveled [VMT])</td>
<td>1.044</td>
<td>2.9%</td>
</tr>
<tr>
<td>Number of Serious Injuries</td>
<td>15,419.4</td>
<td>1.3%</td>
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<tr>
<td>Rate of Serious Injuries (per 100 million VMT)</td>
<td>4.423</td>
<td>1.3%</td>
</tr>
<tr>
<td>Number of non-motorized Fatalities and Serious Injuries</td>
<td>4,340.8</td>
<td>2.9% for fatalities and 1.3% for serious injuries</td>
</tr>
</tbody>
</table>

B. Regional Public Transportation Performance Measures

Starting July 20, 2020, the FTA requires certain providers of public transportation to develop a PTASP. These plans include policies and procedures to implement Safety Management Systems that include performance measures and annual performance targets. FTA’s National Public Transportation Safety Plan directs the required performance measures listed in Table 2.

The San Diego Metropolitan Transportation System (MTS) and North County Transit District (NCTD) are the two public transportation providers in the San Diego region that are required to develop PTASPs. Both MTS and NCTD have completed their respective PTASP and have provided copies to SANDAG to facilitate coordination of regional targets.

Table 2 – Public Transportation Safety Performance Measures

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Measure Details</th>
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<tbody>
<tr>
<td>Total Fatalities</td>
<td>Total number of reportable fatalities by mode</td>
</tr>
<tr>
<td>Fatality Rate</td>
<td>Fatality rate per total vehicle revenue miles by mode</td>
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<tr>
<td>Total Injuries</td>
<td>Total number of reportable injuries by mode</td>
</tr>
<tr>
<td>Injury Rate</td>
<td>Injury rate per total vehicle revenue miles by mode</td>
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<tr>
<td>Safety Events</td>
<td>Total number of reportable safety events by mode</td>
</tr>
<tr>
<td>Safety Events Rate</td>
<td>Safety Events rate per total vehicle revenue miles by mode</td>
</tr>
<tr>
<td>System Reliability</td>
<td>Mean distance between major mechanical failures by mode</td>
</tr>
</tbody>
</table>
Next Steps

Information on PM 1 will be shared with the Public Safety Committee, Transportation Committee, and Board in November and December 2020. Pending approval, SANDAG will submit PM 1 2021 target setting documents to Caltrans in advance of the February 28, 2021, deadline. Regional public transportation safety targets will be presented to the Transportation Committee and Board in December 2020.

Programming efforts that support the PM 1 targets are summarized as part of the 2018 Regional Transportation Improvement Program (RTIP) (Appendix H) and will be updated in the 2021 RTIP to support the regional public transportation safety targets. Progress toward the targets for PM 1 is summarized in San Diego Forward: The 2019 Federal Regional Transportation Plan (Appendix D), and will also be updated with San Diego Forward: The 2021 Regional Plan to support the regional public transportation safety targets.

Key Staff Contact: Sam Sanford, (619) 595-5607, samual.sanford@sandag.org
Attachment: 1. Safety Performance Management Targets for 2021
Safety Performance Management Targets for 2021

The California Department of Transportation (Caltrans), in cooperation with the Office of Traffic Safety (OTS), is required to set five annual Safety Performance Management Targets (SPMTs) for all public roads in the State of California by August 31 of each year. This is pursuant to the Moving Ahead for Progress in the 21st Century Act (MAP-21, P.L. 112-141). The Safety Performance Management Final Rule adds Part 490 to Title 23 of the Code of Federal Regulations to implement the performance management requirements in 23 U.S.C. 150.

Caltrans set SPMTs for the 2021 calendar year by August 31, 2020. Caltrans and OTS have adopted targets consistent with the California Strategic Highway Safety Plan (SHSP) as follows:

**TABLE 1. PERFORMANCE MEASURE AND TARGET BASED ON 5-YEAR AVERAGE**

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Data Source</th>
<th>5-Yr. Average Target for 2021</th>
<th>Annual Reduction 2018 to 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Fatalities</td>
<td>FARS</td>
<td>3,624.8</td>
<td>2.9%</td>
</tr>
<tr>
<td>Rate of Fatalities (per 100M VMT)</td>
<td>FARS &amp; HPMS</td>
<td>1.044</td>
<td>2.9%</td>
</tr>
<tr>
<td>Number of Serious Injuries</td>
<td>SWITRS</td>
<td>15,419.4</td>
<td>1.3%</td>
</tr>
<tr>
<td>Rate of Serious Injuries (per 100M VMT)</td>
<td>SWITRS &amp; HPMS</td>
<td>4,423</td>
<td>1.3%</td>
</tr>
<tr>
<td>Number of Non-Motorized Fatalities and Serious Injuries</td>
<td>FARS &amp; SWITRS</td>
<td>4,340.8</td>
<td>2.9% for Fatalities and 1.3% for Serious Injuries</td>
</tr>
</tbody>
</table>

*Note: The targets highlighted in gray are set in coordination with OTS.*

The Highway Safety Improvement Program (HSIP) is a core Federal-aid program with the purpose to achieve a significant reduction in fatalities and serious injuries on all public roads. The HSIP requires a data-driven, strategic approach to improving highway safety on all public roads and focuses on performance. The HSIP regulation under 23 CFR 924 establishes the Federal Highway Administration’s (FHWA) HSIP policy, as well as program structure, planning, implementation, evaluation and reporting requirements for states to successfully administer the HSIP. The overarching highway safety plan for the State of California is the Strategic Highway Safety Plan (SHSP). In January 2020, California updated its SHSP, which is “a statewide, coordinated traffic safety plan that provides a comprehensive framework for reducing roadway fatalities and serious injuries on California’s public roads” (SHSP, 2020-2024, page 5). It further states that the “SHSP is a multi-disciplinary effort involving Federal, Tribal, State, and local representatives from the 5 Es of safety who dedicate countless hours to improve safety and partnerships across disciplines” (SHSP, 2020-2024, page 38). In support of a data-driven and strategic approach, the HSIP Final Rule contains major policy changes related to:

- the HSIP report content and schedule,
- the SHSP update cycle, and
• the subset of the Model Inventory of Roadway Elements (MIRE), also known as the MIRE Fundamental Data Elements (FDE).

The Safety Performance Measures (PM) Final Rule supports the data-driven performance focus of the HSIP. The Safety PM Final Rule establishes five performance measures to carry out the HSIP: the five-year averages for:

• Number of Fatalities,
• Rate of Fatalities per 100 million Vehicle Miles Traveled (VMT),
• Number of Serious Injuries,
• Rate of Serious Injuries per 100 million VMT, and
• Number of Non-motorized Fatalities and Non-motorized Serious Injuries.

These safety performance measures are applicable to all public roads regardless of ownership or functional classification. The Safety PM Final Rule also establishes a common national definition for serious injuries.

States must establish statewide targets for each of the safety PMs. States also have the option to establish any number of urbanized area targets and one non-urbanized area target for any, or all, of the measures. Targets are established annually. For three PMs (number of fatalities, rate of fatalities and number of serious injuries), targets must be identical to the targets established for the National Highway Traffic Safety Administration (NHTSA) Highway Safety Grants program that is administered by OTS. The State Departments of Transportation (DOTs) must also coordinate with their Metropolitan Planning Organizations (MPOs) in their states on establishment of targets, to the maximum extent practicable. States will report targets to the FHWA in the HSIP report due in August of each year.

Each MPO will establish targets for the same five safety performance measures for all public roads in the MPO’s planning area within 180 days after the state establishes each target. The targets will be established in coordination with the state, to the maximum extent practicable. The MPO can either agree to support the State DOT target or establish a numerical target specific to the MPO planning area. MPOs’ targets are reported to the State DOT, which must be able to provide the targets to FHWA, upon request.

A state is considered to have met or made significant progress toward meeting its safety targets when at least four of the five targets are met or the outcome for the PM is better than the baseline performance the year prior to the target being set. Optional urbanized area or non-urbanized area targets will not be evaluated. Each year that the FHWA determines a state has not met or made significant progress toward meeting its performance targets, the state will be required to use obligation authority equal to the baseline year HSIP apportionment for safety projects. States must also develop a HSIP Implementation Plan.

**Target Selection Methodology**

There are three steps to setting safety performance targets, which are:

• estimating the existing trends to determine where the state is,
• determining what external factors will impact the target in order to forecast future trends, and
• estimating targets based on forecasted fatality reductions from safety plans.
Since safety targets are applicable to all public roads in the California, regional and local jurisdictions should be collaboratively involved in the safety target setting process. In line with this, on July 20, 2020, a virtual workshop was held to discuss the 2021 SPMTs with the MPOs and other vested stakeholders. During this workshop, three possible scenarios for setting the 2021 targets were discussed. They included: (1) an aspirational trend such as reaching zero fatalities by 2050; (2) a target based on estimated impacts from completed activities and projects; and (3) a trend line, which extrapolates the existing changes in fatalities and serious injuries into the future.

The current approach is the third scenario that uses a trend line. The trend line approach extrapolates the existing changes in fatalities and serious injuries into the future and is a data-driven process that estimates the impacts of external factors and safety improvements based on collision history.

**The Number of Fatalities**

For 2021, the target for fatalities is the five-year average of 3,624.8 with 3,456 fatalities projected for the same year. NHTSA Fatality Analysis Reporting System (FARS) data was used through 2017 and the adjusted provisional number of 3,772 obtained from California Highway Patrol (CHP) FARS was used for 2018 as it was believed to be a more accurate number for 2018. Even though traffic fatalities have generally increased from 2010 to 2017 in California as shown in Figure 1, there was a 2.9% reduction in fatalities from 3,884 in 2017 to 3,772 in 2018. The target for 2021 fatalities is based on continuing this trend line for fatalities of an annual reduction of 2.9% from 2018 through 2021. This includes a decrease in actual annual fatalities from 3,772 in 2018 to 3,456 in 2021. In Figure 1, the dark green bars for 2009 through 2018 denote the existing fatality data and the gray bars for 2019 through 2021 represent the trend line reduction.

Through assistance with the HSIP, many California agencies have or are developing Local Roadway Safety Plans that put a focus on reducing fatal and serious injury collisions throughout their respective jurisdictions. This coupled with an increase (over 25 percent) in the number of OTS grants from the prior year, will assist California in continuing the downward this downward trend in fatalities.

**Figure 1 – California Statewide Fatalities**
The Number of Serious Injuries

The 2021 target for serious injuries is the five-year average of 15,419.4 with 15,411 serious injuries projected for the same year. Statewide Integrated Traffic Records System (SWITRS) data was available for serious injuries through 2018. The definition of serious injuries was changed to include suspected serious injuries and was implemented in mid-2017. The first full year of suspected serious injuries resulted in an increase of 21% from the last full year using the old definition. The trend line for serious injuries was based on the 1.3% reduction from 7,725 serious injuries for the first half of 2018 to 7,623 for the first half of 2019. The target for 2021 serious injuries is based on continuing this trend line for serious injuries of an annual reduction of 1.3% of serious injuries from 2019 through 2021. This is represented by a decrease in serious injuries from 16,039 in 2018 to 15,411 in 2021. In Figure 2, the dark green bars for 2009 through 2018 denote the existing serious injury data and the gray bars for 2019 through 2021 represent the trend line reduction.

Through assistance with the HSIP, many California agencies have or are developing Local Roadway Safety Plans that put a focus on reducing fatalities and serious injuries throughout their agency. This coupled with the increase (over 25%) in the number of OTS grants from the prior year, will assist California in continuing the downward trend in serious injuries.

Annual Fatality Rate (per 100M VMT)

Statewide traffic volumes are reported in one hundred million vehicle miles traveled (100M VMT).

For the purposes of safety performance target setting, VMT data used was from the Highway Performance Monitoring System through 2018. As shown in Figure 3, traffic volumes have been steadily increasing since 2011. 2019 VMT was projected to have a 0.9 percent increase over 2018 and then remain flat through 2021 due to the uncertainties of the impacts of COVID-19.
For 2021, the target for fatality rate is the five-year average of **1.043** with an annual rate of 0.99 for the same year. This represents an annual reduction from a rate of 1.09 for 2018 to 0.99 in 2021. For the fatality rate calculation, the fatality data and reduction of fatalities of 2.9% from 2018 through 2021 from the number of fatalities performance measure was used. In Figure 4, the dark green bars for 2009 through 2018 denote the existing fatality rate data and the gray bars for 2019 through 2021 represent the trend line reduction.

The Rate of Serious Injury

The serious injury rate is the number of serious injuries divided by 100M VMT. For 2021, the target for serious injury rate is the five-year average of **4.423** with an annual rate of 4.40 for the same year. This includes a reduction of the annual serious injury rate from 4.62 in 2018 to 4.40 in 2021. For the serious injury rate calculation, the serious injury data and reduction of serious injuries of 1.3% from 2019 through 2021 from the number of serious injuries performance measure was used. The VMT data used was from the Highway Performance Monitoring System through 2018 and 2019 VMT was projected to have a 0.9 percent increase over 2018 and then remain flat through 2021 (as is the case in calculating the fatality rate). In Figure 5, the dark green bars for 2009 through 2018 denote...
the existing serious injury rate data and the gray bars for 2019 through 2021 represent the trend line reduction.

**Figure 5 - California Statewide Serious Injury Rate**

![California Statewide Serious Injury Rate](image)

**The Number of Non-Motorized Fatalities and Non-Motorized Serious Injuries (Bicycles and Pedestrians)**

In Figure 6, the darker green bars for 2009 through 2018 show the number of fatalities from FARS and serious injuries from SWITRS for pedestrians and bicyclists combined. The gray bars for 2019 through 2021 depict the decreasing number of fatalities and serious injuries. For 2021, the target for non-motorized fatalities and serious injuries is the five-year average of 4,340.8 with an annual frequency of 4,276 for the same year. This includes a reduction in the annual frequency from 4,447 in 2018 to 4,276 in 2021. This reduction is based on applying the 2.9% reduction for fatalities and 1.3% reduction for serious injuries discussed previously.

**Figure 6 - California Statewide Non-Motorist Fatalities and Serious Injuries**

![California Statewide Non-Motorist Fatalities and Serious Injuries](image)
Contacts:

Dean Samuelson
Phone: (916) 653-3661
Email: dean.samuelson@dot.ca.gov

Saurabh Jayant
Phone: (916) 654-6101
Email: saurabh.jayant@dot.ca.gov

Further information with regards to the safety targets is accessible at: https://dot.ca.gov/programs/federal-liaison.
Transportation Working Groups
Focus Group Meeting Summary
9/16/20
11:00 AM – 12:00 PM

Focus Group Attendees

- Hamid Bahadori, City of Oceanside, SANTEC (North County Coastal)
- Julie Procopio, City of Escondido, CTAC (North County Inland, CTAC Chair)
- Duncan Hughes, City of San Diego, CTAC and SANTEC (Metro)
- Zoubir Ouadah, County of San Diego, SANTEC (Unincorporated)
- Mario Sanchez, City of El Cajon, CTAC and SANTEC (East County)
- Bill Valle, City of Chula Vista, CTAC (South County)
- Minjie Mei, City of Santee, CTAC and SANTEC (SANTEC Vice Chair)

Background
This focus group was assembled to initiate discussion and obtain early input from local agency stakeholders regarding the current state of SANDAG’s two primary working groups on transportation, the Cities/County Transportation Committee (CTAC) and the San Diego Regional Traffic Engineers Council (SANTEC). Both working groups have decades-long histories serving in an advisory capacity to SANDAG on transportation, but the roles and responsibilities of these working groups have shifted as SANDAG priorities have evolved and changed over time. The current structure of these two working groups, along with a growing sense of lack of purpose or identity, have resulted in declining attendance and participation from local agency members.

As SANDAG and local cities become “Smarter” and move forward with deploying advanced transportation technology solutions to manage and reduce traffic and improve safety, new levels of coordination and collaboration will be necessary to maximize and integrate these investments. It is an opportune time to assess the structure and role of CTAC and SANTEC to ensure both committees are positioned to actively engage and advise on regional initiatives to implement multimodal cross-jurisdictional systems, services, and projects.

Background information on CTAC and SANTEC was presented to the focus group participants along with an initial assessment of the two working groups to set the stage for a discussion (see attached presentation slides). The following provides a summary of the focus group feedback.
Current Challenges and Future Opportunities for CTAC and SANTEC:

Challenge – Outdated charters: Both working groups have outdated charters that focus their advisory role on initiatives that are not active or applicable today. The role of CTAC vs SANTEC has been blurred over the years resulting in redundancy in meeting content.

Opportunity: Charters are living documents that can be revised to meet stakeholder needs. Charters for both committees should be updated to reflect current local and regional needs.

Challenge – Lack of clarity between roles of CTAC and SANTEC: CTAC and SANTEC had defined roles that distinguished the two working groups. CTAC was traditionally focused on broader, policy issues, while SANTEC has focused on technical, traffic engineering-related issues. In recent years, the focus has been similar for both committees with presentations on regional projects that are at the core of SANDAG business. Members expressed interest in restoring these original roles and focus areas.

Opportunity: Along with charter updates, consider revamping agendas with relevant content that better serves the needs of SANDAG, CTAC and SANTEC members. SANTEC content should be more technical and relevant to traffic engineers. CTAC content should be more policy focused. Both committees want more discussion and learning opportunities on technology.

Challenge – Lack of connection between SANTEC, CTAC and SANDAG: CTAC’s advisory role is not well defined within SANDAG as an agency. Some members feel as if SANDAG staff is “checking a box” by presenting items to CTAC, but committee input does not serve a purpose. The ability to provide recommendations has been difficult as agenda items are generally informational and not presented for in-depth discussion. On the occasion when CTAC recommendations are shared with the Transportation Committee, CTAC members are not informed of subsequent TC actions (e.g., recent 70/30 split recommendation).

Opportunity: Offer meaningful opportunities to provide input and discuss significant regional projects. For both working groups, establish a feedback loop process in which the resulting action items from recommendations to policy committees are reported back to the working groups. Identify relevant projects that the working groups can actively participate in developing such as the update of the Regional ITS Architecture and Regional Smart Intersection System ConOps.

Challenge - Overlap between CTAC and SANTEC agendas: The current working group structure creates redundancies and inefficiencies in conducting working group business. CTAC and SANTEC agendas are often duplicative, which may discourage attendance for the many agency representatives who serve on both working groups. At SANTEC, this has become an issue in attaining a meeting quorum per Brown Act.
**Opportunities:** Plan out meeting content and programming for working groups well in advance to minimize the redundancy and add value for members and SANDAG. Present relevant topics and provide opportunities for meaningful input/discussion from both working groups. Leverage SANTEC as a technical brain trust on ITS projects. The frequency of meetings can also be reconsidered based on content.

**Challenge – Rigid structures don’t facilitate information exchange:** Both working groups are subject to The Brown Act, which, among other factors, results in a more formal meeting structure that may discourage open dialogue and information exchange. Currently industry or technology vendors are not able to present and share information on products or services that are vital in the development of ITS and other advanced transportation systems. This constrains knowledge transfer and the promotion of innovation, and leads to isolated, uncoordinated efforts by local agencies. SANTEC would like a less formal committee structure that facilitates discussion and information sharing around new technology and other local issues related to “working in the trenches”. Determine how “Technology Exchanges” that include industry leaders and subject matter experts could be incorporated into the working group programming.

**Opportunity:** Consider alternating working group meetings with some agendas focused on regional business and others more topically focused on best practices, lessons learned or technology exchanges. Consider more joint CTAC/SANTEC meetings that foster collaboration across agencies and disciplines and promote a more balanced discussion of policy/planning issues with technical/traffic engineering input. Some working group members wear different “hats” depending on which working group meeting they attend and would benefit from joint meetings.

**Challenge – Travel time to in-person meetings:** Some agencies are unable to make physical meetings due to distance, travel time or travel constraints.

**Opportunity:** The current situation with the COVID-19 pandemic has established virtual meetings for the foreseeable future. If Brown Act permits, conducting these working group meetings remotely for some or all meetings should be considered post-COVID to save time, increase engagement, and be more accommodating to members’ needs.

**Challenge – Inability to participate in the development of regional standards and guidelines:** While both working groups are seen as forums of regional coordination, there have been challenges in adopting recommendations for regional standards and guidelines, such as traffic impact study (TIS) guidelines. Adoption of regional standards could bind the agency legally. This is challenging when it comes to establishing consistency across the region.

**Opportunity:** When appropriate and feasible, SANDAG could consider developing best practices or guidance that promotes regional consistency around standards which would minimize liability and risk for SANDAG.
Next Steps

• Meet with SANDAG General Counsel to determine limitations and opportunities for committee format
• Conduct peer agency research and interviews and bring back best practices on committee structure for consideration
• Meet with focus group participants in late fall to review research findings and discuss opportunities for committee structure improvements
• Present recommendations to full CTAC and SANTEC membership for discussion this winter
• Incorporate feedback into an implementation work plan
Focus Group on Transportation Working Groups at SANDAG

September 16, 2020
Focus Group Participants

• Hamid Bahadori, City of Oceanside, SANTEC (North County Coastal)
• Julie Procopio, City of Escondido, CTAC (North County Inland, CTAC Chair)
• Duncan Hughes, City of San Diego, CTAC and SANTEC (Metro)
• Zoubir Ouadah, County of San Diego, SANTEC (Unincorporated)
• Mario Sanchez, City of El Cajon, CTAC and SANTEC (East County)
• Bill Valle, City of Chula Vista, CTAC (South County)
• Minjie Mei, City of Santee, CTAC and SANTEC (SANTEC Vice Chair)
Focus Group Purpose

To provide SANDAG staff with early input on a committee structure that better engages SANTEC and CTAC members to:

• advise on regionally significant transportation projects and Intelligent Transportation Systems initiatives;
• provide a regional forum for collaboration and knowledge transfer;
• advance and coordinate Smart City initiatives.
Transportation Working Groups

SANDAG has two primary working groups that provide recommendations on regional transportation plans, policy, programs and projects:

- **Board of Directors**
- **Transportation Committee**
- **CTAC**
- **SANTEC**
## CTAC and SANTEC Background

<table>
<thead>
<tr>
<th>CTAC</th>
<th>SANTEC</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Established</strong></td>
<td>1993</td>
</tr>
<tr>
<td><strong>Charter Responsibilities</strong></td>
<td><strong>Charter Responsibilities</strong></td>
</tr>
<tr>
<td>Develop project evaluation and prioritization criteria and make funding recommendations for local streets and roads.</td>
<td>Technical advisory body that reviews and provides input on regional transportation plans, projects and policies.</td>
</tr>
<tr>
<td><strong>Line of Reporting</strong></td>
<td>Reports to TC</td>
</tr>
<tr>
<td><strong>Membership</strong></td>
<td>Public Works Directors from Cities, County. MTS and NCTD voting members. Caltrans, APCD and Port non-voting.</td>
</tr>
<tr>
<td><strong>Meeting Fr</strong></td>
<td>Monthly (1st Thursday)</td>
</tr>
<tr>
<td><strong>Subject Laws</strong></td>
<td>Brown Act, Conflict Laws</td>
</tr>
<tr>
<td><strong>Membership Fr</strong></td>
<td>Reports to CTAC</td>
</tr>
<tr>
<td><strong>Membership</strong></td>
<td>Transportation professionals from Cities, County, MTS, NCTD, and Caltrans.</td>
</tr>
</tbody>
</table>
New Opportunities

**Current Focus Areas**

- Local Streets and Roads Program, Active Transportation, Regional Plan, Regional Arterial Management (RAMS)

**Emerging Focus Areas**

- Regional ITS Architecture and Strategic Plan
- 5 Big Moves: Next Operating System, Mobility Hubs/Flexible Fleets, Complete Corridors/CMCPs
- Transportation System Management and Operations (TSMO)
- Advanced Traffic Signal Control/Regional Smart Intersection System
- Connected and Automated Vehicles (CAV)/ Electric Vehicles and supporting infrastructure
- Big Data/Data Sharing
- Emerging Technology
SANTEC Current Status

- 8 to 9 Meetings per year since 2014
- 26% of current SANTEC roster also on CTAC
- Since 2018, 34% of agenda items also covered at CTAC
- Since 2018, 63% of agenda items are regional in nature
CTAC Current Status

• 9 Meetings per year since 2014
• 30% of current CTAC roster also on SANTEC
• Since 2018, 33% of agenda items also covered at SANTEC
• Almost all agenda items are regional in nature
Challenges

• Role and responsibilities have shifted from original charter
• Confined to Local Streets and Road program (CTAC)/Limited focus
• Lack of Engagement/Poor Attendance
• Redundancy between CTAC and SANTEC/Too many meetings for members
• Lacking regional forum for technical knowledge transfer and information exchange with peers
• Constraints on engagement with private sector technology companies
Discussion Questions

• Did we capture all the challenges? Are there other challenges from your experience and perspectives?

• Is participation in these working groups adding value for your agency and for the region?

• What ideas do you have for meeting our working group objectives? Are there other objectives that should be added?
  • Advise on regional transportation projects and ITS priorities
  • Provide regional forum
  • Advance smart cities
Next Steps

- Receive initial input from advisory panel (today)
- Develop recommendations for future of CTAC/SANTEC (Fall)
- Share recommendations with CTAC/SANTEC for discussion (Fall/Winter)
- Finalize a roadmap for the future of CTAC/SANTEC (Spring 2021)
Inactive Projects

Projects must be billed within the specified and agreed-upon timeframe to avoid de-obligation of funds.

As of **October 23, 2020**, the INACTIVE and Future Inactive list was updated. Action is required by the County of San Diego as well as these eight cities: Chula Vista, Encinitas, Escondido, La Mesa, National City, Oceanside, San Diego, and Vista.

**November 20, 2020 is the deadline to submit Inactive invoices.** District 11 must receive accurate and complete invoices to prevent de-obligation of federal funds! Verify on the “Inactive” link shown below for 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 (LAPM), invoices typically are paid by check within 60 days of receipt (or 50 days if paid through Electronic Funds Transfer).*


**January 29, 2021 – Federal Fiscal Year (FFY) 20/21 Requests for Authorization Obligations Due!**

Funding Requests for Authorization (RFA) during this federal fiscal year are due by January 29, 2021. Please continue to transmit all RFA submittals at the earliest opportunity for faster funding approvals.

Note the Obligation Authority (OA) funds for redistribution are dwindling faster than in prior years. Also, make sure that funds are programmed appropriately.

**November 2020 – New Federal Lands Access Program (FLAP) Call for Projects (due in April 2021)**

An announcement calling for new Federal Lands Access Program (FLAP) projects is anticipated in November 2020. The deadline for “FLAPplications” is expected to be in April 2021. The outreach plan is to schedule webinars that assist tribal and local agencies, as well as Caltrans, with this process.

FLAP funds projects providing access to, are adjacent to, or are located within Federal Lands on facilities maintained or owned by a state, county, local agency or tribal government. Projects accessing high-use Federal recreation sites or Federal economic generators will receive priority. FLAP intends to supplement State, local and tribal resources for public roads, trails, transit systems, and other transportation facilities.


**New Invoice Form Required – Effective Immediately (updated August 2020)**

In January 2020, Caltrans updated the new invoice form to incorporate many suggestions from staff and local agencies. Please transmit all invoices on this new LAPM Exhibit 5-A and use the new version from August 2020.

These following links have details with instructions -


[https://forms.dot.ca.gov/v2Forms/servlet/FormRenderer?frmid=LAPM5A](https://forms.dot.ca.gov/v2Forms/servlet/FormRenderer?frmid=LAPM5A)

For questions, please contact either the assigned Local Area Engineer or the Local Assistance Program Support Analyst, Alma Sanchez, via email at [Alma.Sanchez@dot.ca.gov](mailto:Alma.Sanchez@dot.ca.gov) or by phone: 619-987-0766.
Temporary Exception for Requiring “Wet” Signatures on Invoices

The current process of requiring wet signatures on invoice documents in order to process for payment is temporarily exempted. Until further notice, scanned copies of invoices will be accepted.

For questions, please contact either the assigned Local Area Engineer or the Local Assistance Program Support Analyst, Alma Sanchez, via email at Alma.Sanchez@dot.ca.gov or by phone: 619-987-0766.

At-Risk Preliminary Engineering (PE) – Office Bulletin (OB) 20-03

Caltrans Division of Local Assistance released OB 20-03 on August 11, 2020, with these policy changes:

Except for projects with federal funds that require California Transportation Commission (CTC) allocation (Active Transportation Program, Trade Corridor Enhancement Program, State Transportation Improvement Program, etc.), local agencies may begin reimbursable Preliminary Engineering (PE) work prior to receiving federal authorization for such work, assuming the project and PE phase are included in a federally-approved Federal Statewide Transportation Improvement Program (FSTIP) document or an FSTIP amendment prior to incurring costs. Programming projects in the FSTIP or starting reimbursed work prior to authorization does not necessarily ensure a project is eligible for federal aid reimbursement.

National Environmental Protection Act (NEPA) approval will not occur until subsequent Right of Way and Construction phases are identified as fully funded and programmed in the FTIP.

Further information is in the full Office Bulletin available online at this following link –

FHWA Virtual Tradeshow Resources

The Tribal, Rural and Local Road Safety Virtual Tradeshow is available via this FHWA website:
https://safety.fhwa.dot.gov/local_rural/tribal/Local_Rural_Local_Road_Virtual_Trade_Show.pdf

This Virtual Booth links to many safety resources (reports, brochures, videos, etc.) on the FHWA Safety website.

Local Roadway Safety Plan (LRSP) Requirement

Highway Safety Improvement Program (HSIP) Cycle 11 (around April 2022) will require a mandatory Local Roadway Safety Plan (or the equivalent) from any agency applying for HSIP project funds.

Details regarding this requirement are available through the following link –

On October 1, 2020, the Federal Highway Administration (FHWA) debuted a new LRSP resource website –
https://safety.fhwa.dot.gov/LRSPDIY

Preparation Schedule for California Transportation Commission (CTC) Allocation Requests

Please review the following schedule of deadlines to send allocation request packages for California Transportation Commission (CTC) approval during the January 2021 CTC meeting. When possible, do not wait to submit requests. Caltrans District 11 must receive all documents at least two months prior to the CTC meeting date. Wednesday, November 25, 2020 is the next deadline (for the January 27-28, 2021, CTC meeting).
# 2021 Preparation Schedule

## California Transportation Commission (CTC) Meetings

### Agenda Item(s) Due Dates

Prepared by:

Office of CTC Liaison  
Division of Financial Programming  
California Department of Transportation  

As of: August 2020

<table>
<thead>
<tr>
<th>Date and Location:</th>
<th>2021 California Transportation Commission (CTC) Meeting Schedule</th>
<th>Local Agency Submits Off System Funds Requests, Program Amendments, and Time Extensions to Caltrans Districts</th>
<th>District Submits Off System and On System Requests to HQ Divisions</th>
<th>HQ Divisions Submit Final Off System and On System Requests to Budgets</th>
<th>Final Agenda Language Due From HQ Divisions to Office of CTC Liaison</th>
<th>Final Book Items Due from HQ Divisions to Office of CTC Liaison</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Jan 27-28</strong> - Stockton</td>
<td>Mon, Nov 30, 20</td>
<td>Mon, Dec 7, 20</td>
<td>Mon, Dec 14, '20</td>
<td>Fri, Dec 18, '20</td>
<td>Mon, Dec 21, '20</td>
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<tr>
<td><strong>Mar 24-25</strong> - San Diego</td>
<td>Mon, Jan 25, 21</td>
<td>Mon, Feb 1, 21</td>
<td>Mon, Feb 8, '21</td>
<td>Wed, Feb 17, '21</td>
<td>Thu, Feb 18, '21</td>
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<tr>
<td><strong>May 12-13</strong> - San Francisco</td>
<td>Mon, Mar 15, 21</td>
<td>Mon, Mar 22, 21</td>
<td>Mon, Mar 29, '21</td>
<td>Wed, Apr 7, '21</td>
<td>Thu, Apr 8, '21</td>
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<td>Mon, Apr 26, 21</td>
<td>Mon, May 3, 21</td>
<td>Mon, May 10, '21</td>
<td>Wed, May 19, '21</td>
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<tr>
<td><strong>Aug 18-19</strong> - Los Angeles</td>
<td>Mon, Jun 21, 21</td>
<td>Mon, Jun 28, 21</td>
<td>Tue, Jul 6, '21</td>
<td>Wed, Jul 14, '21</td>
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<tr>
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<td>Mon, Aug 23, 21</td>
<td>Mon, Aug 30, '21</td>
<td>Wed, Sep 8, '21</td>
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<td>Mon, Oct 25, '21</td>
<td>Wed, Nov 3, '21</td>
<td>Thu, Nov 4, '21</td>
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* No Scheduled Meeting in: February, April, July, September and November

Moved - July 4 (Observed)  
Moved - Christmas  
Moved - Christmas
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<td>City of Oceanside</td>
<td>2/12/2020</td>
<td>2/12/2025</td>
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<td>City of Santee</td>
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<td><strong>City of Solana Beach</strong></td>
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<td>City of Vista</td>
<td>5/12/2020</td>
<td>5/12/2025</td>
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<tr>
<td>County of San Diego</td>
<td>10/31/2019</td>
<td>10/31/2024</td>
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<tr>
<td>Port of San Diego</td>
<td>8/27/2020</td>
<td>8/27/2025</td>
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Quality Assurance Program (QAP) – Renewals for 2021
The schedule on the preceding page lists due dates for all eligible agencies in San Diego County.
As a reminder, Quality Assurance Program (QAP) approval expires in 2021 for the City of San Diego and SANDAG. Poway and Solana Beach require QAP approval if federal funds are needed for future projects.
Updated QAP packages must be submitted to the assigned Local Area Engineer. Otherwise, no Construction funding authorization requests will be processed.

Construction Contract Administration Guidance
Construction on critical transportation infrastructure and most public works is designated an “essential service” by the U.S Department of Homeland Security.
Check this link for general guidance on potential impacts to current and upcoming (awarded) projects – http://www.localassistanceblog.com/2020/04/08/construction-contract-administration-guidance-covid-19/
For questions, please contact the assigned Local Area Engineer.

New Caltrans Architectural & Engineering (A&E) Oversight Videos Online
Now available are short videos about key topics on the A&E Resources Website – http://www.localassistanceblog.com/2020/08/11/ae-short-video-series-is-back

Federal Aid Series Recordings Now Available for Project Contract Administration
This recording of a recently delivered class is now available online. Training focuses on both State and federal aid highway projects.
Click this link for the recording – https://www.fhwa.dot.gov/federal-aidessentials/catmod.cfm?id=1
PowerPoint presentation page – https://apps.cce.csus.edu/portal/fileShareView.cfm?forumID=6217

Local Agency Oversight of Property Management & Excess Land Disposal – Office Bulletin (OB) 20-05
Caltrans Division of Local Assistance released OB 20-05 on October 15, 2020, with these policy changes:
Caltrans will review Local Public Agency (LPA) property management from acquisition through the construction phase by periodic risk-based reporting. The OB recommends that every LPA completes an Exhibit 13-F Local Public Agency Real Property Services Checklist for reporting property purchases. This checklist would guide the LPA with expectations of property management requirements. To establish the new Caltrans oversight into a routine expectation, this checklist will have a targeted sunset of five years.
OB 20-05 revises and supersedes these following sections of the Local Assistance Procedures Manual (LAPM) Chapter 13 –
1) LAPM Chapter 13, Section 13.4: Right of Way Authorization
2) LAPM Chapter 13, Section 13.9: Right of Way Acquisition
3) LAPM Chapter 13, Section 13.12 Reimbursement/Fiscal Policy
Local Agency Oversight of Property Management and Excess Land Disposal

I. BACKGROUND

In May 2019, a Local Public Agency Property Management Practices Program Review with FHWA was held and targeted compliance with 23 CFR 710.201(a) and 23 CFR 710.403(e). It was determined that Caltrans is not providing enough guidance or oversight of Local Public Agency (LPA) practices when it comes to property management and disposal of excess land. There currently is no oversight of properties once purchased to the time of construction or disposal. LPAs are not implementing the CFRs as expected. As a result, LPAs are not in compliance with federal regulations.

II. POLICY

It is the expectation that the LPAs follow the Caltrans Right of Way Manual Property Management Chapter on maintaining an inventory of properties purchased for the period of time between acquisition and construction. Additionally, it is the expectation that the LPAs follow some sections of the Caltrans Right of Way Manual Excess Land Chapter for procedures on property disposal. Further, if properties that have been purchased with federal funds are rented, they must be rented at fair market rent. If a LPA rents a property at less than fair market, federal approval is necessary. Federal funds should not be used to purchase excess lands. A property must be sold at fair market rate. Lastly, it is Local Assistance policy and expectation that excess lands must be sold within two years after opening the roadway to traffic, or within two years after submitting the final voucher to the FHWA (whichever is earlier) to dispose of excess properties.

III. PROCEDURE

Oversight of LPAs will be completed by Caltrans from the acquisition phase through the construction phase by periodic risk-based reporting. It is recommended that LPAs complete Exhibit 13-F: Local Public Agency Real Property Services Checklist for reporting property purchases. This checklist would guide the LPA in the expectation of property management requirements. In order to establish the new oversight into a routine expectation, this checklist will have a targeted sunset of five years.

IV. APPLICABILITY/IMPACTS

As a result of the program review, the Right of Way Property Management Chapter, and the Right of Way Excess Land Chapter has been updated. Applicable sections of Chapter 13 of the LAPM have been updated to reflect and clarify expectations as they pertain to property management and excess land disposal.
Implementation of these procedures will impact both LPAs and Caltrans oversight divisions. The first expectation is that the LPAs will complete a form to demonstrate an inventory and management of their properties. The intent is to sunset the form in five years, while maintaining the expectation of LPAs continuing to inventory their properties as they are purchased. Second, Caltrans will begin to provide oversight of LPAs as they purchase properties to ensure that the LPAs are inventorying their properties. Oversight activities will include review of the new checklist for compliance in basic property management activities, property disposal of excess, follow up with previous (if applicable) quarterly reviews. These oversight activities will be accomplished through a risk-based approach, with oversight reviews occurring a minimum of every quarter during the year.

Recommended:

Original Signature By
Eva-Marie Figlietti
Supervising Right of Way Agent
Local Programs / DLA Liaison
10/15/20
Date

Approved:

Original Signature By
Kimberly E. Erickson, Chief
Right of Way and Land Surveys
10/15/20
Date

Attachments:
Attachment 1 – LAPM 13, Sections 13.4, 13.9 &13.12
Attachment 2 – Exhibit 13-F: Local Public Agency Real Property Services Checklist
Title VI Nondiscrimination Program – An Additional Requirement

A reminder for local agencies to comply with all Title VI requirements. See Local Assistance Procedures Manual (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 part 21).

Effective immediately, all local agencies are required to insert the clause from Appendix E of the Title VI Assurance in each federal-aid contract. U.S. Department of Transportation Order No.1050.2 requires adding Appendix E, which is not included in Exhibit 4-C: Master Agreement – Administering Agency-State Agreement for Federal-Aid Projects. All local agencies must include the provisions indicated in Appendices A – E of the Title VI Assurances in all federal-aid contracts between an agency and a contractor.

The requirements also 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 Title VI program and compliance review at any time.

Link to guidance for Title VI complaints - [dot.ca.gov/programs/local-aid/guidance-and-oversight/title-vi](http://example.com)

Disadvantaged Business Enterprise (DBE) Procedure Updates: Office Bulletin (OB) 20-04

Caltrans Division of Local Assistance OB 20-04, issued on September 4, 2020, has several updates to Disadvantaged Business Enterprise (DBE) procedures to better reflect federal regulation requirements. Further information is in the full Office Bulletin available online at this following link – [https://dot.ca.gov/-/media/dot-media/programs/local-aid/documents/ob/2020/ob20-04.pdf](https://example.com)

Division of Local Assistance Blog (LAB) – LocalAssistanceBlog.com – The Caltrans LAB provides clarity on issues and contributes to successful delivery of transportation projects using federal resources.

Subsidized Classes for Local Agencies – Many Are Now Online – Please Refer to Following Pages

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://californialtap.org/index.cfm/?pid=1077](http://example.com)

Send any questions to the California Local Technical Assistance Program Center: [californialtap@csus.edu](mailto:californialtap@csus.edu)

For questions about additional training opportunities, please contact the District 11 Local Assistance Training Coordinator, Alma Sanchez, via email at [Alma.Sanchez@dot.ca.gov](mailto:Alma.Sanchez@dot.ca.gov) or by phone: 619-987-0766.
Register for Trainings

The prevention and response to COVID-19 have disrupted our normal course of events. The LTAP Center encourages local agencies to explore creative ways to continue their work and we are here to help. The California LTAP Center is working to gather and share the most current information about the novel coronavirus (COVID-19), best safety practices, and to share the potential impacts on our services. We are working on updating our website and proceeding to reschedule new dates for the training courses.

Join the California LTAP mailing list to receive direct updates.

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<td>FAS: Getting Your Federal Aid Started</td>
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<td>FAS: Getting Your Federal Aid Started</td>
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<td>FAS: Construction Administration: Project Completion</td>
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PILOTING EXPERIMENTAL MARKING

The California Manual on Uniform Traffic Control Devices (CA MUTCD) Section 1A.10 provides guidance on how new traffic control devices and applications of existing traffic control devices not adopted in the CA MUTCD can be implemented on public roads and private roads open to the public in California.

For new traffic control device policy to be implemented, an experiment must be completed to determine the viability of the new device or new application of an existing device. In some cases, an experiment has already been completed and the new policy received Interim Approval (IA). IAs allow interim use, pending official rule making, of the new policy. Before submitting a request for experimentation, review the existing IAs and policy for how to implement the IAs.

WHAT TO INCLUDE

1. A statement indicating the nature of the problem.
2. A description of the proposed change to existing policy, and how it will be an improvement over existing standards.
3. An illustration of the proposed change.
4. Information on how the device was developed and if it has been tried before.
5. A legally binding statement certifying that the concept of the traffic control device is not protected by patent or copyright.
6. Time period and location(s) of the experiment.
7. Detailed research & evaluation plan to provide close monitoring.
8. An agreement to restore the experiment site within 3 months of the completion of the experiment. Also, to end the experiment if there are safety concerns that are directly or indirectly attributable to the experiment.
9. An agreement to provide semi-annual progress reports and a final report.

DID YOU KNOW?

Colored Marking are allowed but has to go through a process.

Experimentation Process

1. Submit request for experimentation to the Federal Highway Administration (FHWA).
2. Upon FHWA approval, submit request to the CTCDC.
3. Upon approval of to experiment by the FHWA and CTCDC, install the experimental traffic control devices.
4. Throughout the experiment, send semi-annual reports to the CTCDC.
5. After completion of the experiment, provide the FHWA and CTCDC with the final report.
6. If the CTCDC accepts the new device, the CTCDC recommends to Caltrans to adopt the new device.
7. Caltrans develops the new policy and presents it to the CTCDC for discussion with the public.
8. Upon CTCDC approval, the new policy will be included in the next CA MUTCD update.

Request for Experiment Resources

Click on the buttons below

CA MUTCD, 2014 Revision 5
- Request for experiment guidelines and standards

CTCDC Website
- Request for experiment examples and other resources

CTCDC Brochure
- CTCDC members who can sponsor an experiment

Interim Approvals
- List of existing Interim Approvals

Stay Informed:
California Department of Transportation
HQ Safety Programs
1120 N St. MS 36 | Sacramento CA, 95814

Stay Informed:
camutcd@dot.ca.gov

CTDC Website
https://dot.ca.gov/programs/safety-programs

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