



**AGENDA  
REGULAR MEETING  
COUNCIL OF SAN BENITO COUNTY GOVERNMENTS**

**DATE:** Thursday, October 19, 2023  
4:00 p.m.

**LOCATION:** County Board of Supervisors Chambers  
481 Fourth Street  
Hollister, CA 95023

**DIRECTORS:** Bea Gonzales, Chair (County of San Benito)  
Scott Freels, Vice-Chair (City of San Juan Bautista)  
Mia Casey (City of Hollister)  
Dolores Morales (City of Hollister)  
Mindy Sotelo (County of San Benito)  
Ex Officio: Caltrans District 5

**ALTERNATES:** San Benito County: Kollin Kosmicki  
City of San Juan Bautista: Jackie Morris-Lopez  
City of Hollister: Rick Perez

**NOTICE OF PROCEDURES FOR COUNCIL OF GOVERNMENTS BOARD MEETINGS**

The meeting will be available through Zoom, for those who wish to join or require accommodations.

**Members of the public may participate remotely via Zoom at the following link: <https://zoom.us/join> with the following:**

**Webinar ID: 884-7428-6587 and Webinar Passcode: 497435**

*Those participating by phone who would like to make a comment can use the “raise hand” feature by dialing “\*9” (star-nine) . In order to receive full Zoom experience, please make sure your application is up to date.*

*Remote Zoom participation for members of the public is provided for convenience only. In the event that the Zoom connection malfunctions for any reason, the COG Board of Directors reserves the right to conduct the meeting without remote access.*

*Persons who wish to address the Board of Directors must complete a Speaker Card and give it to the Clerk prior to addressing the Board. Those who wish to address the Board on an agenda item will be heard when the Chairperson calls for comments from the audience. Following recognition, persons desiring to speak are requested to advance to the podium and state their name and address. After hearing audience comments, the Public Comment portion of the agenda item will be closed. **The Opportunity to address the Board of Directors on items of interest not appearing on the agenda will be provided during Section 5. Public Comment.***

1. CALL TO ORDER 4:00 P.M.
2. Pledge of Allegiance
3. Roll Call
4. Verification of Certificate of Posting
5. **Public Comment:** *(Opportunity to address the Board on items of interest on a subject matter within the jurisdiction of the Council of Governments and not appearing on the agenda. No action may be taken unless provided by Govt. Code Sec. 54954.2 Speakers are limited to 3 minutes.)*

#### CONSENT AGENDA:

*(These matters shall be considered as a whole and without discussion unless a particular item is removed from the Consent Agenda. Members of the public who wish to speak on a Consent Agenda item must submit a Speaker Card to the Clerk and wait for recognition from the Chairperson. Approval of a consent item means approval as recommended on the Staff Report.)*

6. APPROVE Council of Governments, Local Transportation Authority, Airport Land Use Commission Draft Cancelled Meeting Minutes Dated August 17, 2023 – Gomez
7. APPROVE Council of Governments Draft Action Special Meeting Minutes Dated September 20, 2023 – Gomez
8. APPROVE Council of Governments Draft Action Special Meeting Minutes Dated September 21, 2023 – Gomez
9. ADOPT the Final 2023 Public Participation Plan – Lezama
10. APPOINT Measure G Citizens Oversight Committee Applicants to Represent the Membership Categories of Trade/Labor, Latino Community, and Supervisorial District 4 – Lezama

#### ACTION ITEMS:

11. ADOPT Resolution 2023-08 Authorizing the Filing of a Claim for Allocation of Transportation Development Act funds for Fiscal Year 2022/2023 – Aceves
12. FY 2023/2024 Overall Work Program – Lezama
  - a. ADOPT Resolution No. 2023-09 Approving Amendment No. 1 to the Fiscal Year 2023/2024 Overall Work Program (OWP); and
  - b. APPROVE Amendment No. 1 of the Overall Work Program Agreement (OWPA) with Caltrans, to Reflect Program Carry-Over of Rural Planning Assistance (RPA) Funds Totaling \$49,857.76 from the Previous Fiscal Year.

#### INFORMATION ITEMS:

13. RECEIVE Information Regarding the State of Good Repair Program – Lezama
14. RECEIVE Draft Request for Proposals for General Legal Services – Aceves

15. RECEIVE Information Regarding the Transit and Intercity Rail Capital Program (TIRCP) and Zero Emission Transit Capital Program (ZETCP) – Abraham
16. RECEIVE Monthly Caltrans District 5 Construction Projects Report – Caltrans Ex-Officio
17. RECEIVE Presentation on the Caltrans Project Delivery Process – Abraham/ Caltrans
18. Caltrans Report/Correspondence (Verbal Report) – Caltrans Ex-Officio
19. Executive Director’s Report (Verbal Report) – Abraham
20. Board of Directors’ Reports (Verbal Report)

**Adjourn to COG Meeting on November 16, 2023. Agenda Deadline is October 31, 2023, at 12:00 p.m.**

*In compliance with the Americans with Disabilities Act (ADA), if requested, the Agenda can be made available in appropriate alternative formats to persons with a disability. If an individual wishes to request an alternative agenda format, please contact the Clerk of the Council four (4) days prior to the meeting at (831) 637-7665. The Council of Governments Board of Directors meeting facility is accessible to persons with disabilities. If you need special assistance to participate in this meeting, please contact the Clerk of the Council’s office at (831) 637-7665 at least 48 hours before the meeting to enable the Council of Governments to make reasonable arrangements to ensure accessibility.*

**Written Comments & Email Public Comment**

Members of the public may submit comments via email by 5:00 PM. on the Wednesday prior to the Board meeting to the Secretary at [monica@sanbenitocog.org](mailto:monica@sanbenitocog.org), regardless of whether the matter is on the agenda. Every effort will be made to provide Board Members with your comments before the agenda item is heard.

**Public Comment Guidelines**

1. If participating on Zoom: once you are selected, you will hear that you have been unmuted. At this time, state your first name, last name, and county you reside in for the record.
2. The Council of Governments Board welcomes your comments.
3. Each individual speaker will be limited to a presentation total of three (3) minutes.
4. Please keep your comments brief, to the point, and do not repeat prior testimony, so that as many people as possible can be heard. Your cooperation is appreciated.

If you have questions, contact the Council of Governments, and leave a message at (831) 637-7665 x. 201, or email [monica@sanbenitocog.org](mailto:monica@sanbenitocog.org).

CERTIFICATE OF POSTING

Pursuant to Government Code Section #54954.2(a) the Meeting Agenda for the Council of San Benito County Governments on **October 19, 2023**, at **4:00 P.M.** was posted at the following locations freely accessible to the public:

The front entrance of the San Benito County Administration Building, 481 Fourth Street, Hollister, CA 95023, and the Council of Governments Office, 330 Tres Pinos Rd., Ste. C7, Hollister, CA 95023 at the following date and time:

On the 13<sup>th</sup> day of October 2023, on or before 5:00 P.M.

The meeting agenda was also posted on the Council of San Benito County Governments website, [www.sanbenitocog.org](http://www.sanbenitocog.org), under Meetings, COG Board, Meeting Schedule

I, Monica Gomez, swear under penalty of perjury that the foregoing is true and correct.

BY:   
Monica Gomez, Secretary II  
Council of San Benito County Governments

COUNCIL OF SAN BENITO COUNTY GOVERNMENTS,  
LOCAL TRANSPORTATION AUTHORITY, AIRPORT LAND USE COMMISSION  
REGULAR MEETING  
Board of Supervisors Chambers  
481 Fourth Street, Hollister, CA 95023 & Zoom Platform  
August 17, 2023, at 4:00 P.M.

MINUTES OF CANCELLED MEETINGS

**MEMBERS PRESENT:**

Chair Bea Gonzales, Director Mindy Sotelo, and Ex Officio, Brandy Rider, Caltrans District 5.

**MEMBERS ABSENT:**

Vice Chair Scott Freels, Director Mia Casey, Director Dolores Morales.

**STAFF PRESENT:**

Transportation Planning Manager; Veronica Lezama, Administrative Services Specialist; Norma Rivera, Office Assistant; Griselda Arevalo, Secretary II; Monica Gomez, Deputy County Counsel; Shirley Murphy.

**OTHERS PRESENT:**

Terry Thompson, Jill Leal; Caltrans District 5, Heather Adamson; Association of Monterey Bay Area Governments

**1. CALL TO ORDER:**

Chair Gonzales called the meeting to order at 4:03 P.M.

**2. PLEDGE OF ALLEGIANCE**

Chair Gonzales led the pledge of allegiance.

**3. ROLL CALL**

Secretary Gomez called the roll call and confirmed that there was a lack of a quorum of Directors present.

**ADJOURNMENT:**

Chair Gonzales called for cancellation of the Council of San Benito County Governments, Local Transportation Authority, and Airport Land Use Commission Regular Meetings of August 17, 2023, at 4:07 p.m., due to lack of a quorum.

SAN BENITO COUNTY COUNCIL OF GOVERNMENTS  
Town Hall with the California Transportation Commission  
SPECIAL MEETING  
Paine's Restaurant, 421 East Street, Hollister, CA 95023  
September 20, 2023, at 1:00 P.M.  
ACTION MINUTES

**MEMBERS PRESENT:**

Chair Bea Gonzales, Vice Chair Scott Freels, Director Mia Casey, Director Dolores Morales, and Director Mindy Sotelo, Ex-Officio: Scott Eades, Caltrans District 5

**STAFF PRESENT:**

Executive Director; Binu Abraham, Transportation Planning Manager, Veronica Lezama, Administrative Services Specialist; Norma Rivera, Office Assistant; Griselda Arevalo, Secretary II; Monica Gomez, Deputy County Counsel, Shirley Murphy, Transit Mechanic; Rich Alves.

**OTHERS PRESENT:**

Jim Gillio, Emcee.

Robert Rivas, Speaker of the California Assembly.

CTC Commissioners: Lee Ann Eager(Chair), Carl Guardino (Vice-Chair), Jay Bradshaw, Clarissa Reyes Falcon, Darnell Grisby, Joshep K. Lyou, and Tanisha Taylor, CTC Executive Director.

Caltrans District 5: Richard Rosales, Brandy Rider, Terry Thompson.

**1. CALL TO ORDER:**

Chair Gonzales called the meeting to order at 1:08 P.M.

**2. PLEDGE OF ALLEGIANCE**

Chair Gonzales led the pledge of allegiance.

**3. ROLL CALL**

Secretary Gomez called the roll call and confirmed a quorum of Directors present.

**4. CERTIFICATE OF POSTING**

**Motion made to acknowledge Certificate of Posting:**

Motion: Director Mindy Sotelo      Second: Director Dolores Morales

Motion carried: 4/0

Yes:                      Gonzales, Freels, Morales, Sotelo

No:                        None

Recused:                None

Abstention:            None

Absent:                  Casey

**REGULAR AGENDA:**

**INFORMATIONAL ITEMS:**

5. Welcome & Introductions – Jim Gillio, Binu Abraham, COG Board, and CTC Commissioners provided the welcome.
6. Introduction to the San Benito Region – Robert Rivas, Speaker of the California Assembly
  - Director Mia Casey joined the meeting at 2:00 p.m.
7. Central Coast Coalition Presentation – Guy Preston, SCCRTC, Pete Rodgers, SLOCOG, Maura Twomey, AMBAG, Scott Eades, Caltrans District 5, Todd Muck, TAMC.
8. Panel Discussion: A Rural Perspective – Sarkes Khachek, SBCAG
  - Agriculture: Tony Alameda, Top Flavor Farms.
  - Economic Development/Tourism: Kristina Wyatt, President, Farmhouse Communications/San Benito Business Council.
  - Equity and Aging Populations: Clay Kempf, Executive Director, Seniors Council.
  - Emergency Accessibility: Kris Mangano, Emergency Services Manager, San Benito County.
  - Regional Perspective: Maura Twomey, Executive Director, Association of Monterey Bay Area Governments (AMBAG).
9. San Benito Regional Needs and Priorities – Binu Abraham, SBCCOG, Brandy Rider, Caltrans District 5.
10. SR 25/SR156 Turbo Roundabout Project Video – Terry Thompson, Caltrans District 5.

**\*See Attachment 1:** “Council of San Benito County Governments (SBCOG) Town Hall Hosting the California Transportation Commission (CTC).”

**PUBLIC COMMENT:**

There was public comment from Elia Salinas, Devon Pack, Stephen Rosati, and Supervisor Angela Curro (San Benito County Supervisor Dist. 4).

**ADJOURNMENT:**

There being no further business to discuss, Director Sotelo motioned to adjourn at 5:00 p.m.

Motion seconded by Director Morales.

Motion carried: 5/0

Yes: Gonzales, Freels, Casey, Morales, Sotelo

No: None

Recused: None

Abstention: None

Absent: None

**ADJOURN TO COG SPECIAL TOWN HALL MEETING SEPTEMBER 21, 2023, AT 8:45 A.M. AT THE COMMUNITY FOUNDATION.**

# COUNCIL OF SAN BENITO COUNTY GOVERNMENTS (SBCOG)

# TOWN HALL

## Hosting the California Transportation Commission (CTC)

SEPTEMBER 20-21, 2023

PAINE'S RESTAURANT

421 EAST STREET, HOLLISTER, CA 95023



Rene Rodriguez Photography

### WEDNESDAY, SEPTEMBER 20

Paine's Restaurant  
421 East Street, Hollister

#### 1:00 PM - 1:30 PM

Welcome & Introductions

- Binu Abraham, COG Executive Director
- COG Board of Directors
- Lee Ann Eager, CTC Chair
- CTC Commissioners

#### 1:30 PM - 2:00 PM

Introduction to the San Benito Region  
Robert Rivas, Speaker of the California Assembly

#### 2:00 PM - 2:50 PM

Central Coast Coalition Presentation

#### 2:50 PM - 3:00 PM - Break

#### 3:00 PM - 3:50 PM

Panel Discussion: *A Rural Perspective*

#### 3:55 PM - 4:15 PM

San Benito Regional Needs and Priorities

#### 4:15 PM - 4:30 PM

SR 25/SR 156 Turbo Roundabout Project Video

#### 5:30 PM

Outdoor Dinner Reception (RSVP required)  
Jardines de San Juan  
115 Third Street, San Juan Bautista

### THURSDAY, SEPTEMBER 21

Community Foundation - Epicenter  
440 San Benito Street, Hollister

#### 8:45 AM - 9:00 AM

Opening Remarks

#### 9:00 AM - 11:30 AM

San Benito Project Bus Tour





The California Transportation Commission (CTC) is responsible for programming and allocating funds for the construction of highway, passenger rail, transit, and active transportation improvements throughout California. The CTC also advises and assists the Secretary of the California State Transportation Agency and the Legislature in formulating and evaluating state policies and plans for California's transportation programs.

## COMMISSION MEMBERS



Lee Ann Eager  
Chair



Carl Guardino  
Vice Chair



Jay Bradshaw  
Commissioner



Joseph Cruz  
Commissioner



Clarissa Reyes Falcon  
Commissioner



Darnell Grisby  
Commissioner



Adonia Lugo, PhD  
Commissioner



Joseph K. Lyou, Ph.D.  
Commissioner



Michele Martinez  
Commissioner



Hilary Norton  
Commissioner



Joseph Tavaglione  
Commissioner



Honorable  
Senator  
Josh Newman  
Ex Officio Member



Honorable  
Assemblymember  
Laura Friedman  
Ex Officio Member



Tanisha Taylor  
CTC Executive Director

SAN BENITO COUNTY COUNCIL OF GOVERNMENTS  
Town Hall with the California Transportation Commission  
SPECIAL MEETING  
Community Foundation Epicenter, San Andreas Conference Room  
440 San Benito St., Hollister, CA 95023  
September 21, 2023, at 8:45 A.M.  
ACTION MINUTES

**MEMBERS PRESENT:**

Chair Bea Gonzales, Director Mia Casey, Director Dolores Morales, and Director Mindy Sotelo,  
Ex-Officio: Scott Eades, Caltrans District 5

**MEMBERS ABSENT:**

Vice Chair Scott Freels

**STAFF PRESENT:**

Executive Director; Binu Abraham, Transportation Planning Manager, Veronica Lezama, Administrative Services Specialist; Norma Rivera, Office Assistant; Griselda Arevalo, Secretary II; Monica Gomez, Deputy County Counsel, Shirley Murphy, Transit Mechanic; Rich Alves.

**OTHERS PRESENT:**

Jim Gillio, Emcee

CTC Commissioners: Lee Ann Eager(Chair), Carl Guardino (Vice-Chair), Jay Bradshaw, Clarissa Reyes Falcon, Darnell Grisby, Joshep K. Lyou, and Tanisha Taylor, CTC Executive Director.  
Caltrans District 5: Richard Rosales, Brandy Rider, Terry Thompson.

**1. CALL TO ORDER:**

Chair Gonzales called the meeting to order at 8:50 A.M.

**2. PLEDGE OF ALLEGIANCE**

Chair Gonzales led the pledge of allegiance.

**3. ROLL CALL**

Secretary Gomez called the roll call and confirmed a quorum of Directors present.

**4. CERTIFICATE OF POSTING**

**Motion made to acknowledge Certificate of Posting:**

Motion: Director Dolores Morales Second: Director Mindy Sotelo

Motion carried: 4/0

Yes: Gonzales, Casey, Morales, Sotelo

No: None

Recused: None  
Abstention: None  
Absent: Freels

**REGULAR AGENDA:**

**INFORMATIONAL ITEMS:**

5. Opening Remarks – Jim Gillio, Binu Abraham, COG Board, and CTC Commissioners.

- Convened to San Benito Project Bus Tour at 8:53 a.m.

6. San Benito Project Bus Tour –

- SR 156 Improvement Project  
(2191 San Juan Hollister Road, Hollister)
- Fabric of Life Mural – Clean CA  
(53 Washington Street, San Juan Bautista)
- SR 25/SR 156 Turbo Roundabout Project  
(No deboarding)
- SR 25 Expressway Conversion Project  
(6800 Shore Road, Hollister)
- SR 25 & U.S 101 Interchange Project  
(No deboarding)
- Elks Lodge/Hollister Municipal Airport  
(351 Astro Drive, Hollister)

**\*See Attachment 1:** “Council of San Benito County Governments (SBCOG) Town Hall Hosting the California Transportation Commission (CTC) Tour Schedule, Thursday, September 21.”

- Reconvened at the Elks Lodge at 11:25 a.m.

Received presentation from Dave Leonardo on the Hollister Municipal Airport Through-the-Fence access.

Received presentation from Yury Maximov with ZeroAvia on ZeroAvia and City of Hollister (hydrogen conversion).

Received presentation from CAL FIRE Chief Nick Ciardella on CAL FIRE history and future Hollister Air Attack Base.

The COG Board and CTC Commissioners thanked CAL FIRE, Hollister Air Park, and ZeroAvia, for their presentations. They also thanked staff and everyone else involved in putting together the 2-day Town Hall event.

On behalf of the Council of San Benito County Governments (COG) and the California Transportation Commission (CTC), COG Chair Gonzales and CTC Chair Eager presented a plaque to the City of Hollister Municipal Airport in recognition of the Airport’s contributions to the overall community of San Benito

County. City of Hollister Mayor Mia Casey, and Councilmember Dolores Morales accepted the plaque on behalf of the Hollister Municipal Airport.

On behalf of the Council of San Benito County Governments (COG) and the California Transportation Commission (CTC), COG Chair Gonzales and CTC Chair Eager presented a plaque to the California Department of Forestry & Fire Protection (CAL FIRE) in recognition of their invaluable work and dedication to the State of California.

**PUBLIC COMMENT:**

There was no public comment.

**ADJOURNMENT:**

There being no further business to discuss, Director Morales motioned to adjourn at 11:58 a.m.

Motion seconded by Director Casey.

Motion carried: 4/0

Yes: Gonzales, Casey, Morales, Sotelo

No: None

Recused: None

Abstention: None

Absent: Freels

**ADJOURN TO REGULAR COG MEETING SEPTEMBER 21, 2023, AT 4:00 P.M. AT THE COUNTY BOARD OF SUPERVISORS CHAMBERS.**

# COUNCIL OF SAN BENITO COUNTY GOVERNMENTS (SBCOG)

## TOWN HALL

Hosting the California Transportation Commission (CTC)

SEPTEMBER 20-21, 2023



Rene Rodriguez Photography

### TOUR SCHEDULE

#### THURSDAY, SEPTEMBER 21

Community Foundation - Epicenter  
440 San Benito Street, Hollister

**8:45 AM Opening Remarks**

**9:00 AM Bus Boarding**

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**9:25 AM - 9:45 AM (SR 156 Improvement Project )**

Address: 2191 San Juan Hollister Road, Hollister

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**9:50 AM - 10:05 AM (Fabric of Life Mural - Clean CA)**

Address: 53 Washington Street, San Juan Bautista

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**10:15 AM (SR 25/SR 156 Turbo Roundabout Project)**

No deboarding

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**10:20 AM - 10:40 AM (SR 25 Expressway Conversion Project)**

Address: 6800 Shore Road, Hollister

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**10:45 AM (SR 25 & U.S. 101 Interchange Project)**

No deboarding

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**11:10 AM - 11:30 AM (Elks Lodge/Hollister Municipal Airport)**

Address: 351 Astro Drive, Hollister

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**11:30 AM - End of Tour**

# Regional Project Tour





## STAFF REPORT

### Action

**Prepared By:** Veronica Lezama,  
Transportation Planning Manager  
**Subject:** 2023 Public Participation Plan

### Agenda Item No. 9

**Approved By:** Binu Abraham, Executive  
Director  
**Meeting Date:** October 19, 2023

### Recommendation:

ADOPT the Final 2023 Public Participation Plan.

### Summary:

The Association of Monterey Bay Area Governments (AMBAG) held a public hearing on the draft 2023 Public Participation Plan at the September 21, 2023, COG meeting to solicit input from the public on the draft document.

### Background/ Discussion:

At the June 15, 2023, COG meeting, the Council of Governments (COG) Board of Directors received a presentation from the Association of Monterey Bay Area Governments (AMBAG) on the draft 2023 Public Participation Plan. The Public Participation Plan is a federally required Plan that guides regional planning agencies and local jurisdictions in the public participation process for the tri-county Monterey Bay region that either receive federal funds or are subject to a federally required action.

By using the AMBAG developed Public Participation Plan, COG will be able to provide an active and meaningful involvement of the public in the preparation of its San Benito Regional Transportation Plan.

### Financial Impact:

There are no financial impacts.

### Attachments:

1. AMBAG Public Participation Plan Staff Memo
2. Final Public Participation Plan



**MEMORANDUM**

**TO:** Council of San Benito County Governments  
Board of Directors

**FROM:** Heather Adamson, Director of Planning

**SUBJECT:** Final 2023 Public Participation Plan

**MEETING DATE:** October 19, 2023

**RECOMMENDATION:**

The COG Board is asked to adopt the *Final 2023 Public Participation Plan*.

**BACKGROUND/ DISCUSSION:**

The federally required 2023 Public Participation Plan is a comprehensive document that guides regional planning agencies and local jurisdictions in the public participation process for the tri-county Monterey Bay region that either receive federal funds or are subject to a federally required action.

AMBAG, as the federally designated Metropolitan Planning Organization (MPO) for the Monterey Bay region, prepares and adopts the Public Participation Plan at least once every four years. The Final 2023 PPP was prepared in collaboration with the Santa Cruz County Regional Transportation Commission (SCCRTC), the Council of San Benito County Governments (SBtCOG), and the Transportation Agency for Monterey County (TAMC). The prior Public Participation Plan, the *2019 Monterey Bay Area Public Participation Plan*, was adopted in October 2019 to comply with the Fixing America's Surface Transportation Act (FAST Act) of 2015 legislation. The *2023 Public Participation Plan* will cover the four-year period from 2023-2026 and was developed to adhere to the Infrastructure Investment and Jobs Act/Bipartisan Infrastructure Act (IIJA/BIA) of 2021 and the FAST Act of 2015 legislation and pursuant to changes in the California Government Code 65080 that occurred with the passage of Senate Bill (SB) 375 in 2008.



The 2023 Public Participation Plan emphasizes the transportation decision making process, including the expanded use of visualization techniques and innovative online marketing strategies in public outreach.

AMBAG is required to update the Public Participation Plan every four years. The requirements for the Public Participation Plan under the IJJA/BIA/FAST Act include increased involvement and collaboration with members of the public, decision makers and staff from the local jurisdictions and partner agencies within the region.

Key sections of the *2023 Public Participation Plan* are listed below:

- Public Participation Plan Guiding Principles
- 2023 Public Participation Plan Timeline
- Incorporating Limited-English Proficiency (LEP) Populations into the PPP
- PPP Procedures and Development Process
- Interested Parties and Public Engagement
- Online and Visualization Outreach Strategies

An updated Public Participation Plan is the required guide for all public involvement activities conducted by AMBAG. As such, the PPP contains the procedures, strategies and techniques used by AMBAG and COG for public involvement in all programs and projects that use federal funds.

On June 14 , 2023, the AMBAG Board of Directors received a presentation on the *Draft 2023 Public Participation Plan* and approved the release of the of the Draft 2023 PPP for a 70-day public review period. The COG Board received a presentation on the Draft 2023 PPP at its meeting on June 15, 2023. Each of the partner agencies held a public hearing to accept comments on the Draft 2023 PPP. The COG Board held a public meeting on September 21, 2023.

Comments received on the Draft 2023 PPP are included in Appendix H and have been incorporated into the Final 2023 PPP. The Final 2023 Public Participation Plan can be downloaded from [www.sanbenitocog.org](http://www.sanbenitocog.org) and [www.ambag.org](http://www.ambag.org).

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# Final 2023 Public Participation Plan

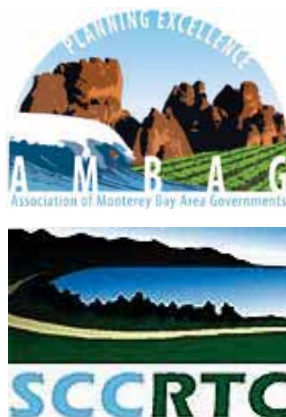
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Association of Monterey Bay Area Governments  
Council of San Benito County Governments  
Santa Cruz County Regional Transportation Commission  
Transportation Agency for Monterey County

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November 2023

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## I. Executive Summary

The *2023 Public Participation Plan (PPP)* has been prepared by the Association of Monterey Bay Area Governments (AMBAG) in collaboration with the Council of San Benito County Governments (SBtCOG), the Santa Cruz County Regional Transportation Commission (SCCRTC), the Transportation Agency for Monterey County (TAMC), and the California Department of Transportation (Caltrans) District 5, with additional input and review by Monterey-Salinas Transit (MST), Santa Cruz Metropolitan Transit District (Santa Cruz METRO or SCMTD), San Benito County Express/Local Transportation Authority (LTA) and the cities and counties in the tri-county AMBAG metropolitan planning region. The above agencies are defined as partners in this plan. SBtCOG, SCCRTC, and TAMC are referred to as Regional Transportation Planning Agencies (RTPAs).

AMBAG is the federally designated Metropolitan Planning Organization (MPO) and serves as the regional forum for the study and discussion of regionally significant issues, which include but are not limited to transportation, housing, land use, sustainability and climate change. Elected officials within the region's 18 cities and three counties form AMBAG's Board of Directors.

The purpose of this PPP is to establish the process by which the public can participate in transportation planning, programming and project implementation including the development of the Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS) for the AMBAG region and the Regional Transportation Plans (RTPs) for Monterey, San Benito, and Santa Cruz counties. The *2023 Public Participation Plan* incorporates strategies to ensure that, to the greatest extent possible, interagency consultation and public participation are an integral part of the regional transportation planning and decision-making process.

The public participation policies and procedures described in this plan are structured to comply with all applicable federal and state legislation and express the genuine regional value and interest for all residents of the Monterey Bay region to participate in the shaping and implementation of regional policies and decisions regarding the region's multimodal transportation system.

The *2023 Public Participation Plan* was developed to adhere to the Infrastructure Investment and Jobs Act/Bipartisan Infrastructure Act (IIJA/BIA) of 2021 and Fixing America's Surface Transportation Act (FAST Act) of 2015 legislation and pursuant to changes in the California Government Code 65080 that occurred with the passage of Senate Bill (SB) 375 in 2008.

AMBAG and the RTPAs in the Monterey Bay region seek the participation of a diverse set of communities with an interest in regional planning efforts, including low-income households, minority populations, Limited English Proficiency (LEP) populations, persons with disabilities,

representatives from community and service organizations, tribal organizations, and other public agencies.

The policies and procedures in the *2023 PPP* were formed with the intent of using effective, achievable, culturally sensitive public outreach methods to increase public participation, and to create and maintain a regional transportation network that prioritizes equitable decision-making and transparency (best practices included in Appendix F). This plan was prepared using these Eight Guiding Principles for Public Participation:

1. Prioritize public engagement methods that increase equitable participation and distribution of resources in all outreach efforts, projects, and programs
2. Valuing public participation and promoting broad based involvement by members of the community
3. Providing varied opportunities for public review and input
4. Treating all members of the public fairly and respecting and considering all public input as an important component of the planning and implementation process
5. Promoting a culture of dialogue and partnership among residents, property owners, the business community, organizations, other interested members of the public, and public officials
6. Involving underserved communities and community groups, as well as other organizations
7. Encouraging active public participation throughout the entire process
8. Providing communications and agency reports that are clear, timely and broadly distributed

AMBAG and the RTPAs perform a broad range of public participation and stakeholder engagement activities (summarized in Appendix B), such as:

- Conducting public meetings
- Establishing standing and ad hoc committees
- Partnering on studies and projects
- Preparing surveys, news releases, social media posts, and eNews
- Providing educational and informational programs in accordance with statutory and regulatory directives

All the activities listed above are open to public involvement and review and are provided in more detail in the plan. AMBAG and the RTPAs (TAMC, SBtCOG, and SCCRTC) have taken this opportunity to update the *2023 Public Participation Plan* to further improve transportation decision making in the region and to reach out to underserved communities within the

Monterey Bay region more effectively. The *2023 PPP* also details the regional roles and responsibilities of the partner agencies as well as associated public participation requirements.

Each federally funded transportation plan, study, program, or project prepared or developed by AMBAG or RTPAS must have its own specified public participation process that defines the avenues for reasonable involvement in the transportation planning process. These procedures and strategies also provide guidance for realizing the desired outcome of a robust and informed level of broad-based public involvement in the development and implementation of plans, programs and projects in the region.

The following public participation activities must be included in every transportation plan, transportation improvement program and Environmental Impact Reports/Study:

1. Define Purpose and Identify Stakeholders
2. Consultation and Coordination with Other Agencies
3. Consultation with Interested Parties (Policy Bodies and Advisory Committees)
4. Public Notice, Public Hearings, Comment Periods (utilizes the Brown Act)
5. Use of Media and Informational Materials and Visualization Techniques
6. Encourage Bilingual Participation
7. Respond to Public Comments/Input
8. Web Posting/Distribution of Draft and Final Documents

AMBAG initiated development of the *2023 PPP* by compiling information from various MPO's research and federal transportation regulations, included in Appendix E. Consultation with our partner agencies on their existing public participation and policy decision-making processes was conducted throughout the PPP process. AMBAG and the RTPAs consulted with interested parties at the federal, state, regional, and local level to identify opportunities for improving or building upon existing practices.

Prior to the development of the plan, AMBAG released a Public Participation Plan Survey in English and Spanish to receive direction from the community on how to best engage to increase public participation. In March 2023, AMBAG released the Public Participation Plan Survey to regional, state, federal stakeholders and interested parties, and received nearly 200 responses.

The *2023 Public Participation Plan* was prepared according to the following principles:

- **Equity:** Prioritize public engagement methods that increase equitable participation and distribution of resources in all outreach efforts, projects, and programs
- **Broad Based Involvement:** Value public participation and promote broad based involvement by members of the community
- **Opportunity:** Provide varied opportunities for public review and input

- **Environmental Justice:** Treat all members of the public fairly, and respect and consider all citizen input as an important component of the planning and implementation process ensuring that actions taken will not result in disproportionately high and adverse human health or environmental effects on underserved populations
- **Engagement:** Promote a culture of dialogue and partnership among residents, property owners, the business community, organizations, other interested citizens, and public officials
- **Involvement of Underserved Communities:** Involve underserved communities and local community groups, as well as other organizations
- **Encouragement:** Encourage active public participation throughout the whole process
- **Clear Communication:** Provide communications and agency reports that are clear, timely, and broadly distributed

The AMBAG Board of Directors released the *Draft 2023 Public Participation Plan* (which incorporated the results of the survey) for public review in June 2023. The comment period began on June 14, 2023, and ended on August 23, 2023. A public hearing on the *Draft 2023 Public Participation Plan* was held on August 9, 2023, at the AMBAG Board of Directors meeting, with additional public hearings held at the RTPA Board meetings (public notice included in Appendix I).

Information about the development of the *Draft 2023 Public Participation Plan* was circulated to stakeholder groups and interested parties who have expressed interest in the regional transportation planning process. A list of advisory committees and stakeholders who received notification about the availability of the *Draft 2023 Public Participation Plan* is included in Appendix D.

The *Draft 2023 Public Participation Plan*, like all AMBAG's public documents, was also made available online in ADA accessible format on AMBAG's and RTPA's website, and was promoted through newspapers, and AMBAG's and RTPA's online media pages to target social network users. A list of the comments received as well as the responses are included in Appendix H. The *Final 2023 Public Participation Plan* has been adopted by the individual RTPA Boards and was adopted by the AMBAG Board on November 8, 2023.

The strategies identified in this Plan will be used by AMBAG and RTPAs during the update of the *2050 MTP/SCS* (summarized in Appendix G) and 2024 MTIP, as well as in each of the RTPAs' RTPs. This *2023 Public Participation Plan* will supersede the *2019 Monterey Bay Public Participation Plan*.

## II. Introduction

### ***Background Summary***

The *2023 Public Participation Plan (PPP)* has been prepared by the Association of Monterey Bay Area Governments (AMBAG) in collaboration with the Council of San Benito County Governments (SBtCOG), the Santa Cruz County Regional Transportation Commission (SCCRTC), the Transportation Agency for Monterey County (TAMC), and the California Department of Transportation (Caltrans) District 5, with additional input and review by Monterey-Salinas Transit (MST), Santa Cruz Metropolitan Transit District (Santa Cruz METRO or SCMTD), San Benito County Express/Local Transportation Authority (LTA) and the cities and counties in the tri-county AMBAG metropolitan planning region. The above agencies are defined as partners in this plan. SBtCOG, SCCRTC, and TAMC are referred to as Regional Transportation Planning Agencies (RTPAs).

The purpose of this PPP is to establish the process by which the public can participate in transportation planning, programming and project implementation including the development of the Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS) for the AMBAG region and the Regional Transportation Plans (RTPs) for Monterey, San Benito, and Santa Cruz counties. The *2023 Public Participation Plan* incorporates strategies to ensure that, to the greatest extent possible, interagency consultation and public participation are an integral part of the regional transportation planning and decision-making process.

AMBAG is the federally designated Metropolitan Planning Organization (MPO) and serves as the regional forum for the study and discussion of regionally significant issues, which include but are not limited to transportation, housing, land use, sustainability, and climate change. Elected officials within the region's 18 cities and three counties form AMBAG's Board of Directors.

In pursuing its mission, "AMBAG provides strategic leadership and services to analyze, plan and implement regional policies for the benefit of the Counties and Cities of the Monterey Bay region balancing local control with regional collaboration." AMBAG strives to inform and involve its local jurisdictions and the general public throughout the various programs, projects, and work activities conducted by the agency.

The public participation policies and procedures described in this plan are structured to comply with all applicable federal and state legislation and express the genuine regional value and interest for all residents of the Monterey Bay region to participate in the shaping and implementation of regional policies and decisions regarding the region's multimodal transportation system.



The *2023 Public Participation Plan* was developed to adhere to the Infrastructure Investment and Jobs Act/Bipartisan Infrastructure Act (IIJA/BIA) of 2021 and Fixing America’s Surface Transportation Act (FAST Act) of 2015 legislation and pursuant to changes in the California Government Code 65080 that occurred with the passage of Senate Bill (SB) 375 in 2008.

AMBAG and the RTPAs in the Monterey Bay region, see Figure 1-1 below, seek the participation of a diverse set of communities with an interest in regional planning efforts, including low-income households, minority populations, Limited English Proficiency (LEP) populations, persons with disabilities, representatives from community and service organizations, tribal organizations, and other public agencies.

The policies and procedures in the *2023 PPP* were formed with the intent of using effective, achievable, culturally sensitive public outreach methods to increase public participation, and to create and maintain a regional transportation network that prioritizes equitable decision-making and transparency. Circumstances since the last update, such as the COVID-19 pandemic, have advanced the use of certain techniques to enhance input and participation through strategic virtual engagement. Due to the pandemic, virtual meeting platforms were essential to engaging the public during the development of the *2045 MTP/SCS* and other major efforts. AMBAG worked diligently to ensure that individuals without devices were engaged through other sources by providing physical materials and technical support when necessary or requested. AMBAG will continue to engage the public both in person and virtually, even beyond the pandemic, due to the success of increased participation with virtual engagement strategies.

#### **Eight Guiding Principles for Public Participation**

1. Prioritize public engagement methods that increase equitable participation and distribution of resources in all outreach efforts, projects, and programs.
2. Valuing public participation and promoting broad-based involvement by members of the community.
3. Providing varied opportunities for public review and input.
4. Treating all members of the public fairly and respecting and considering all public input as an important component of the planning and implementation process.
5. Promoting a culture of dialogue and partnership among residents, property owners, the business community, organizations, other interested members of the public, and public officials.
6. Involving underserved communities and community groups, as well as other organizations.
7. Encouraging active public participation throughout the entire process.
8. Providing communications and agency reports that are clear, timely and broadly distributed.

AMBAG and the RTPAs perform a broad range of public participation and stakeholder engagement activities, such as:

- Conducting public meetings
- Establishing standing and ad hoc committees
- Partnering on studies and projects
- Preparing surveys, news releases, social media posts, and eNews
- Providing educational and informational programs in accordance with statutory and regulatory directives

All the activities listed above are open to public involvement and review. AMBAG and the RTPAs (TAMC, SBtCOG, and SCCRTC) have taken this opportunity to update the *2023 Public Participation Plan* to further improve transportation decision-making in the region and to reach out to underserved communities within the Monterey Bay region more effectively. The goals set forth in the *2023 Public Participation Plan* are to further equitable participation and decision-making regionally by utilizing effective and innovative public outreach methods.

Figure 1-1: AMBAG Tri-County Region of Monterey, San Benito, and Santa Cruz Counties Map



### **III. Regional Roles and Responsibilities**

AMBAG, as the designated MPO, must follow federal and state legislation when developing and programming transportation projects. SBtCOG, SCCRTC, and TAMC, the RTPAs within the AMBAG region, are required to follow federal legislation and state legislation as well if they are utilizing federal funding. Federal and state legislation requirements related to the *Public Participation Plan* can be found in Appendix E.

#### ***State Department of Transportation***

*California Department of Transportation (Caltrans) - District 5*

Caltrans oversees the state transportation planning, and the MPO's and RTPAs' transportation planning and programming processes. Caltrans' mission is to provide a safe and reliable transportation network that serves all people and respects the environment. Caltrans' primary responsibility is to ensure the function of the state highway system and develop transportation projects of statewide importance, including intercity rail projects.

In the Monterey Bay region, Caltrans District 5 is the liaison between our partner agencies and Caltrans Headquarters.

#### ***Metropolitan Planning Organization***

*Association of Monterey Bay Area Governments (AMBAG)*

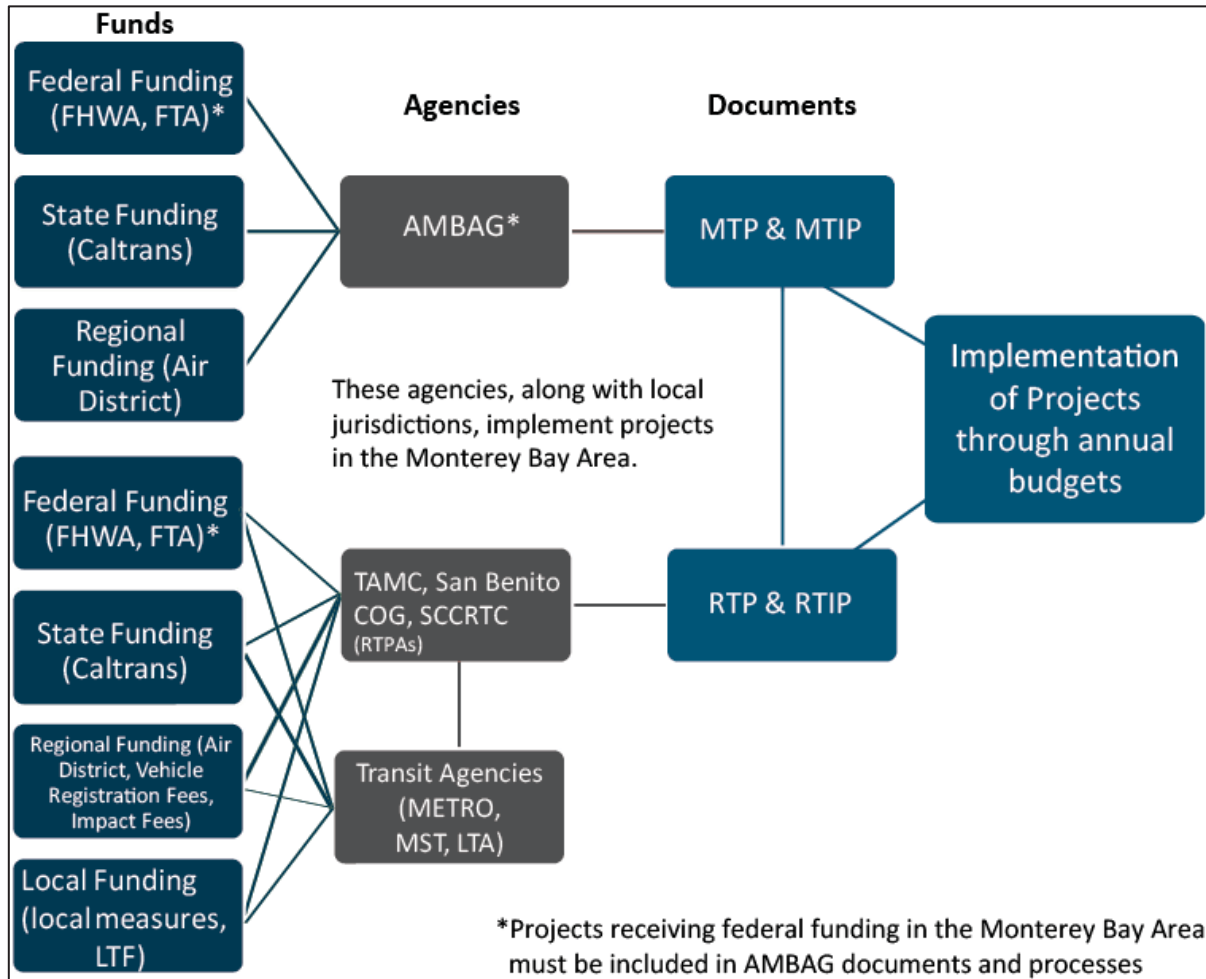
Established by a joint powers agreement in 1968, AMBAG provides a forum for policy and planning issues in the Monterey Bay region. AMBAG acts as the regional Council of Governments (COG) for Santa Cruz and Monterey Counties and since 1968 has been designated by the Governor as the Metropolitan Planning Organization for the tri-county Monterey Bay region.

Membership of the Association of Monterey Bay Area Governments includes 21 jurisdictions within Monterey, San Benito, and Santa Cruz Counties. An elected official from each jurisdiction is appointed by that jurisdiction's City Council or Board of Supervisors, with each of the 18 cities represented by one member, and each of the three counties by two members, forming the 24 member AMBAG Board of Directors. A representative from TAMC, SBtCOG, SCCRTC, Caltrans, Monterey-Salinas Transit, Santa Cruz Metropolitan Transit District, Monterey Bay Air Resources District, Monterey Peninsula Airport District, and Central Coast Community Energy each serve as an ex-officio member.

AMBAG, as the MPO for the Monterey Bay region, is charged with developing and periodically updating a federal long range transportation plan and transportation improvement program for the region, as well as developing an annual Overall Work Program (OWP). These statutory

requirements are satisfied throughout the development process of updating the Metropolitan Transportation Plan and Sustainable Communities Strategy (MTP/SCS), the Metropolitan Transportation Improvement Program (MTIP) and the OWP.

**Figure 2-1: Organizational Chart of Federal, State and Local Funding Sources and How Each are Distributed to Local Agency’s Projects and Programs**



**The Metropolitan Transportation Plan and Sustainable Communities Strategy (MTP/SCS)**

Adopted in June 2022, the *2045 Metropolitan Transportation Plan/Sustainable Communities Strategy* (also known as Moving Forward 2045 Monterey Bay, or the MTP/SCS) is the long-range transportation plan for the Monterey Bay region that looks ahead at the possible transportation needs the region will have alongside the proposed growth of the region for the next 20 years. Proposed transportation projects must be included in this plan to be eligible for federal funding. The Sustainable Communities Strategy (SCS) contained in this Plan requires the proposed transportation solutions to meet or further reduce the adopted greenhouse gas (GHG) emissions target goals specifically allocated for the Monterey Bay region set forth by the State.

AMBAG is beginning the multi-year process to update the *2050 MTP/SCS* and anticipates the plan to be completed by mid-2026.

### **The Metropolitan Transportation Improvement Program (MTIP)**

The MTIP is the Monterey Bay region's short range transportation project programming document that contains transportation projects proposed for federal funding. The MTIP is required to be updated at least every four years; AMBAG typically updates this document every two years. Federal regulations require that the MTIP be prepared in consultation and coordination with our partner agencies in the region and be subject to an adequate public outreach and review process. The MTIP is developed in partnership with the following agencies: Caltrans, San Benito County Express, MST (including their paratransit program RIDES), Santa Cruz METRO, SBtCOG, SCCRTC, TAMC, and project sponsors/implementing agencies.

The MTIP programs transportation improvement projects that are proposed to implement the adopted MTP/SCS. The Regional Transportation Improvement Programs (RTIPs) of the RTPAs and Short Range Transit Plans (SRTPs) of the public transit operators are prepared and approved by our partner agencies with extensive interagency consultation, as well as formal public review and hearings on the documents and their adoptions. Additionally, projects in the MTIP are consistent with Caltrans' State Transportation Improvement Program (STIP) and State Highway Operation and Protection Program (SHOPP). The projects in the MTIP are, however, not simply a compilation of transportation projects already approved in other programs, but are part of a new program, subject to its own interagency consultation and public comments and review processes.

Federal regulations require the MTIP to be prepared by AMBAG staff in cooperation and consultation with the above agencies as well as federal oversight agencies. Through this process other projects are included in the MTIP that are funded through federal sources such as: Highway Safety Improvement Program (HSIP), Highway Infrastructure Program (HIP), Surface Transportation Block Grant Program (STBGP/RSTP), Highway Bridge Program (HBP), and Active Transportation Program (ATP). As per federal regulations, AMBAG conducts a proactive interagency consultation and public involvement process to ensure that complete information, timely public notice, full public access at key decisions, and early and continuing involvement of the public be provided during development of this MTIP. After this process, AMBAG's Board of Directors is required to adopt the MTIP. The MTIP is then submitted to Caltrans, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) for their approval and incorporation into the Federal Statewide Transportation Improvement Program (FSTIP). Once developed, the MTIP does not become a static document. It can be amended through a "Formal Amendment" or an "Administrative Modification" within the two-to-four-year cycle.

Formal amendments are changes to projects that are considered significant in nature such as adding or deleting regionally significant or federally funded projects or major changes to the cost or scope of projects and therefore must go through a 14-day public review and a comment period. Formal amendments require AMBAG Board approval, as well as state and federal approval. AMBAG processes formal amendments to the MTIP on a quarterly schedule, and more often if warranted by special circumstances.

Administrative modifications to the MTIP are processed for minor program revisions. The criteria for administrative modifications and amendments are defined in IJJA/BIA and FAST Act. The administrative modifications are minor changes to projects and are not required to go through public review. AMBAG's Executive Director is authorized to approve administrative modifications to the MTIP.

The use of technical corrections and advancement or delay of funds using Expedited Project Selection Procedures (EPSP) can also be utilized to update the MTIP. No public review is necessary for AMBAG to use agreed-upon EPSP. EPSP is used to advance projects from the later years of the MTIP and delay the implementation of other projects from earlier years. These changes occur without modification or amendment, based on agreements between AMBAG, Caltrans, local transit operators, and RTPAs.

### **Air Quality Conformity Analysis**

Currently, the Monterey Bay region is in attainment for federal air quality standards. However, if the region becomes non-attainment for federal air quality standards, additional public involvement and interagency consultation is required.

#### *Interagency Consultation*

The conformity rule\* requires that federal, state and local transportation and air quality agencies establish formal procedures to ensure interagency coordination on critical issues. Typical participants in interagency consultation include the FHWA, FTA, EPA, State DOTs, MPOs, and other local transportation agencies, and state and regional air quality agencies. In addition, public transportation operators are often active participants in interagency consultation.

Interagency consultation is a forum for discussing key assumptions to be used in conformity analyses, strategies to reduce mobile source emissions, specific impacts of major projects, issues associated with travel demand and emissions modeling, and the development of motor vehicle emissions budgets. The specific process that will be followed in each area must be

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\* FHWA's Transportation Conformity: A Basic Guide for State and Local Officials (Feb. 2017): [https://www.fhwa.dot.gov/environment/air\\_quality/conformity/2017\\_guide/fhwahep17034.pdf](https://www.fhwa.dot.gov/environment/air_quality/conformity/2017_guide/fhwahep17034.pdf)



adopted as part of the State Improvement Plan (SIP) and must be used to develop MTPs, MTIPs and the SIP. These adopted interagency consultation procedures are included in the “conformity SIP.”

#### *Public Involvement*

The air quality conformity analysis must be provided for public review and comment, similar to the MTP/SCS and MTIP public outreach process. MPOs must then respond to public comment and provide adequate notice of relevant meetings.

#### **Overall Work Program (OWP)**

OWP, produced by AMBAG and each of the RTPAs, include federal and state funded planning activities as well as transportation and air quality planning activities proposed for each fiscal year. The OWP incorporates the MPO’s and RTPA’s transportation planning and air quality related work to be accomplished by each agency. AMBAG coordinates the OWP development process with the region’s RTPAs, transit operators, Caltrans, and is also available for the general public to review and provide comments.

The OWP establishes transportation, housing, sustainability, air quality, and other regional planning objectives, the methods and timing for achieving those objectives, and identifies planning responsibilities and funding to complete the work. The OWP also serves as a management tool for AMBAG and the RTPA’s in that it identifies all projects and services to be provided during the year beyond those mandated by the metropolitan planning process. The OWP, therefore, presents an annual guide for the agency’s use of resources for the fiscal year.

The OWP is a constantly evolving document; changes occur during the year to reflect priority, funding, and staffing changes. As a working document, the OWP must be amended prior to making changes in work scope, budget, and completion dates for key tasks.



**In the Monterey Bay region, the responsibility for regional transportation planning and programming is shared between:**

- California Department of Transportation (Caltrans)
- Metropolitan Planning Organization (AMBAG)
- Regional Transportation Planning Agencies (RTPAs):
  - Transportation Agency for Monterey County (TAMC)
  - Council of San Benito County Governments (SBtCOG)
  - Santa Cruz County Regional Transportation Commission (SCCRTC)
- Public Transit Operators:
  - Monterey-Salinas Transit (MST)
  - San Benito County Express (LTA)
  - Santa Cruz Metropolitan Transit District (Santa Cruz METRO)

Collectively, these eight agencies are referred to as AMBAG's "partner agencies."

***Regional Transportation Planning***

AMBAG, in consultation and coordination with our partner agencies develop the Monterey Bay region's MTP/SCS to ensure that both state and federal requirements for regional transportation planning are met for the Monterey Bay region. The RTPAs are each required to prepare a Regional Transportation Plan (RTP) for their respective counties.

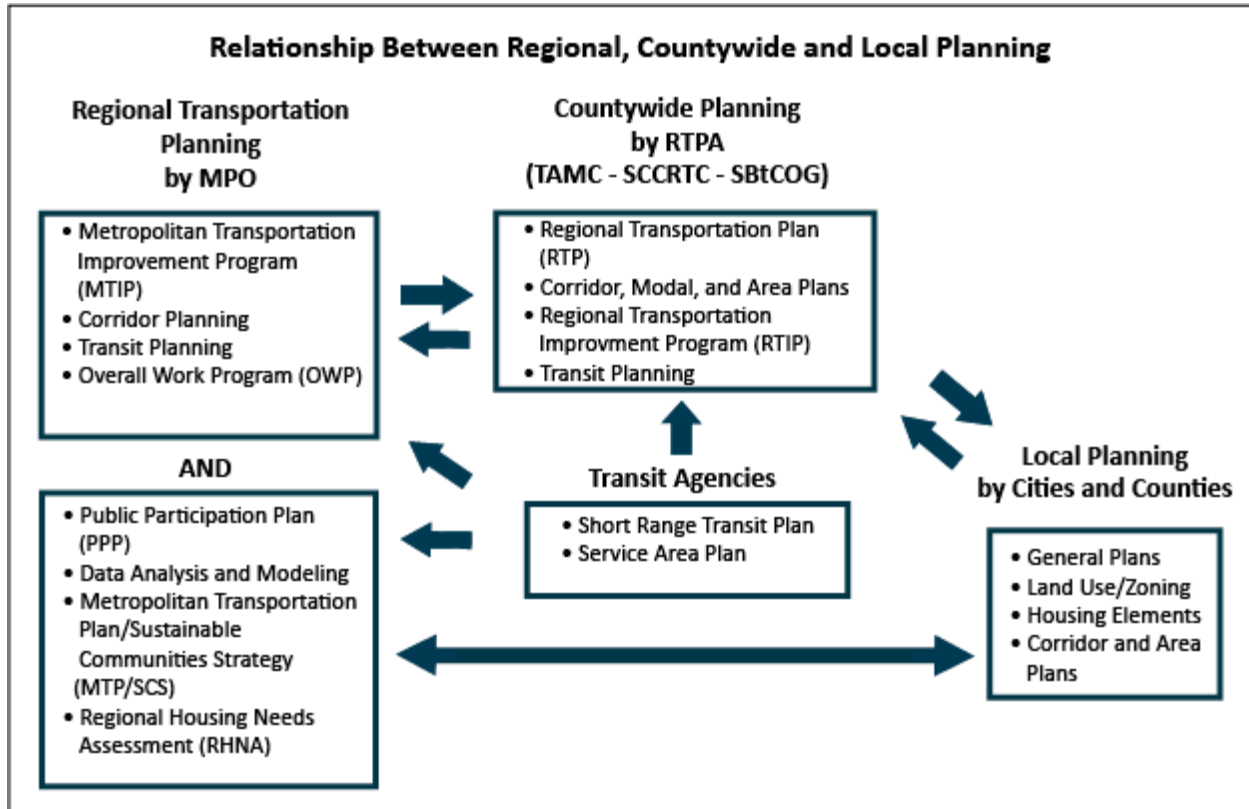
AMBAG and RTPAs work together to make sure that all planning products and programming documents are consistent and meets state and federal requirements. The transportation improvement projects included in the countywide RTPs are selected to receive State Transportation Improvement Program (STIP) funds and they are incorporated into each RTPA's respective Regional Transportation Improvement Programs (RTIP), then forwarded to the California Transportation Commission (CTC) for inclusion in the State Transportation Improvement Program (STIP).

The STIP covers a five-year period and is updated biannually. Federally funded and/or regionally significant projects selected to receive a variety of state and federal transportation funds by Caltrans, RTPAs, the transit districts, and other entities are included in the federally required Monterey Bay region's MTIP, adopted by AMBAG.

The public transit operators prepare Short Range Transit Plans (SRTP) and operate and maintain scheduled transit services in their respective service areas. AMBAG is responsible for meeting federal metropolitan planning and programming requirements for the Monterey Bay region. AMBAG's public involvement activities and public hearing notices for the MTIP will satisfy the

program of projects requirement of the FTA’s Urbanized Area Formula Program.\* A flow chart illustrating how planning documents relate throughout the AMBAG region is shown in Figure 2-2.

**Figure 2-2: AMBAG Regional Planning Document Flow Chart**



**Regional Transportation Planning Agencies (RTPAs)**

Regional Transportation Planning Agencies (RTPAs) designated pursuant to California law (Government Code Section 29532 et seq.) are funded directly through local and state funding, and are responsible for selecting projects to receive certain state and federal funds. The three RTPAs within the AMBAG region include:

**Transportation Agency for Monterey County (TAMC)**

The Transportation Agency for Monterey County (TAMC) is the state-designated Regional Transportation Planning Agency (RTPA) and Local Transportation Commission (LTC) for Monterey County. TAMC is also the Congestion Management Agency and the Service Authority for Freeways and Expressways (SAFE). TAMC is a 24-member agency with 17 voting members on the Board of Directors, which is composed of elected officials from each of Monterey County’s 12 incorporated cities and five county supervisorial districts. TAMC also includes seven ex-officio members, one each from the Association of Monterey Bay Area Governments

\* Please refer to FTA’s 49 USC 5307(C) (1)–(C) (7).

(AMBAG), California State University Monterey Bay (CSUMB), Caltrans District 5, the Monterey Bay Air Resources District, the Monterey Peninsula Airport District, Monterey-Salinas Transit (MST) and the City of Watsonville.

TAMC is responsible for developing and implementing a Regional Transportation Plan (RTP), a Regional Transportation Improvement Program (RTIP), as well as administration of Local Transportation Funds and programming of federal funds, including Surface Transportation Block Grant Program (STBGP) funding.

As the Congestion Management Agency and the Service Authority for Freeways and Expressways (SAFE), TAMC operates a Freeway Service Patrol (FSP) program on congested Highway 1 and U.S. 101 segments in Monterey County to clear vehicle collisions and respond to other freeway emergencies that are a source of traffic congestion, as well as operating and maintaining Monterey County's call box network on state highways.

With the passage of the voter-approved "Transportation Safety & Investment Plan" through Measure X in November 2016, TAMC and local jurisdictions are investing locally generated sales taxes into the community, with 60 percent of the revenues dedicated to local road maintenance, pothole repairs and safety projects, and 40 percent dedicated to regional safety and mobility projects.

As the state-designated rail agency for Monterey County, another major emphasis for TAMC is to bring more passenger rail service to Monterey County, so that residents can travel to jobs, health services, shopping, and entertainment conveniently, safely, and cheaply, while avoiding traffic jams. The rail program includes local commuter service options as well as greater regional access. Trains will also be a popular choice for visitors to Monterey County, helping to ease traffic during the busiest summer months. The result of this effort will remove vehicle trips from Highways 1, 101, and 156.

The TAMC Board of Directors adopted a racial equity program in 2021. The program integrates specific racial equity-based activities into three agency areas, funding, public outreach and hiring, with a developed set of issues, potential solutions, action items and a racial equity goal for each area. The funding goal is to provide an equitable share of transportation investments to underserved, racially diverse communities to improve their health, safety, and quality of life. The hiring goal is to reflect the diversity of the Monterey County community to increase TAMC's success as an agency. The public outreach goal is to design and implement public outreach and engagement that is broadly accessible and provides means for all to participate.

### **Council of San Benito County Governments (SBtCOG)**

The Council of San Benito County Governments is the state designated RTPA and the Council of Governments (COG) for San Benito County. SBtCOG is an eight-member agency with a five-member Board of Directors, composed of two representatives each from the San Benito County Board of Supervisors and the Hollister City Council and one representative from the San Juan Bautista City Council. SBtCOG also has one ex-officio representative from Caltrans District 5. SBtCOG is responsible for county-level transportation plans and programs.

SBtCOG adopts a Regional Transportation Plan (RTP) every four years. The RTP is a 20-year planning document that establishes transportation goals and policies for the region and identifies projects to be implemented with available funding.

In June 2022, SBtCOG adopted their 2045 RTP which includes chapters that address state and federal transportation policies. In addition, topics discussed in SBtCOG's 2045 RTP include Complete Streets, Healthy Communities, Active Transportation, etc.

SBtCOG is responsible for programming the State Transportation Improvement Program (STIP) funding in its biennial Regional Transportation Improvement Program (RTIP), and administration of Transportation Development Act funding. SBtCOG also allocates transportation funds, including State Surface Transportation Block Grant Program (STBG) funds, to local jurisdictions. Additionally, on November 6, 2018, Measure G, a 1 percent sales tax over 30 years, was approved by San Benito County voters to fund the implement of the San Benito County Roads and Transportation Safety Investment Plan. Measure G will help fund critical transportation safety and mobility projects in San Benito County, including up to 50% of the tax revenues committed to improving Highway 25.

SBtCOG solicits public input on the development of all programs and plans, including the Regional Transportation Plan (RTP), Regional Transportation Improvement Program (RTIP), and Transportation Development Act funding allocations.

SBtCOG is also responsible for administering several multimodal programs. One such program includes the Rideshare Program and the Vanpool Program, which encourages residents to use alternative modes of transportation. The Board of Directors also serves as the following entities:

- Service Authority for Freeways and Expressways (SAFE) administers the emergency call box program
- Local Transportation Authority (LTA) administers public transportation services
- Airport Land Use Commission (ALUC) ensures orderly growth around the airport and protects the general welfare of local inhabitants, pilots, and members of the public

- Measure A Authority governs a 1/2 cent sales tax that was established in 1989 to raise money for specific transportation projects in San Benito County. The Measure A Authority no longer operates as the tax expired.

### **Santa Cruz County Regional Transportation Commission (SCCRTC)**

The Santa Cruz County Regional Transportation Commission (SCCRTC) is the state designated RTPA and Local Transportation Commission (LTC) for Santa Cruz County. As an RTPA, SCCRTC is responsible for transportation planning, policy, coordination, and programming. The SCCRTC Board of Directors consists of all five members of the County Board of Supervisors, one representative from each of the four cities in the county, and three representatives appointed by the Santa Cruz Metropolitan Transit District Board of Directors. SCCRTC also has one ex-officio representative from Caltrans District 5. Board meetings are held the first Thursday of the month, with workshops scheduled for the third Thursday of the month, as needed. SCCRTC is also the Service Authority for Freeway Emergencies (SAFE) which administers the call box program, the Local Transportation Authority which governs the Measure D 1/2 cent sales tax established in 2016 for specific transportation projects in Santa Cruz County, and the Rail/Trail Authority.

Members of the public and representatives from local transportation organizations sit on SCCRTC's Bicycle Advisory Committee and Elderly and Disabled Transportation Advisory Committee (E&D TAC) which also serves as the state-mandated Social Service Transportation Advisory Council (SSTAC). The Measure D Taxpayer Oversight Committee (TOC), made up of members of the public who do not work for Measure D recipient agencies, reviews audits and reports to confirm Measure D funds have been spent in accordance with the voter-approved Ordinance. The public is also encouraged to attend meetings and address the Board or advisory bodies. With input from the community, SCCRTC develops and implements a Regional Transportation Plan (RTP), a Regional Transportation Improvement Program (RTIP), and Unmet Transit Needs.

SCCRTC also implements several regional transportation projects and programs. These include ongoing programs such as the Cruz511 Traveler Information Service, Go Santa Cruz County commuter rewards program, the SAFE Callbox Program, and the Freeway Service Patrol (FSP) Program. The Call Box and FSP programs provide assistance to motorists. SCCRTC oversees, implements and/or evaluates various regional highway, passenger-rail, and bicycle and pedestrian projects, including along the SCCRTC-owned Santa Cruz Branch Rail Line (SCBRL) corridor.

In preparing transportation planning and programming documents and implementing specific projects and programs, SCCRTC uses a variety of public participation tools, including public meetings and workshops, public hearings, committee meetings, public notices, press releases,

the SCCRTC website, social media, email notifications, newsletters, surveys, outreach at community events, door-to-door canvassing and televised meetings. Additionally, SCCRTC is in the process of developing an equity action plan to integrate equity-based activities into funding, public outreach and hiring, with a developed set of issues, potential solutions, action items and a racial equity goal for each area.

### ***Public Transit Operators***

#### **Monterey-Salinas Transit (MST)**

Monterey-Salinas Transit (MST) provides public transit service to a 159 square-mile area of Monterey County with 34 routes, 131 fixed route fleet buses, 39 minibuses for paratransit service, and six trolleys; all of which are Americans with Disabilities Act (ADA) compliant and serve a service area of approximately 437,325 people. In 2010, MST became the countywide transit district overseen by a 13-member voting Board of Directors, composed of one representative each from the County of Monterey and all twelve county cities: Carmel-by-the-Sea, Del Rey Oaks, Gonzales, Greenfield, King City, Marina, Monterey, Pacific Grove, Salinas, Sand City, Seaside and Soledad.

MST's fixed routes provide service in the Monterey Peninsula jurisdictions, the City of Salinas, and south Monterey County cities including Chualar, Gonzales, Soledad, Greenfield, and King City. Intercity service is provided via Blanco Road in Salinas, Highway 1, and Highway 101 between areas of Monterey County. MST provides rural transit service to Carmel Valley, and seasonally along the Monterey waterfronts – the MST Trolleys. In addition, intercity routes connect MST with Santa Cruz METRO at their Transit Center in Watsonville. Also, MST operates service between King City and Paso Robles, with stops in San Lucas, San Ardo, Bradley, and San Miguel.

MST is also responsible, under the Americans with Disabilities Act (ADA), for the provision of complementary paratransit service in Monterey County. To that end, MST operates and administers the RIDES paratransit program that provides service within  $\frac{3}{4}$  mile of MST fixed transit routes. The RIDES program also serves Special Transit service areas in unincorporated rural North and South Monterey County by extending paratransit service to rural North Monterey County outside the  $\frac{3}{4}$  mile ADA service area, and two miles of fixed route in South Monterey County. The RIDES program Special Transit service also extends paratransit service to two miles along Highway 68 east between Canyon Del Rey Boulevard and River Road in Salinas.

In Monterey County, the MST Mobility Advisory Committee serves as the Transportation Agency's Social Services Transportation Advisory Council (SSTAC) and advises the agency on the transportation needs of the elderly, persons with disabilities and limited means populations. The Mobility Advisory Committee includes representatives from the County's social service

providers and MST RIDES paratransit program customers. The committee serves as an advisory body to MST regarding the delivery of coordinated transportation and mobility management services provided through MST's Consolidated Transportation Services Agency (CTSA).

**San Benito County Local Transportation Authority (LTA)**

The San Benito County Local Transportation Authority (LTA) is the designated Consolidated Transportation Services Agency (CTSA) for San Benito County. The LTA is a Joint Powers Authority between the City of Hollister, City of San Juan Bautista, and the County of San Benito. The Board of Directors consists of two elected officials each from the City of Hollister City Council and the County of San Benito Board of Supervisors; and one elected official from the City of San Juan Bautista City Council.

The LTA is responsible for the administration and operation of San Benito County Express, the primary public transportation service for the county which operates seven days a week. County Express services include Fixed Route service, complementary Paratransit service, Dial-A-Ride, On-Demand, and Intercounty transit services to the City of Gilroy in Santa Clara County. The LTA also provides three specialized transportation services: Out-Of-County non-emergency Medical Transportation, Senior Lunch Program Transportation, and a Medical-Shopping Assistance Program. The LTA seeks extensive public input on the development of operations and plans, which include a Short Range Transit Plan (SRTP). The LTA also solicits input on potential route changes, fare increases, and other service and policy changes.

**Santa Cruz Metropolitan Transit District (SCMTD or Santa Cruz METRO)**

The Santa Cruz Metropolitan Transit District (SCMTD or Santa Cruz METRO) provides public transit service in Santa Cruz County and connects with Monterey-Salinas Transit (MST), the Monterey County public transit provider, at the Watsonville Transit Center. Santa Cruz METRO provides service using 94 buses on 24 routes throughout the County. In addition to service throughout Santa Cruz County, Santa Cruz METRO operates, in coordination with the Santa Clara Valley Transportation Authority (VTA), Amtrak, Caltrans and the Capitol Corridor Joint Powers Authority, an express bus service to and from Santa Clara County over State Route 17 (Highway 17) seven days a week.

Santa Cruz METRO has an 11-member Board of Directors composed of one representative from each of the cities of Capitola and Scotts Valley, five approved by the Santa Cruz County Board of Supervisors, two representatives from the City of Santa Cruz and two representatives from the City of Watsonville. In addition to its regular membership, Santa Cruz METRO also has one ex-officio member representing the University of California Santa Cruz (UCSC) and Cabrillo College. Board meetings are held on the fourth Friday of each month. Comments from the general public on any issue can be made during the public comment period at the Board meetings.



Santa Cruz METRO is also responsible for the provision of complementary paratransit to fixed route transit service under the Americans with Disabilities Act (ADA). Santa Cruz METRO ParaCruz provides shared ride, door-to-door service for people certified as unable to use the regular service.

***Local Planning Coordination and Sustainability***

In 2008, Senate Bill 375 (SB 375, Steinberg) was passed, which requires AMBAG to include a Sustainable Communities Strategy (SCS) in the Metropolitan Transportation Plan (MTP). The SCS aims to incorporate regional growth and housing demand with long range planning scenarios in the joint effort to decrease greenhouse gas emissions (GHGs) at the state and regional level, as set forth by the California Air Resource Board (CARB). AMBAG is required to include SB 375 specific public participation requirements and process into the official Public Participation Plan (PPP) to include greater participation and coordination with local and regional agencies during the MTP/SCS development process. The Public Involvement Program (PIP) for the 2050 MTP/SCS is included in Appendix G.

SB 375 also requires AMBAG to conduct a minimum of two informal meetings in each of the three counties within the Monterey Bay region for members of the Board of Supervisors and Council of Governments on the SCS. The purpose of these meetings is to present a draft of the SCS to members of the Board of Supervisors and City Council members in each county and to incorporate their input and recommendations.



## **IV. Public Participation Requirements**

AMBAG and partners identified and updated various information, techniques and strategies for effective public outreach which were compiled in AMBAG's *2019 Monterey Bay Public Participation Plan* to shape and inform the bulk of this *2023 Public Participation Plan (PPP)*.

This PPP provides interested parties with reasonable opportunities to be involved in the MPO transportation planning\* and regionwide transportation planning process. To accomplish the consultation requirements of the IIJA/BIA and FAST Act, AMBAG and RTPAs conducted the following actions to ensure all public participation requirements would be met.

### **Research**

AMBAG and RTPAs regularly gather information about how to improve public participation for major plans and projects throughout the planning process. For instance, as part of outreach efforts for AMBAG's *2045 MTP/SCS*, a list of key stakeholders was compiled to be contacted regularly regarding MTP/SCS programs and policies. In fall 2022, AMBAG went through an extensive effort to update the list, comprised of a large variety of individuals and organizations ranging from community groups, interest groups, environmental groups, local tribes, etc.

In addition, AMBAG staff conducted extensive research in preparation for the *2023 Public Participation Plan* by reviewing other California MPOs' recently updated Public Participation Plans, researching new federal and state legislation that may have affected the implementation process of the Public Participation Plan update, and sought new strategies in technological innovation to be included to improve public outreach for the Monterey Bay region.

### **Surveys**

Online surveys have been used by the SCCRTC in development of its RTP and for projects such as the 2021 Transit Corridor Alternatives Analysis, 2019 Unified Corridor Investment Study and the 2019 Highway 9 San Lorenzo Valley Complete Streets Corridor Plan. Multiple telephone surveys of likely voters have also been used by the RTPAs in their evaluation of local funding options for implementing the RTPs.

In March 2023, AMBAG developed a public outreach survey to request feedback on how to better keep the community engaged and informed throughout the decision-making process. The survey was available in English and Spanish and was posted online on AMBAG and partner websites and emailed to AMBAG's stakeholders and interested parties contacts. The survey focused on preferred methods of communication, preferred dates and times of meetings, and preferred engagement methods.

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\* Please refer to FHWA's 23 CFR 450.316(a).

Overall, online and telephone surveys are helpful tools to elicit public input as these surveys provide a decent sample size of residents from each of the three counties, which allows agencies to gauge how to best reach the public and address pertinent issues in regard to major plans and projects. For this reason, these survey methods will continue to be used for future plans and projects. But there are also limitations to surveys. It should be noted that as agencies are working to ensure broader participation by historically underrepresented groups, project-level surveys are not always statistically representative since survey participants are self-selected (volunteer to take the survey). Additionally, since fewer households are using landlines and cell phone numbers do not always represent the physical location of users, there are limitations to telephone surveys.

### **Direct Outreach**

Providing public access to participation in the planning processes of the Monterey Bay region is a responsibility shared between AMBAG, SBtCOG, SCCRTC, TAMC, MST, San Benito County Express, Santa Cruz METRO, and Caltrans.

Each partner agency solicits public input to its planning, policy, and programming processes. Various methods are used to engage stakeholders, community-based organizations, and the general public and provide impacted public agencies and interested parties with timely information and opportunities to participate in the transportation planning process.

Each federally funded transportation plan, study, program, or project prepared or developed by AMBAG or RTPAS must have its own specified public participation process that defines the avenues for reasonable involvement in the transportation planning process.

The following slate of procedures and strategies represents a compilation of the public participation efforts and opportunities that may be offered to residents in the Monterey Bay region, subject to funding availability. These procedures and strategies also provide guidance for realizing the desired outcome of a robust and informed level of broad-based public involvement in the development and implementation of plans, programs and projects in the region.

Additional information for how to engage in public participation opportunities for each RTPA are summarized in Appendix B.

## **Required Procedures and Methods for Public Participation\***

These activities are further explained in the following text, followed by a special section pertaining to new requirements for the MTP/SCS development pursuant to SB 375.

The following public participation activities must be included in every transportation plan, transportation improvement program and Environmental Impact Reports/Study:

- 1. Define Purpose and Identify Stakeholders**
- 2. Consultation and Coordination with Other Agencies**
- 3. Consultation with Interested Parties (Policy Bodies and Advisory Committees)**
- 4. Public Notice, Public Hearings, Comment Periods (utilizes the Brown Act)**
- 5. Use of Media and Informational Materials and Visualization Techniques**
- 6. Encourage Bilingual Participation**
- 7. Respond to Public Comments/Input**
- 8. Web Posting/Distribution of Draft and Final Documents**

### **1. Define Purpose and Identify Stakeholders**

Prior to initiating public outreach on transportation plans, programs, and projects, AMBAG and RTPAs define the purpose, objectives, and stakeholders for effective public involvement.

Individuals and groups that have an interest in transportation decisions may include, but are not limited to:

- Landowners
- Neighborhood and community groups
- Environmental advocates
- Tribal and Indigenous communities
- Organizations serving seniors, persons with disabilities, and youth
- Affordable housing advocates and providers
- Transportation advocates
- Home builder representatives
- Business organizations
- Commercial property interests
- Educational organizations
- Health and social service organizations
- Tourism representatives
- Trucking and agriculture representatives

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\*Please refer to Title 23: 450.316 from *Federal Register Vol. 72 No. 30* in Appendix D for more information.

These groups can be represented through direct outreach, advisory committees, or other methods described in the following text. AMBAG and partner agencies recognize that the public expects a clear understanding of their involvement and purpose throughout the transportation planning process. During this step, agencies will determine public participation goals for their specific plan, study, program, or project including performance metrics, data to be collected, and monitoring strategies over the length of the outreach campaign.

As with many transportation projects, there are many demands on limited available resources; therefore, practical and economical public outreach options can be used to expand toolbox skill sets, as well as leverage existing resources and technological advances. For instance, AMBAG, SBtCOG, SCCRTC, and TAMC have added a Google Translation Widget on their webpage so users can switch from English to Spanish while browsing their websites. Also, SCCRTC utilizes Caltrans QuickMap on the Cruz511 traveler information traffic map page. This map includes visuals from the live traffic camera, and road closure information from Caltrans. Tools such as these are cost-effective and helpful and can reach multiple audiences, but agencies must also be mindful of their limitations including people experiencing technology barriers.

## **2. Consultation and Coordination with Other Agencies**

AMBAG and RTPAs seek input from state and federal resource management agencies during development of transportation planning studies and projects in their respective regions. AMBAG leads the outreach efforts with federal, state, and local (including cities and counties) agencies during development of the Metropolitan Transportation Plan/Sustainable Communities Strategy (MTP/SCS) and the associated Environmental Impact Report (EIR) which also serves as the RTPA's Regional Transportation Plan (RTP) Environmental Impact Report (EIR). Appropriate consultation is undertaken with agencies and officials responsible for planning activities within the region, as well as state and federal resource management agencies. These agencies include but are not limited to:

- Federal and State Resource Agencies (Water, Fish and Game, Coastal Commission, etc.)
- Federal Land Management Agencies
- Local Tribal Governments
- Housing, Economic Development and Community Planning Agencies
- Airports
- Freight Industry Stakeholders

### ***Transportation Plan and Sustainable Communities Strategy Staff Working Group***

AMBAG, RTPAs, and transit agencies within the Monterey Bay region participate in regular coordination group meetings to discuss the preparation of transportation plan updates, policy issues and coordinate development of the SCS for the region that is required by Senate Bill 375. During the development of AMBAG's MTP/SCS, staff meets with the three RTPAs' staff twice a

month as part of a working group in order to coordinate the development of each of the Regional Transportation Plans (RTPs).

### ***NEPA and CEQA Consultation***

The California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) both define the minimum standards for reasonable public access and participation in the decision-making process. The public participation process defined by NEPA for federal consultation serves as the primary process for consultation to occur with federal, state, and local resource management agencies. CEQA requires environmental documents to be prepared across all jurisdictions for regional and local transportation plans and projects, such as Environmental Impact Reports (EIRs).

AMBAG is primarily a planning agency, therefore AMBAG's actions do not regularly fall under NEPA/CEQA as they are not projects, as defined by NEPA. However, AMBAG must abide by the statutory requirements as outlined in these acts should the agency participate in a project that falls under the NEPA/CEQA process. For example, MPOs are responsible for the planning contained in the MTP/SCS that precedes project delivery. Typically, a local government, consultant, or Caltrans is responsible for the actual construction of the project i.e., project delivery. CEQA applies to the planning document (MTP/SCS and RTPAs' RTPs) while both NEPA and CEQA may apply to the individual projects that implement the MTP/SCS during the project delivery process.

Additionally, under adopted CEQA State Clearinghouse Procedures, AMBAG has been designated the regional agency responsible for Clearinghouse operations in Santa Cruz, San Benito, and Monterey Counties. In this capacity, AMBAG provides comments on key projects which may have an impact on the implementation of the MTP/SCS and MTIP. This allows AMBAG to monitor regionally significant projects and their impact on the regional travel demand model and regional transportation performance targets.

### **3. Consultation with Interested Parties (Policy Bodies and Advisory Committees)**

AMBAG and partner agencies hold regularly scheduled meetings where the public is encouraged to attend and are noticed per Brown Act requirements. General meeting notices, agendas and materials are posted at agency offices at least 72 hours before regular meetings and 24 hours before special meetings. All Board meeting and standing committee meeting notices are typically posted on agency websites. Some special meetings or notices for public hearings are also published in general circulation newspapers.

Agendas and materials are made available in advance of meetings by regular mail, email or by links to the host agency website. Agendas are also posted at each agency's respective offices.

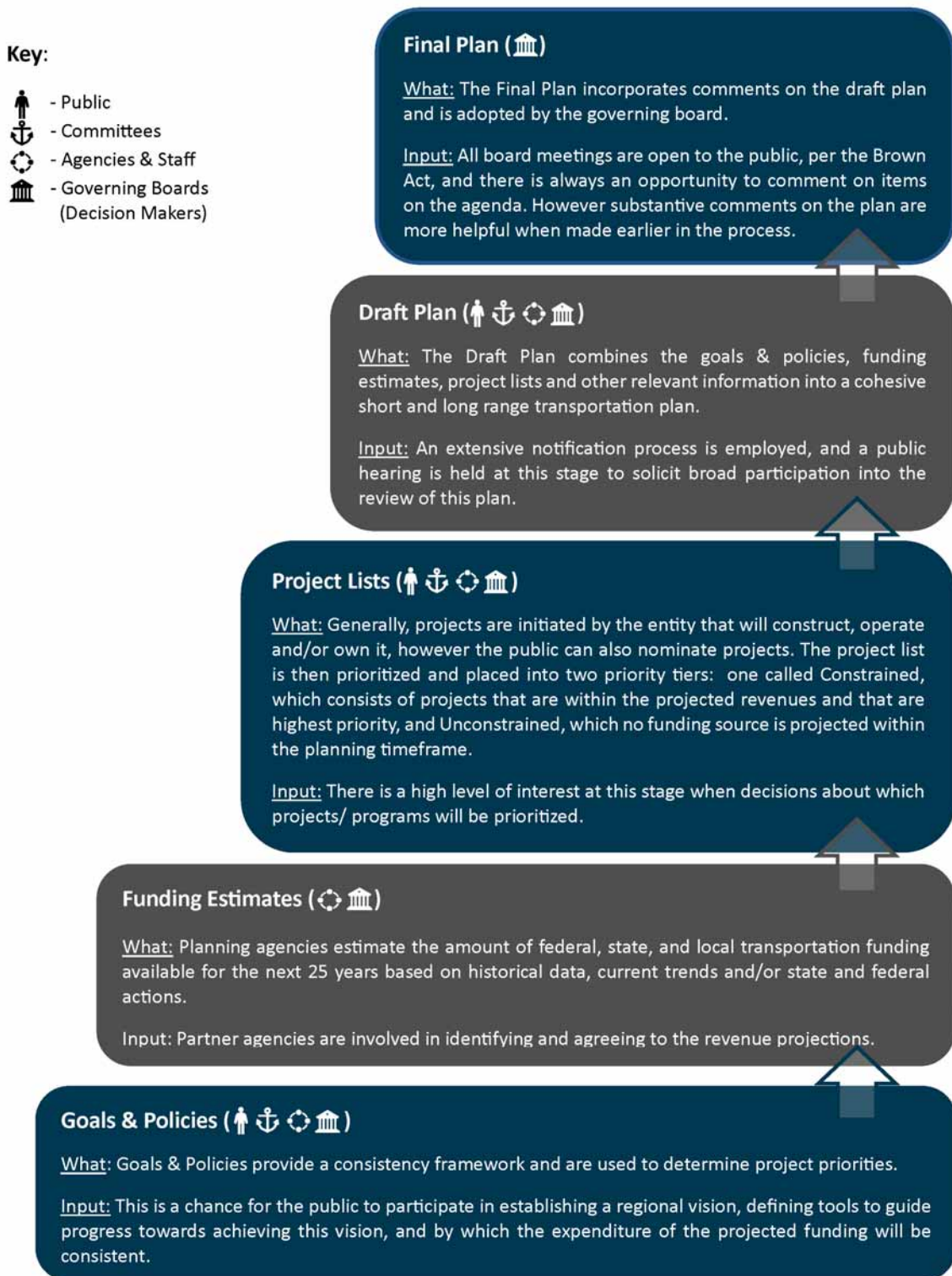
The agenda of each meeting provides an opportunity for members of the general public to provide comment to the Board/Committee concerning matters within the agency's purview.

In recent years, AMBAG and partners provided opportunities for virtual and hybrid meeting styles that have allowed members of the public to participate in Board meetings, standing committees and special meetings remotely. AMBAG agendas now include Zoom links to increase public participation virtually and remotely. Virtual engagement methods increase inclusivity and accessibility, reduce geographical/transportation barriers, promote cost savings and efficiency, and facilitate increased data sharing and collaboration. Virtual participation has proven an effective way to ensure engagement and meaningful participation from community members. It is a best practice to enable closed captioning during virtual meetings, offer public access to meeting recordings, and post meeting presentation slides online. As we move forward, virtual engagement will continue to shape a more collaborative, equitable, and resilient transportation network.

Staff reports, transportation plans and studies can be viewed at AMBAG or partners' offices, websites, and hardcopies are also made available upon request. Transportation plans and some major documents are also available at local public libraries.

In addition, public input to the transportation planning and programming process can include notification and early solicitation through each of the agency's technical advisory committees and through project sponsors, such as city councils and city committees (refer to Figure 3-1). AMBAG and the region's three public transit operators also use the RTPA technical advisory committees to notify and solicit input on their planning and programming processes.

**Figure 3-1: Building Blocks of Regional Transportation Planning and Public Input Flow Chart**





### ***Technical Advisory Committees (TACs)***

TAMC, SBtCOG, and SCCRTC, the three Regional Transportation Planning Agencies (RTPAs) for the Monterey Bay region, each appoints a Technical Advisory Committee (TAC) which meets regularly to help guide the technical aspects of transportation planning, project selection and programming within their respective region. The TAC members are usually planners and engineers representing affected agencies and jurisdictions in each county.

Additional agency representation on these committees includes some combination of the following: AMBAG staff, transit operators, regional agencies, Transportation Management Agencies, educational institutions, Caltrans and the California Highway Patrol (CHP).

Recommendations of each committee are provided to the respective Board.

### ***Social Service Transportation Advisory Councils (SSTACs)***

As required by the Transportation Development Act (TDA), each Regional Transportation Planning Agency appoints a Social Services Transportation Advisory Council (SSTAC) to advise the agencies on specialized transportation and unmet transit needs. Candidates are recruited from a broad representation of social services, transportation providers, and the general public representing the elderly, persons with disabilities, and persons of limited means. The Transportation Development Act requires an annual unmet needs public hearing if Local Transportation Funds (LTF) are to be used for local road projects.

In Monterey and San Benito Counties, the primary purpose of each committee is to ensure that there are no unmet transit needs which are reasonable to meet in areas which use Local Transportation Funds (LTF) for purposes other than transit. Santa Cruz County does not divert any Local Transportation Funds (LTF) to road projects; therefore, they do not require a formal unmet transit needs process. However, SCCRTC regularly conducts an unmet needs process to understand priority transportation needs for seniors, persons with disabilities, and low-income community members.

In addition to the unmet transit needs activities of the SSTACs, the three agencies' committees regularly review and comment on proposed planning documents and matters affecting the groups they represent. For instance, the public transit operators' on-going compliance in meeting the complementary paratransit goal provisions of the Americans with Disabilities Act (ADA) is of interest to SSTAC members. As such, a transit operator representative attends the SSTAC meetings to address complementary paratransit as well as other public transit issues of interest to the committee. SSTAC committee actions are reported to and considered by each Regional Transportation Planning Agency Board.

In Santa Cruz County, the Elderly and Disabled Transportation Advisory Committee (E&D TAC) serves as the Social Services Transportation Advisory Council (SSTAC). In addition to fulfilling the requirements of the SSTAC as required by California Code, the E&D TAC advises SCCRTC, the



Santa Cruz Metropolitan Transit District (Santa Cruz METRO), the Consolidated Transportation Services Agency, social service agencies and the local jurisdictions in Santa Cruz County on transportation issues, policies, plans, programs, and projects for the elderly, persons with disabilities and persons of limited means populations. In addition to the E&D TAC, SCCRTC is also forming a Transportation Equity Workgroup to advise the agency on integrating equity into transportation planning and project implementation.

In Monterey County, the Monterey-Salinas Transit (MST) Mobility Advisory Committee serves as the transportation agency's Social Services Transportation Advisory Council and advises the agency on the transportation needs of the elderly, persons with disabilities and limited means populations. The Mobility Advisory Committee includes representatives from the County's social service providers and MST Mobility Program customers. The committee serves as an advisory body to MST regarding the delivery of coordinated transportation and mobility management services provided through MST's Consolidated Transportation Services Agency.

In San Benito County, SBtCOG maintains its own SSTAC committee for the purposes of advising the COG and the Local Transportation Authority (LTA) on matters related to transportation accessibility for seniors, persons with disabilities, and persons of limited means. Transit issues that may require more attention from the SSTAC are Specialized Transportation services, and related planning and studies.

### ***Bicycle and Pedestrian Advisory Committees***

SCCRTC appoints a Bicycle Advisory Committee while TAMC appoints a Bicycle and Pedestrian Facilities Advisory Committee, and SBtCOG appoints a Bicycle and Pedestrian Advisory Committee. These committees meet either monthly or semi-monthly to review, discuss and make recommendations on bicycle and pedestrian related projects, plans, safety messaging during the construction of transportation projects, and in some cases funding programming. Recommendations of each committee are forwarded to the respective Board of Directors or member jurisdictions. These committees are composed of community volunteers and local agencies.

In Santa Cruz County, accessible pedestrian issues are also discussed by the Elderly and Disabled Transportation Advisory Committee (E&D TAC). As needed, the E&D TAC has established standing or temporary subcommittees to discuss pedestrian safety and accessibility.

### ***Rail Policy Committee***

The TAMC Rail Policy Committee meets monthly to advise TAMC on plans and issues associated with commuter and passenger rail services being developed in Monterey County. The Rail Policy Committee is composed of TAMC Board Members or their alternates from the following

jurisdictions on the rail lines: Cities of Salinas, Marina, Sand City, Seaside, and Monterey, Supervisorial District 1, Supervisorial District 2, Supervisorial District 4, Supervisorial District 5, and two representatives from South Monterey County: either (a) the 3<sup>rd</sup> District County Supervisor and a voting TAMC Board member from one of the South Monterey County Cities, or (b) two voting TAMC Board members from South Monterey County Cities. The TAMC Chair may appoint annually ex-officio members as needed.

***Transit Citizens Advisory Committee***

Each member of the Santa Cruz METRO Board of Directors appoints one person to the Santa Cruz METRO Advisory Committee (MAC) for a two-year appointment to represent Santa Cruz County. MAC provides advice to Santa Cruz METRO's Board of Directors on matters of Santa Cruz METRO policy and operations referred to the Committee by the Board or Secretary/General Manager and to perform additional duties as assigned by the Board. MAC also may address issues which members or the public raise with respect to the quantity and quality of services provided by Santa Cruz METRO and meets on the third Wednesday of each month. In Monterey County, the Monterey-Salinas Transit (MST) Mobility Advisory Committee fulfills this role.

***Budget, Administration & Personnel Committee***

To ensure efficient and effective operations, SCCRTC's Budget, Administration & Personnel Committee serves to review and monitor issues relating to the budget, work program, and other administrative functions of SCCRTC and makes recommendations to SCCRTC regarding such items. The Committee is also responsible for reviewing personnel matters and conducting the annual performance evaluation of the Executive Director. The Budget, Administration & Personnel Committee is made up of six SCCRTC commissioners elected to the committee annually.

***Traffic Operations System (TOS) Oversight Committee***

SCCRTC has a Traffic Operations System (TOS) Oversight Committee that includes representatives from Caltrans, the California Highway Patrol (CHP), local law enforcement, legislators' representatives, and the media. The purpose of the Committee is to identify opportunities to improve the efficiency and safety of the transportation system through implementing operational improvements including the integration of technology into transportation infrastructure to monitor road conditions and inform motorists of potential hazards or delays.

In addition, the Committee monitors the Freeway Service Patrol (FSP) program that improves operations by deploying tow trucks during peak hours to remove hazards from the roadway. The Committee routinely discusses ways to improve communication among the various agencies and to enhance the existing TOS system. The Committee meets biannually. In addition,

the SCCRTC staffs the Safe on 17 Task Force to discuss safety improvements and programs for Highway 17. Task Force members include Caltrans, the CHP, the Metropolitan Transportation Commission (MTC), and other interests on both sides of the hill.

### ***Coast Rail Coordinating Council (CRCC)***

In October 2018, the San Luis Obispo Council of Governments (SLOCOG), Santa Barbara County Association of Governments (SBCAG), Santa Cruz County Regional Transportation Commission (SCCRTC), Transportation Agency for Monterey County (TAMC), and Ventura County Transportation Commission (VCTC) formalized their relationship through a Memorandum of Understanding establishing themselves as the Coast Rail Coordinating Council (CRCC). The mission of the CRCC is to improve the frequency, speed, reliability, and ease of use of passenger trains on the coastal route between San Francisco and Los Angeles. The CRCC includes a Working Group which is made up of staff members from the various agencies, and a Policy Group which is made up of elected officials (or previously elected officials) from each of the agencies. Meetings alternate between the Working and Policy Groups. The Working Group typically meets six times per year, and the Policy Group meets four times per year. The locations of the meetings are rotated north and south along the corridor. SLOCOG has taken on the responsibility for staffing the CRCC.

### ***Taxpayer Oversight Committee***

In compliance with state law, the SCCRTC established a Taxpayer Oversight Committee in order to ensure accountability, transparency and public oversight of all funds collected and allocated under Measure D. A Taxpayer Oversight Committee was formed by the Commission to review the annual independent fiscal audit of the expenditure of the transportation tax funds. The Oversight Committee issues an annual report on its findings to the SCCRTC regarding compliance with the requirements of the Expenditure Plan and the Ordinance. Members of the Independent Oversight Committee are residents of Santa Cruz County who are neither elected officials of any government, nor employees from any agency or organization that either oversees or implements projects funded from the proceeds of the sales tax. Members are required to fairly represent the geographical, social, cultural, and economic diversity of Santa Cruz County to ensure maximum benefit for transportation users. The meetings are announced in advance on the SCCRTC website, and the public is encouraged to attend.

### ***Measure X, Transportation Safety & Investment Plan, Monterey County***

In accordance with the Policies & Project Descriptions for the Transportation Safety & Investment Plan approved by Monterey County voters on November 8, 2016, as Measure X, a Citizens Oversight Committee representing a diverse range of community interests was formed within six months of voter approval of the measure. Members and their alternates were nominated by the organization they are representing. Additional members were appointed by

the transportation agency's Board of Directors to ensure that a broad range of geographic and stakeholder interests are represented on the committee.

The committee's responsibility is to ensure that transportation funds are expended as required by the Transportation Safety and Investment Plan. The Citizens Oversight Committee also has review and recommendation responsibility for Plan changes and project delivery.

Measure X is anticipated to generate an estimated \$600 million over thirty years through a retail transaction and use tax of a three-eighths' of one percent (3/8%).

***San Benito COG Measure G Transportation Safety and Investment Plan Oversight Committee***

With the November 6, 2018, passing of Measure G, a 1% sales tax over thirty years to fund critical transportation safety and mobility projects in San Benito County, a Transportation Safety and Investment Plan Oversight Committee composed of citizens to oversee compliance with the tax ordinance was established. The Committee consists of 11 San Benito County residents that represent the geographical, social, cultural, and economic diversity of the County to ensure maximum benefit for transportation use and it meets quarterly.

***Ad Hoc Committees***

All the standing advisory committees, listed above, must meet the requirements of the Brown Act in public involvement and participation requests. In addition to these standing committees, AMBAG and partner agencies may appoint special ad-hoc committees for specific programs/plans that arise. Ad hoc committees are temporary committees established to address a specific matter or issue within the metropolitan planning framework.

Although ad hoc committees do not necessarily have to meet the Brown Act public involvement requirements, they typically do because political leaders and the communities in the region have a strong commitment to the public participation process (CA Government Code § 54952(b)). Additional public input and involvement may occur through these special ad-hoc committees.

***Planning Directors Forum***

AMBAG hosts regular meetings of the Planning Directors Forum (PDF). The PDF consists of planning directors and staff from the 18 cities, three counties, three regional transportation planning agencies, transit agencies, universities and LAFCO. The PDF meets regularly to address regional land use, housing, and transportation planning issues.

**4. Public Hearings**

Public hearings are held prior to a major decision point to gather comments for the public record, as well as input into the decision-making process. Each partner agency holds public hearings prior to adoption of their major plans, programs, and major service revisions (e.g.,

Metropolitan/Regional Transportation Plans, Transportation Improvement Programs, Short Range Transit Plans, Americans with Disabilities Act, complementary paratransit plans, Unmet Transit Needs, transit Program of Projects, and transit service revisions).

For instance, Santa Cruz METRO and MST hold public hearings when there is a service change greater than 25 percent, elimination of routes, fare changes, adoption of an ordinance, adoption of a resolution authorizing application for grant funding, adopting the annual budget, environmental documents, eminent domain resolutions, or Short Range Transit Plans. All Santa Cruz METRO public hearings are published as legal notice in local newspapers. For adoption of an ordinance, legal notices are published in both local newspapers and are posted at public places, such as Santa Cruz METRO transit centers.

For some regional agencies and local jurisdictions, public meetings are sometimes broadcast live on public access television, such as city council meetings. These meetings are generally re-broadcast and available to view on the respective jurisdiction's website, providing the public additional opportunities to view the proceedings. AMBAG now provides a hybrid meeting for Board of Directors meetings, allowing the public three minutes to comment whether participating in-person or remotely.

***Public Hearing Notices*** \*

AMBAG and the RTPAs publish legal notices of public hearings in newspapers of general circulation citing the time, date, and place of the hearings. For Spanish-speaking communities, public hearing notices are translated and displayed in both English and Spanish in newspapers and radio. For items of wide public interest, public display advertisements may also be used for legal notices. Unless indicated otherwise, public hearing notices are typically made available at least seven days in advance of a hearing.

***Public Hearings***\*

Public hearings are conducted by the AMBAG Board and RTPAs during their regular meetings or at special meetings scheduled to attract greater community participation, which may include being held evenings and weekends. Notice of these public hearings is placed on each agency's website and, when required by law, in the legal section of numerous newspapers in the region. Public hearings may also be conducted by each agency's standing committees. Meetings are held in facilities that are accessible to persons with disabilities and along transit routes, when possible.

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\*Please refer to Title 23: 450.316 from *Federal Register Vol. 72 No. 30* in Appendix D for more information.

As part of a public hearing, the policy board will generally receive a report from agency staff prior to opening the hearing for comments from the public. The hearing will be concluded when all members of the public wishing to speak have been provided with the opportunity to comment, including Spanish-speakers. Accommodations for languages can be made available with prior request and noticing. Agency staff may respond, as appropriate, to comments provided at the hearing prior to the policy board taking action with respect to the subject of the hearing.

**Public Comment Period:** AMBAG and partner agencies publish legal notices of public comment periods in local newspapers of general circulation citing the dates when they will be accepting comments on regional plans, the Metropolitan Transportation Improvement Program (MTIP), studies and transportation projects. The public comment period for adoption or revision of the Public Participation Plan, transportation plans, the MTIP, and other key decision points must be “timely” and for the AMBAG region are as follows:

- **AMBAG Public Participation Plan:** 45 Days
- **Metropolitan Transportation Plan/Sustainable Community Strategy:** 55 days
- **Approval of the MTIP and Other Plans or Studies:** Varies, but typically 30 days
- **Regional Transportation Plans:** 30 days
- **Formal Amendments to the MTIP:** 2 weeks

AMBAG and RTPAs accept prepared comments (oral, written, and emailed) from the public during the public review period for plans that require public hearings; all such comments are then made part of the public record.

**Amendment or Modification to Draft Plans (MTP/MTIP/PPP) or Projects:** Proposed final documents, which integrate public comments, are typically available for public review at least 72 hours prior to policy board adoption. If draft plans or projects differ significantly from the initial draft, which was made available for public comment and raises new issues which interested parties could not reasonably have foreseen from the public involvement efforts, an additional opportunity for public comment on the revised plans or other plans will be made available within schedule constraints. Minor changes in the draft plans or projects generally can be made after AMBAG, partner RTPAs, and/or our transit agencies have completed its public comment process without further opportunities for public feedback. AMBAG or respective agencies can define what is considered a minor change during the development of the public involvement process for the plan.

## **5. Use of Media and Informational Materials, and Visualization Techniques**

Media notification is used by AMBAG and RTPAs to inform the public of upcoming decision points, decisions made and their potential ramifications regarding transportation planning,

funding, project implementation and/or service provision. Multilingual media coverage can help deliver information regarding actions or events. All plans and projects should utilize at least one of the following multimedia methods to communicate details about the project and inform the public. The following public participation methods subject to funding availability are employed within the Monterey Bay region:

- **Websites** – AMBAG and RTPAs maintain websites that provide the public with information about the agencies', their programs, and special projects.

Project and program information - including reports, documents, plans, fact sheets, Frequently Asked Questions (FAQs), maps, graphs, charts, presentations, and videos - is posted on the websites and made available to the public. In addition, interactive functions have been added for members of the public to participate online such as submitting comments, voting and completing surveys on major projects and plans within the Monterey Bay region.

Meeting notices and agendas/minutes/ meeting recordings for the agency, as well as their advisory committees, are also posted and available for downloading or review. Agencies can use tools like Google Analytics to track the number of downloads of particular documents or the number of visits to a specific webpage. Additionally, agencies strive to design websites that are easy to navigate with functions such as providing links to staff reports pertaining to agenda items and submitting public comment. TAMC also provides viewers the ability to watch board meetings on demand on their website. Most partner agencies also have a "What's New" section on their website to provide reviewing parties a quick way to read more about the latest developments.

Agency websites also provide a forum for visual materials that assist viewers in conceptualizing programs and projects. The partner agency websites include:

- *Association of Monterey Bay Area Governments:* [www.ambag.org](http://www.ambag.org)
  - *Council of San Benito County Governments:* [www.sanbenitocog.org](http://www.sanbenitocog.org)
  - *Santa Cruz County Regional Transportation Commission:* [www.sccrtc.org](http://www.sccrtc.org)
  - *Transportation Agency for Monterey County:* [www.tamcmonterey.org](http://www.tamcmonterey.org)
  - *Monterey-Salinas Transit:* [www.mst.org](http://www.mst.org)
  - *Santa Cruz METRO:* [www.scmttd.org](http://www.scmttd.org)
  - *San Benito County Express:* <http://www.sanbenitocountyexpress.org>
- **News Releases** – AMBAG and partner agencies prepare and forward news releases to print and broadcast English/Spanish media for issues or events that affect the region, including proposed actions, notification of workshops, completion of major projects and legislative actions affecting the transportation planning and service providers. This is perhaps the most frequently used media outreach method. Board meeting highlights are also sent by two agencies to media contacts as well as elected officials, advisory committees and a range of other interests in the county following each meeting.



- **Articles** – In print and online news outlets.
- **Press Conferences** – All partner agencies hold press conferences to focus press attention on newsworthy special events and occasions.
- **Radio and Television** – Some of the partner agencies provide televised broadcasts of their Board meetings on community access television. Agencies also work with English/Spanish television and radio stations, special programs, and/or public access media within the region to interview and/or film special segments and upload webcasts/podcasts to spread the word about their agency and/or programs. For instance, AMBAG in the past has developed videos to promote important plan adoptions and frequently is included in radio interviews on regional topics like housing and transportation.
- **Newsletters, Brochures, and eNews** – AMBAG and partner agencies use newsletters, brochures or eNews to provide information on their transportation programs and particular project development. News releases and eNews are often sent to entities for inclusion in their electronic newsletters.
- **Agency Reports** – Several partners prepare and distribute an annual agency report sent to a broad range of their constituents and planning partners. These reports serve to communicate to the public the agency’s accomplishments, revenue/expenditures and future directions.
- **Posters and Inserts** – English/Spanish posters and inserts are generally used by AMBAG and partner agencies to focus attention on a particular program.
- **Project Flyers and Folders** – AMBAG and several of the partners develop and distribute information flyers and/or folders at public workshops, meetings, community events, and other significant events. Some agencies are now preparing and distributing fact sheets on various projects, programs, and agency information to provide the most current information to the public. Many of the flyers are also printed in Spanish.
- **Advertising** – Many of the partners use English/Spanish advertising means, such as display ads in newspapers, outdoor advertisements on the sides of buses, “car cards” inside the buses, posters placed in high travel corridors, and business card-sized materials with web links or QR codes to capture people’s attention.
- **Online Social Media Networks** – AMBAG and the RTPAs distribute information on their respective plans, programs and projects through online social media networks such as Facebook, Instagram, Twitter (X), and Nextdoor. Agencies use social media as a low-stakes entry point for constituent engagement to help establish and build credibility and trust, build awareness around initiatives/campaigns, and crisis communications. Over time more people turn to social media as their news source, so it is an important tool for outreach.
- **Mapping** – AMBAG provides internet users with access to regional planning data available through the website, such as statistical information for multiple geographies ranging from the neighborhood-level to the tri-county level. In addition, the AMBAG 2021 Title VI Plan includes a spatial analysis utilizing U.S. Census data and GIS on the Limited English Proficiency (LEP) populations within the Monterey Bay region. AMBAG and partner agencies provide GIS mapping tools on each agency’s website and include display maps in planning documents and articles in other places to help with project



visualization. AMBAG's mapping tool can be found on the webpage:  
<https://ambag.org/program/gis>.

## **6. Bilingual Participation**

The Monterey Bay region is home to a significant Spanish-speaking population. AMBAG and partner agencies employ a number of bilingual, culturally sensitive outreach methods to include participation of the Spanish-speaking community. These methods include:

- Publishing printed information regarding services, projects, programs, and meetings in Spanish.
- Spanish language media in the distribution of news releases.
- Advertising public hearings, meetings, projects and programs in the Spanish language print, radio, and television media.
- Providing simultaneous Spanish language interpretation services at meetings.
- Conducting meetings in Spanish in communities where Spanish is the dominant language with English translation and encourage Board member attendance.
- Producing Spanish language website content, videos, and physical publications, such as flyers.
- Providing language identification flashcards at public meetings.
- Ensure that transit contractors recruit bilingual (English/Spanish) personnel.
- Providing bilingual staff when tabling at community events and at pop-up public locations to solicit project feedback or disseminate program information.

AMBAG can provide materials and special accommodations for other Limited English Populations (LEP) in the region, with proper notice.

## **7. Response to Public Input**

Timely response to public input is important to encourage public participation and ensure that agencies communicate that public input is valued.

Responses to public input are made directly when public input level permits, or a consolidated response is prepared for specific issues if the volume of public comment does not allow individual responses. For certain projects, later draft iterations should be accompanied by summaries of how public input was incorporated into and changed the project. Written responses to public or agency input are reported to the respective policy board for information. In some cases, as with the transportation plans and the Metropolitan Transportation Improvement Program (MTIP), when significant written and oral comments are received on the draft plan or program as a result of the public involvement process, a summary analysis and report on the disposition of comments is made and reported to the Board of Directors of the agency that received the comments or is approving the document.

## **8. Distribution of Final Documents**

Final documents are available on agency websites or agency libraries. All electronic documents provided by AMBAG and posted to the agency website are in an ADA accessible format to comply with federal requirements. Accessible formatting for online documents to meet ADA requirements includes providing alternative text descriptions for visual elements, enabling keyboard accessibility, and offering captions and transcriptions for multimedia content. Members of the public can request a copy of final documents from the appropriate agency. Written materials provided to a partner agency's Board of Directors may also be available for review upon request.

## V. PPP Procedures and Development Process

AMBAG's and the RTPA's *2023 Public Participation Plan* (PPP) aims to give the public ample opportunities for early and continued participation in critical transportation projects, plans, and decisions, and to provide full public access to key decisions. The goals set forth in the *2023 Public Participation Plan* are to further equitable participation and decision-making regionally by utilizing effective and innovative public outreach methods. Engaging the public early and often in the decision-making process is critical to the success of any transportation plan or program and is required by numerous state and federal laws.

### ***Preparation of the 2023 Public Participation Plan***

AMBAG initiated development of the plan by compiling information from various MPO's research and federal transportation regulations. Consultation with partner agencies on their existing public participation and policy decision-making processes was conducted throughout the PPP process. AMBAG and the RTPAs consulted with interested parties at the federal, state, regional, and local level to identify opportunities for improving or building upon existing practices.

Prior to the development of the plan, AMBAG released a Public Participation Plan Survey in English and Spanish to receive direction from the community on how to best engage to increase public participation. In March 2023, AMBAG released the Public Participation Plan Survey to regional, state, federal stakeholders and interested parties, and received nearly 200 responses.

Trends of the survey included participants requesting online commenting, surveys, and meeting platforms, an increased interest in presenting information during informal events such as pop-ups/tablings, and weekday evenings as the best times for in person and virtual community meetings. A few participants suggested AMBAG increase the use of social media platforms, including creating subject matter videos on hot topics and issues for YouTube and other video streaming sites. AMBAG will investigate incorporating this in future efforts.

Preparation for the *2023 Public Participation Plan* also included kick off meetings between AMBAG and the RTPAs. Staff from each agency provided discussion on relevant topics and policies that should be addressed in the plan update. This discussion, combined with feedback received while presenting the development of the draft plan amongst working groups and technical advisory committees throughout all three counties, resulted in the *2023 Public Participation Plan*.

The *Draft 2023 Public Participation Plan* was circulated for public review and comment for 70 days. AMBAG and RTPAs (TAMC, SBtCOG and SCCRTC) worked together to restructure the previously adopted *2019 Monterey Bay Public Participation Plan* to make the plan more useful for transportation decision-making in the Monterey Bay region. See Figure 4-1 for the timeline of the *2023 PPP* development process and approvals.

### ***Public Participation Plan Guiding Principles***

AMBAG and RTPAs established a set of activities and goals to achieve our guiding principles for the *2023 Public Participation Plan* by creating a framework and action plan for each outreach goal. These goals are agencywide and are utilized and implemented in major plans and projects, including the Metropolitan Transportation Plan/Sustainable Communities Strategies (MTP/SCS), Regional Transportation Plans (RTP), Metropolitan Transportation Improvement Plan (MTIP) and Regional Transportation Improvement Plan (RTIP).

### **Equity**

Goal: Prioritize public engagement methods that **increase equitable participation and distribution of resources** in all outreach efforts, projects, and programs.

Activity: Engage impacted and historically underserved communities early and often. Inclusive engagement, policies and practices must be considered to eliminate systematic barriers. In the AMBAG region, collaborative decision-making processes, such as citizen advisory committees and focus groups, can be established to ensure diverse representation and involvement are achieved. Other methods include door-to-door outreach, organizing community workshops and public hearings in the communities with low engagement, utilizing digital platforms, surveys (in-person, online, by phone), social media campaigns, and partnering with community-based organizations. Additionally, AMBAG, partners and other local decision-makers should incorporate cultural sensitivity into public outreach efforts. This includes recognizing and respecting cultural norms, values, and practices of diverse communities, and adapting engagement methods accordingly. For example, TAMC has adapted outreach strategies to include interpretation accommodations for indigenous language speakers in south Monterey County.

### **Broad Based Involvement**

Goal: Value public participation and **promote broad based involvement** by members of the community.

Activity: In addition to having a list of stakeholders and working collaboratively with partner agencies, AMBAG and RTPAs will also interact and outreach to community groups and marginalized community members within the Monterey Bay region, as input from a variety of perspectives helps to enhance the process. AMBAG and RTPAs structure their major planning initiatives and funding decisions to provide meaningful opportunities to help shape outcomes. With this in mind, agencies determine public participation goals for their specific plan, study, program, or project including performance metrics, data to be collected, and monitoring strategies over the length of the outreach campaign. For example, because AMBAG's *2050 MTP/SCS* is the blueprint for both new policies and investments for the Monterey Bay region, updating and developing the MTP/SCS is one of the best projects for interested persons to get involved. The list of all groups, stakeholders and councilmembers can be found in Appendix D.

## Opportunity

Goal: Provide **varied opportunities for public review and input**.

Activity: AMBAG and RTPAs will engage with partner agencies, committees, working groups, and the public to obtain comments and suggestions during the development of the MTP/SCS, MTIP, RTP and RTIP. When the drafts of major plans, programs, and documents are released, the public review periods for each document tend to vary from 30-60 days. AMBAG and RTPAs will announce these public review periods through various media outlets, thereby providing as many opportunities as possible for the public to read and provide comments on the drafts of major documents to be implemented in the future. To find out more about public participation practices by agency, please refer to Appendix B.

## Environmental Justice

Goal: Treat all members of the public fairly, and **respect and consider all citizen input** as an important component of the planning and implementation process ensuring that actions taken will not result in disproportionately high and adverse human health or environmental effects on underserved populations.

Activity: AMBAG and RTPAs actively reach out to the traditionally underserved and underrepresented communities within the Monterey Bay region and enhance efforts to effectively involve rural communities in all major transportation planning processes. The *2023 Public Participation Plan* ensures that community concerns and engagement can guide the identification of programs, policies, and activities, and ensure that actions taken will not result in disproportionately high and adverse human health or environmental effects on underserved populations. AMBAG and the RTPAs will undertake specific strategies to involve all members of the public in regional transportation planning and investment decisions. One size does not fit all as input from diverse perspectives enhances the process and creates a more equitable decision-making process.

## Engagement

Goal: Promote a **culture of dialogue and partnership** among residents, property owners, the business community, organizations, other interested citizens, and public officials.

Activity: Early engagement is best. Although all participation is encouraged, agencies can put additional effort into specific areas that have the highest numbers of disadvantaged/underserved people, based on mapping of census or other data. AMBAG and RTPAs create support materials that are easy to understand, applicable to the lives of the participants, and visually engaging in both print and electronic format making them accessible at meetings and on agency websites. AMBAG and RTPAs plan workshops and/or public hearings that are available virtually, and at convenient venues even for those without access to a car, and times across the region; and ensure such events, and material and outreach provided for the event,

are fully accessible to the public, including low-income, minority, rural communities, persons with disabilities (physical visual, audio) and Limited English Proficiency (LEP) populations. Additionally, when funding allows, agencies could consider offering childcare at community meetings to encourage young families to participate.

### **Involvement of Underserved Communities**

Goal: **Involve underserved communities and local community groups**, as well as other organizations.

Activity: Making a greater effort to partner with local community groups including schools and smaller/rural communities that feel like they don't have a voice and involving them in the public participation process as much as possible is important. Strategies can include ground truthing in neighborhoods for underserved peoples, providing materials/videos in languages other than English and Spanish, and holding enriching community events/tablings where participation is historically low. Board member attendance at these community events will be highly encouraged. An open, transparent, and culturally sensitive public participation process will help empower affected low-income communities and communities of color to participate in the decision-making process. Engaging interested persons (especially marginalized community members) in regional transportation issues is challenging, yet possible, by making it relevant to everyday life, simply stated, and removing barriers to participation.

### **Encouragement**

Goal: **Encourage active public participation** throughout the whole process.

Activity: AMBAG and RTPAs ask thought provoking questions in public surveys, workshops and outreach meetings and engage audiences in strong discussions. Public participation is a dynamic activity that requires teamwork and commitment from all the Monterey Bay region's agencies, from the regional level to the local level.

### **Clear Communication**

Goal: Provide communications and agency reports that are **clear, timely and broadly distributed**.

Activity: Effective public outreach and involvement requires collaborating with regional local governments, stakeholders, and advisory groups such as partner agencies. Making all types of multimedia communication clear, accessible, and easy to understand is important to be effective. Potential methods include adding a translation link in Spanish for Limited English Proficiency (LEP) citizens through a Google Translation Widget (although agencies must be conscious of the tool's limitations) on websites and providing distributed flyers, online notices, announcements and other materials in both English and Spanish, as feasible, to engage diverse populations. Agencies also provide hearing impaired and visually impaired citizens assistance in

receiving online and physical media distributions through physical outreach materials printed in larger font and in braille, upon request, to all electronic materials provided in an accessible format.

## **2023 Public Participation Plan**

The *2023 Public Participation Plan* was developed by AMBAG in collaboration with the RTPAs. The AMBAG Board of Directors released the *Draft 2023 Public Participation Plan* for public review in June 2023. The comment period began on June 14, 2023, and ended on August 23, 2023. A public hearing on the *Draft 2023 Public Participation Plan* was held on August 9, 2023, at the AMBAG Board of Directors meeting. The following is a list of key dates for AMBAG and the RTPAs to prepare and approve the PPP:

- Draft Release Date for Public Comment
  - June 14, 2023: AMBAG and All Agencies
- Public Hearing at Board Meeting
  - August 1, 2023: SCCRTC
  - August 9, 2023: AMBAG
  - September 21, 2023: SBtCOG (rescheduled)
  - August 23, 2023: TAMC
- Close of Public Comment Period
  - August 23, 2023: All Agencies
- Final Adoption Date
  - October 19, 2023: SBtCOG
  - October 25, 2023: TAMC
  - November 2, 2023: SCCRTC
  - November 9, 2023: AMBAG

Information about the development of the *Draft 2023 Public Participation Plan* was circulated to stakeholder groups and interested parties who have expressed interest in the regional transportation planning process. A list of advisory committees and stakeholders who received notification about the availability of the *Draft 2023 Public Participation Plan* is included in Appendix D.

The *Draft 2023 Public Participation Plan*, like all of AMBAG's public documents, was also made available online in ADA accessible format on AMBAG's and RTPA's websites, and was promoted through newspapers, and AMBAG's and RTPA's online media pages to target social network users.

The main changes between the *2019 Monterey Bay Public Participation Plan* and the *2023 Public Participation Plan* are:

- Expanding the seven guiding principles to eight guiding principles to include equity goals as a strategy for how to actively meet each of the goals and foster continued engagement with the public.
- Include survey results from an online survey conducted for input on the public's preferred engagement techniques prior to the development of the *2023 PPP*.
- Include innovative public outreach best practices to increase public participation regionally, including the limitations and advancements in public participation brought about by the COVID-19 pandemic.
- A timeline of the *2023 Public Participation Plan* process from conception to execution (Figure 4-1).
- Updating and enhancing our online and visualization outreach strategies.

The strategies identified in this plan will be used by AMBAG and RTPAs during the update of the *2050 MTP/SCS* and *2024 MTIP*, as well as in each of the RTPAs' RTPs. This *2023 Public Participation Plan* will supersede the *2019 Monterey Bay Public Participation Plan*.



**Figure 4-1: 2023 Public Participation Plan Development Timeline**

<b>AMBAG 2023 Public Participation Plan Update Updated Final Schedule &amp; Process</b>		
<b>Date</b>	<b>Tasks/Objective</b>	<b>Due Dates</b>
January/early February 2023	Outreach to RTPAs by email and confirm point of contacts	2/3/2023
	Draft Schedule and Process Reviewed by RTPAs	2/28/2023
February/March 2023	Publish PPP Survey	2/28/2023
March/April 2023	<b>Present 2023 PPP Update Process to all RTPA TAC/SSTAC meetings and AMBAG Board</b>	
	<i>3/16/23 - Present 2023 PPP Update Process at SCCRTC ITAC Meeting</i>	3/16/2023
	<i>3/24/23 - Present 2023 PPP Update Process at SBtCOG SSTAC</i>	3/24/2023
	<i>3/27/23 - Present 2023 PPP Update Process at AMBAG PDF</i>	3/27/2023
	<i>3/29/23 - Present 2023 PPP Update Process at TAMC/MST MAC</i>	3/29/2023
	<i>4/6/23 - Present 2023 PPP Update Process at TAMC and SBtCOG TAC Meetings</i>	4/6/2023
	<i>4/11/23 - Present 2023 PPP Update Process at SCCRTC E&amp;D TAC</i>	4/11/2023
	<i>4/12/23 - Present 2023 PPP Update Process at AMBAG Board Meeting</i>	4/12/2023
April/May 2023	<b>Develop Administrative Draft 2023 PPP</b>	3/30/2023
	Email Administrative Draft PPP document to RTPAs for review	4/13/2023
	Edits/Changes on Administrative Draft 2023 PPP from RTPAs due on 5/8/2023 to AMBAG	5/8/2023
	Develop Draft 2023 PPP	5/31/2023
June 2023	<b>Present Draft 2023 PPP to Committees/Boards, Release Public Notice (70 days) and Start Public Comment Period</b>	Open Comment Period on: 06/14/2023
	<i>6/13/23 - Present Draft 2023 PPP at SCCRTC E&amp;D TAC</i>	Close Comment Period on: 8/23/2023
	<i>6/14/23 - AMBAG Board Meeting</i>	
	<i>6/15/23 - Present Draft 2023 PPP at SCCRTC ITAC Meeting</i>	
	<i>6/15/23 - SBtCOG Board Meeting</i>	
	<i>6/23/23 - Present Draft 2023 PPP at SBtCOG SSTAC</i>	
	<i>6/28/23 - TAMC Board Meeting</i>	
	<i>7/6/23 - Present Draft 2023 PPP at SBtCOG TAC Meeting</i>	
	<i>7/26/23 - Present Draft 2023 PPP at TAMC/MST MAC</i>	
	<i>7/31/23 - AMBAG PDF</i>	
	<i>8/3/23 - Present Draft 2023 PPP at TAMC TAC Meeting</i>	
<i>8/3/23 - SCCRTC Board Meeting</i>		
August/September 2023	<b>Public Hearing on 2023 PPP at AMBAG's August Board Meeting</b>	8/9/2023
	<b>RTPAs to Also Hold Public Hearings (if using AMBAG PPP as their plan)</b>	
	<i>8/3/23 - SCCRTC Public Hearing</i>	8/3/2023
	<i>8/23/23 - TAMC Public Hearing</i>	8/23/2023
	<i>9/21/23 - SBtCOG Rescheduled Public Hearing</i>	9/21/2023
October/November 2023	Summarize comments and make revisions for Final 2023 PPP	10/5/2023
	Adoption of PPP by SBtCOG (if using AMBAG PPP as their plan)	10/19/2023
	Adoption of PPP by TAMC (if using AMBAG PPP as their plan)	10/25/2023
	Adoption of PPP by SCCRTC (if using AMBAG as their plan)	11/2/2023
	Final 2023 PPP for adoption by AMBAG Board	11/8/2023

## **VI. Interested Parties and Public Engagement**

### ***Senate Bill 375 and Sustainable Communities Strategy (SCS) Public Outreach***

In addition to the required methods for public participation employed to seek public input on plans, programs, and projects in the Monterey Bay region, AMBAG is required to undertake outreach defined in Senate Bill 375. This legislation requires that the transportation plans prepared by AMBAG be consistent with a Sustainable Communities Strategy (SCS) for achieving greenhouse gas emissions targets approved by the California Air Resources Board (CARB) for the region. AMBAG and partner agencies coordinated to undertake the specific outreach strategies identified below in preparation for the *2050 MTP/SCS* which is scheduled for adoption in June 2026.

### ***Engagement of Minority, Low Income, and Limited English Proficiency (LEP) Communities***

Pursuant to Executive Order 13166 and FTA Circular 4703.1, AMBAG and RTPAs must strive to make more of a conscious effort to effectively incorporate LEP populations within the Monterey Bay region in all regional and local planning projects and programs. This can be done by:

- Increasing publication of information in Spanish and other languages as necessary
- Establishing special bilingual committees
- Increasing outreach to Spanish-language media
- Establishing culturally sensitive outreach methods to indigenous language communities
- Assessing what is needed to expand cultural diversity at meetings

More information as to how AMBAG conducts outreach to the LEP populations in the region can be found in the LEP Plan within the AMBAG 2021 Title VI Plan.

### ***Additional Methods for Public Participation***

In addition to the required methods and procedures for engaging public participation, partner agencies in the Monterey Bay region may utilize some or all of the following optional methods subject to funding availability to seek public input on plans, programs, projects and the regional Sustainable Communities Strategy. Methods chosen will depend on the size of the project or the community interest expressed after the initial outreach purpose and list of stakeholders are identified.

#### ***Public Workshops and Public Meetings***

The purpose of public workshops and public meetings is to present information and obtain input from the public, usually on specific issues, policies, programs, plans or projects. Such meetings are held throughout the planning process and are tailored to specific issues or geographic areas. The Brown Act governs the general conduct of all public meetings, including public workshops.

For public workshops and meetings of particular interest to members of the community, the distribution of notices, agendas and materials via email and on websites is widely used. Agencies strive to design websites that are easy to navigate with functions such as providing links to staff reports pertaining to agenda items and submitting public comment. Public notice ads in local newspapers (online or printed) may also be used depending on the project.

The COVID-19 pandemic brought about notable changes in transportation network planning and decision-making, leading to increased public participation and a greater reliance on virtual public workshops and hybrid public meetings. Transportation agencies and planners have turned to virtual platforms to facilitate public involvement. Engagement techniques include virtual town halls/Questions and Answers (Q&As), online surveys, and interactive platforms for stakeholders and the public to express their opinions, share concerns, and contribute to decision making. It can also be beneficial to follow up with responses to questions asked when requested by the members of the public. AMBAG will focus on hosting both in person and hybrid meetings, based on the positive feedback received through an online survey.

#### *Community Outreach Events and Strategies*

Community activities are used to encourage public engagement in regional planning activities and goals. For example, TAMC and several of the regional rideshare providers within the Monterey Bay region have worked with the Monterey Bay Air Resources District (MBARD) to promote the annual Rideshare Week and Clean Air Month in the past.

MST and other rideshare agencies within the regional transportation network also attend community meetings, set up displays at Earth Day, at university/community college in-person registration periods, at transportation fairs at employers' work sites and job fairs, at community events, and sponsor related events such as Bike Week and Bike to Work Day. Subject funding availability other community outreach strategies may include:

- Working with community-based organizations to enhance outreach, either through direct contact or through the release of Request for Proposals (RFPs) as funding allows
- Incorporating visualization techniques including video and interactive activities into planning and programming processes
- Outreach through disadvantaged communities, especially in underserved areas of the Monterey Bay region, offering incentives for participation as funding allows
- Encouraging Board attendance at community outreach events
- Using health services and school programs to combine outreach efforts
- Working with leadership groups in each county to educate a broader audience of community leaders about transportation issues
- Targeting large employers and colleges/universities
- Holding public hearings and/or focus group meetings (offering childcare as funding allows) outside of typical work hours and at more convenient locations to provide a wider range of public meeting times and multiple locations in each jurisdiction

- Hosting meetings in facilities that are already established activity centers, such as senior centers
- Tabling/providing information at high-traffic locations such as Farmer’s Markets, First Friday Art Gatherings, grocery stores, neighborhood block parties and parades
- Increase involvement with local schools including Safe Routes to School promoting bicycle and pedestrian safety, parent groups and charter schools
- Offering an optional survey (hardcopy and/or digital) that captures demographic information about the participants of outreach events

*Other Activities*

AMBAG and RTPAs also use other public involvement methods as appropriate, including:

- **Public Opinion Surveys** – Public opinion or attitude surveys are used to assess public attitudes or to obtain socioeconomic or demographic information for specific purposes. Electronic deliberative polling and charettes may be employed at meetings to provide instant feedback from the public regarding opinions and attitudes to proposed plans, policies and projects. Agencies may post the results of these types of surveys on their websites.
- **Stakeholder Meetings** – In the development of special studies, partner agencies may hold meetings with affected stakeholders to gain their perspective and insights on the study subject. Agencies may reimburse non-staff members for their participation in these meetings as funding allows or grants become available.
- **Pop-Ups**– Informal, on-the-spot meetings, workshops, or tabling opportunities can be established at local community events, typically placed at well-traveled community locations such as grocery stores, coffee shops, and schools. Booths are timed to catch the public as they go about their daily activity or where the public is already gathered.
- **Open Houses** – In an open house, one-to-one exchanges between the public and policy makers and/or staff take place in an informal setting. Members of the public ask questions, express concerns, react to proposed plans and policies and make suggestions.
- **Conferences** – Some partner agencies have hosted conferences on transportation issues for educational purposes, soliciting multilingual media coverage, and/or soliciting input on specific funding topics.
- **Speaker’s Bureau** – Designed to have people on staff able to visit various community and interest groups, several agencies employ this method to discuss their agency, its purpose, and upcoming projects/programs/issues.
- **Expert Panels** - Individuals with specific expertise, with or without a stake in the outcome of the process, are invited to sit on expert panels to provide advice to staff on policy and technical issues in an informal, roundtable setting.
- **Focus Groups** – Agencies conduct periodic focus groups to determine detailed public opinion on transportation topics in the county or reports written by the agency and transportation in the county.
- **Ribbon Cuttings and Ground Breakings** – Agencies hold ceremonies to commemorate the opening of a new project or the beginning of construction. This provides a great opportunity to demonstrate agency accomplishments to the public.

### ***Additional Strategies to Increase Involvement***

Although the listing at the beginning of this section provides a summary of the procedures and methods currently used by AMBAG and RTPAs to provide information on their transportation planning processes in the region, each of these methods has varying levels of success depending on the agency and its constituents. Some of the following methods were particularly successful in eliciting public participation into the transportation arena:

- Agency websites and web postings (such as eNews, videos, visual graphics, FAQs) and blogs)
- Extensive email distribution lists
- Flyers/inserts in paychecks, bills, or other mailers
- Collaborative outreach with other agencies
- Online and mail-in surveys
- Targeted focus group or community meetings
- Interviews on the radio
- Presentations at standing events
- Public service announcements

In addition to these successful methods, the list below incorporates potential methods AMBAG and RTPAs will work to incorporate into their transportation planning, programming, and service delivery projects.

#### **1. Marketing and Visualization Strategies**

- Online publication and web-based comment of plans/programs, including an increased use of illustrations on agency websites and on affiliated social media networks, such as Instagram, Twitter (X), Facebook, and Nextdoor
- Increased emphasis on public access television, radio and internet radio
- Coordinated media stories between partner agencies and media outlets
- Prepare weekly or monthly transportation column in local newspapers or newsletters
- Develop multilingual public service announcements for distribution
- Write articles for company newsletters and special interest publications
- Target marketing/notices highlighting how planning documents may impact them
- Broadcast hearings on the internet, through webcasts and drone overviews
- Distribute electronic neighborhood newsletters
- Use newspaper articles and active communication with published news sources
- “Word of mouth” is effective, through direct phone calls and e-mails
- Use direct communication and website information
- Use of video on websites like YouTube, Vimeo and others
- Tap into crowdsourcing and news group opportunities for public opinion
- Hosting “Ask Me Anythings” on social media

## **2. Coordination Strategies**

- Better incorporation between transportation and land use programs and policies
- Establish special commissions/task forces to engage the public in a less formal setting on certain topics
- Notify and make presentations to other government agencies about high priority projects and to publicize upcoming topical meetings
- Provide thorough explanations of the proposals or project needs in an easy-to-understand method

## **3. Feedback and Evaluation Strategies**

- Constituent survey requesting feedback on their notification preferences to improve effectiveness of outreach
- Follow up with contacts after each public input is received to ensure participants that their efforts are meaningful and are appreciated

## **4. Language Assistance Strategies**

- Provide physical outreach materials in larger fonts and in braille at public outreach meetings, upon request, and ensure all electronic outreach materials are available in an ADA accessible format for the visually impaired populations
- Upload audio recordings of the public outreach meetings on agency websites for the hearing-impaired populations
- Ensure all public meetings are held in wheelchair accessible locations to comply with ADA standards and accommodate persons with disabilities
- Offer translation services in person, online, and in printed outreach materials. The Google Translator widget for instance is a tool that can be used on agency websites that is cost effective and helpful to residents, although agencies must be mindful of its limitations

These strategies are not an exclusive summary of what could be done in the Monterey Bay region, but a list of what AMBAG and RTPAs believe could further enhance public outreach in the region. As our mission statement entails, AMBAG strives to provide “strategic leadership and services to analyze, plan and implement regional policies for the benefit of the Counties and Cities of Monterey, San Benito and Santa Cruz, balancing local control with regional collaboration.”

By updating the PPP, AMBAG and the RTPAs hope to achieve equitable public participation on the various transportation planning, programming, and project implementation activities within the region.



## VII. Accountability

The *2023 Public Participation Plan* was adopted by AMBAG, TAMC, SBtCOG, and SCCRTC. The participation procedures, strategies and goals incorporated into this *Public Participation Plan* are intended to provide interested parties with reasonable opportunities for involvement in transportation planning, programming, and project implementation in the region.

The *2023 Public Participation Plan* contains a comprehensive list of interested parties to encourage participation among a diverse range of stakeholders and community groups. AMBAG is required to comply with federal, state, and local legislation in the development of its MTPs and MTIPs. RTPAs are required to comply with state and federal legislation in the development of their RTPs and RTIPs. AMBAG is specifically required to consult with agencies and officials responsible for other planning activities within the region that are affected by AMBAG's MTP/SCS and MTIP (including, as appropriate, federal, state, and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation).

The *2023 Public Participation Plan* is intended to act as a guide for the public participation process. The Plan will be reviewed biennially to determine its effectiveness in meeting a full and open participation process in transportation planning, programming, and service delivery need.

The *2023 Public Participation Plan* will also be considered as a mandated document that requires AMBAG to continue its commitment to involve minority, low-income, and Limited English Proficiency (LEP) communities by sharing this *Public Participation Plan* with these populations and staying connected with current stakeholders and local community groups who represent these populations on an ongoing basis, as well as putting additional effort to connect with low engagement communities.

## Appendix A: List of Acronyms

Acronym	Definition
ADA	Americans with Disabilities Act of 1990
ALUC	Airport Land Use Commission
AMBAG	Association of Monterey Bay Area Governments
ATP	Active Transportation Program
BLM	Bureau of Land Management
Caltrans	California Department of Transportation
CARB	California Air Resources Board
CBO	Community Based Organization
CDFW	California Department of Fish and Wildlife
CEQA	California Environmental Quality Act
COG	Council of Governments
CHP	California Highway Patrol
CRCC	Coast Rail Coordinating Council
CSUMB	California State University Monterey Bay
CTC	California Transportation Commission
CTSA	Consolidated Transportation Services Agency
E&D TAC	Elderly & Disabled Transportation Advisory Committee
EIR	Environmental Impact Report



<b>EPA</b>	Environmental Protection Agency
<b>EPSP</b>	Expedited Project Selection Procedures
<b>FAST Act</b>	Fixing America's Surface Transportation Act of 2015
<b>FAQ</b>	Frequency Asked Question
<b>FHWA</b>	Federal Highway Administration
<b>FSP</b>	Freeway Service Patrol
<b>FSTIP</b>	Federal Statewide Transportation Improvement Program
<b>FTA</b>	Federal Transit Administration
<b>FTIP</b>	Federal Transportation Improvement Program
<b>GHG</b>	Greenhouse Gas Emissions
<b>GIS</b>	Geographic Informational Systems
<b>HBP</b>	Highway Bridge Program
<b>HSIP</b>	Highway Safety Improvement Program
<b>IIJA/BIA</b>	Infrastructure Investment and Jobs Act/Bipartisan Infrastructure Act of 2021
<b>ITAC</b>	(SCCRTC) Interagency Technical Advisory Committee
<b>LAFCO</b>	Local Agency Formation Commission
<b>LEP</b>	Limited English Proficiency
<b>LTA</b>	San Benito County Local Transportation Authority

<b>LTC</b>	Local Transportation Commission
<b>LTF</b>	Local Transportation Fund
<b>MAC</b>	(Santa Cruz) METRO Advisory Committee
<b>MBARD</b>	Monterey Bay Air Resources District
<b>MPO</b>	Metropolitan Planning Organization (e.g. AMBAG)
<b>MTC</b>	Metropolitan Transportation Commission
<b>MTP</b>	Metropolitan Transportation Plan
<b>MST</b>	Monterey-Salinas Transit
<b>MTIP</b>	Metropolitan Transportation Improvement Program
<b>NEPA</b>	National Environmental Policy Act
<b>OWP</b>	Overall Work Program
<b>PDF</b>	Planning Directors Forum
<b>PIP</b>	Public Involvement Program
<b>PPP</b>	Public Participation Plan
<b>Q&amp;A</b>	Question and Answer
<b>RFP</b>	Request For Proposals
<b>RHNA</b>	Regional Housing Needs Assessment
<b>RIDES</b>	MST's Paratransit Program
<b>RSTP</b>	Regional Surface Transportation Program
<b>RTIP</b>	Regional Transportation Improvement Program

<b>RTP</b>	Regional Transportation Plan
<b>RTPA</b>	Regional Transportation Planning Agency (e.g., SBtCOG, SCCRTC, TAMC)
<b>SAFE</b>	Service Authority for Freeways and Expressways
<b>SAFETEA-LU</b>	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
<b>SB 375</b>	Senate Bill 375
<b>SBCAG</b>	Santa Barbara County Association of Governments
<b>SBtCOG</b>	Council of San Benito County Governments
<b>SCBRL</b>	Santa Cruz Branch Rail Line
<b>SCCRTC</b>	Santa Cruz County Regional Transportation Commission
<b>SCMTD</b>	Santa Cruz Metropolitan Transit District (or Santa Cruz METRO)
<b>SCS</b>	Sustainable Communities Strategy
<b>SHOPP</b>	State Highway Operation and Protection Program
<b>SIP</b>	State Implementation Plan
<b>SLOCOG</b>	San Luis Obispo Council of Governments
<b>S RTP</b>	Short Range Transit Plan
<b>SSTAC</b>	Social Service Transportation Advisory Council
<b>STBGP</b>	Surface Transportation Block Grant Program

<b>STIP</b>	State Transportation Improvement Plan
<b>TAC</b>	Technical Advisory Committee
<b>TAMC</b>	Transportation Agency for Monterey County
<b>TDA</b>	Transportation Development Act
<b>TOC</b>	Taxpayer Oversight Committee
<b>TOS</b>	Traffic Operations System
<b>UCSC</b>	University of California Santa Cruz
<b>UTN</b>	Unmet Transit Needs
<b>U.S. DOT</b>	United States Department of Transportation
<b>VCTC</b>	Ventura County Transportation Commission
<b>VTA</b>	(Santa Clara) Valley Transportation Authority

## Appendix B: Public Participation Practices by Agency

### Association of Monterey Bay Area Governments (AMBAG)

Website: [www.ambag.org](http://www.ambag.org) Phone: (831) 883-3750 Fax: (831) 883-3755 E-mail: [info@ambag.org](mailto:info@ambag.org)

Item	Frequency	Web	Email	Mail	Media	Other
<b>MPO Meetings/Packets</b>	2nd Wednesday of each month (no meetings in July or December)	Posted 5-6 days prior to meeting	Notifications sent to distribution list and interested parties when packet posted on web	--	--	Meetings are hybrid and held at the Monterey Bay Air Resources District, 24580 Silver Cloud Ct, Monterey, CA 93940
<b>MPO Actions</b>	Approves plans, programs, projects, Agency studies and funding actions, and holds public hearings	Agenda and minutes are posted on our webpage	Notification to interested parties when appropriate	To affected agencies, organizations or individuals as appropriate	Press releases distributed for significant agency actions	Notifications are included in committee packets as appropriate
<b>Public Hearings</b>	As needed for plan, program, project and state and federal funding actions	Posted on the web page prior to the public hearing, in posted agendas	Notification to interested parties and those who receive the MPO packets	Posted on social media pages--	Press releases issued for significant agency actions	Legal notices are published in newspapers of general circulation in each of the three counties. Notices also may be published in regional, community, or Spanish language newspapers to reach the affected area.
<b>Correspondence from the Public</b>	Varies	Responses included in Board agenda correspondence log, correspondence included with associated agenda items or by reference in staff reports	Responses to e-mail correspondence generally made by e-mail	Responses to mail correspondence generally made by e-mail	--	--
<b>MPO Committees</b>	--	--	--	--	--	AMBAG utilizes our partner RTPA Committees for input from each of the three counties
<b>Approved plans, documents and/or project information</b>	As available (examples would include completed environmental documents, transportation plans, and approved studies)	Plans, documents and project information posted on the web	E-mail distribution to interested parties	Documents are mailed to major libraries if public comment is solicited	Press release issued when document approved of in advance of scheduled public hearings for significant agency actions	--
<b>Social Media</b>	Agency Twitter (X), Instagram and Facebook pages are updated regularly	Agency news and project information posted and updated regularly	--	--	--	--
<b>Language Assistance</b>	--	--	--	--	--	We will provide physical outreach materials in larger fonts and in braille and electronic outreach materials in ADA-compliant formatting for our visually impaired populations, provide

Item	Frequency	Web	Email	Mail	Media	Other
						audio recordings for our hearing impaired populations, ensure all public meetings are held in wheelchair accessible locations to comply with ADA standards and accommodate persons with disabilities, and translate and display public hearing notices and flyers in both English and Spanish in newspapers and radio for our LEP populations
Regional Clearinghouse	Semi-monthly (on the 15th and last day of every month)	<a href="https://www.ambag.org/plans/regional-clearinghouse">https://www.ambag.org/plans/regional-clearinghouse</a>	Emailed to a listserv twice a month	--	--	On the AMBAG Board Agenda each month

**Transportation Agency for Monterey County (TAMC)**

Website: www.tamcmonterey.org Phone: (831) 775-0903 Fax: (831) 775-0897 E-mail: info@tamcmonterey.org

Item	Frequency	Web	Email	Mail	Media	Other
<b>Transportation Agency Meetings/Packets</b>	4th Wednesday of each month (1st Wednesday of December, no meetings in July or November)	Posted 4 days prior to meeting	Notification sent to distribution list and interested parties when packet posted on web.  Agenda and Agenda Packet are emailed to Board of Directors and major libraries.	--	Meetings are recorded and posted on the TAMC website and YouTube Channel	Meetings are generally held in Salinas at the Monterey County Government Center or the County of Monterey Agricultural Center as the alternate location if needed
<b>Transportation Agency Actions</b>	Approves plans, programs, projects, Agency studies and funding actions	Agenda and minutes are posted on the webpage	Notification to interested parties if appropriate	To affected agencies, organizations or individuals as appropriate	Press releases distributed for significant agency actions	Notification included in committee packets as appropriate
<b>Transportation Agency "Highlights"</b>	Following each Board of Directors meeting	Posted 1-3 days following meetings	Notification sent to distribution list, including member agencies, interested parties/individuals and county media	None	(see Email)	Agency highlights published in Monterey-Salinas Transit (MST) Board of Directors agendas
<b>Public Hearings</b>	As needed for plan, program, project and state and federal funding actions	Legal notices are posted 1-2 weeks prior to hearing, materials posted with packet (at least 4 days prior)	Notification to interested parties and those who receive the Transportation Agency packets	(see Transportation Agency Meetings/Packets)	Press releases issued for significant agency actions and included in Transportation Agency Highlights and posted on the TAMC website and social media pages	Notification included in committee packets as appropriate, signs may also be placed on A-frame barricades on major thoroughfares
<b>Correspondence from the Public</b>	Varies	Responses included in Board agenda correspondence log, correspondence included with associated agenda items or by reference in staff reports	Responses to e-mail correspondence generally made by e-mail	Written responses provided to written correspondence	None	Responses to social media inquiries or comments are posted via social media on the social media platform
<b>Transportation Agency Committees</b>	Monthly meetings (No meetings scheduled in July)	Agenda and Agenda Packets and minutes are posted to Agency website	Agenda and Agenda Packets are emailed to committee members, notification about packet availability emailed to interested parties	Agenda and Agenda Packets are emailed to committee members	--	--

Item	Frequency	Web	Email	Mail	Media	Other
<b>Measure X Citizens Oversight Committee</b>	Meets quarterly in January, April, July and October	Agenda and Agenda Packets and minutes posted to Agency website	Notification sent to distribution list and interested parties when packet posted on web	Agenda and Agenda Packets are emailed to committee members	Committee meetings are recorded and posted on the TAMC YouTube Channel	Meetings are held at the Government Center on Schilling Place in Salinas or at the alternate location, the County of Monterey Agricultural Center if needed
<b>Approved plans, documents and/or project information</b>	As available (examples would be completed environmental documents, Transportation Plans, and approved studies)	Plans, documents and project information are posted on the web	E-mail distribution to interested parties	Documents mailed to major libraries, if public comment is solicited	Press release issued when document approved of in advance of scheduled public hearings for significant agency actions	Notifications are posted on the TAMC social media platforms
<b>E-newsletter subscriptions</b>	Project specific E-newsletter may be developed by the project team	--	E-mail distribution to interested parties	--	--	--
<b>Social Media</b>	Agency Facebook, Twitter (X), Instagram pages are updated regularly	Agency news and project information are posted online	None	None	None	--
<b>Language Assistance</b>	Alternate formats (Spanish, hearing or sight impaired, etc.) as appropriate	Website content is translated into Spanish	Responses are provided in Spanish, as appropriate	Responses are provided in Spanish, as appropriate	Coordinate with Spanish language media	Public outreach such as Townhall meetings and workshops are conducted in Spanish in dominant Spanish language communities



**Council of San Benito County Governments (SBtCOG)**

Website: www.sanbenitocog.org Phone: (831) 637-7665 Fax: (831) 636-4160 Email: info@sanbenitocog.org

Item	Frequency	Web	Email	Mail	Media	Other
<b>Board Meetings/Packets</b>	Monthly	Posted 5 days prior to meeting; all Agenda Items and Attachments are available to download and print	Notification sent to distribution list and interested parties when packet posted on web	None generally	--	--
<b>Board Actions</b>	As needed for high profile program/project decisions	Meeting highlights posted	Notification to interested parties, if appropriate	None generally	None generally	Notification included in committee packets as appropriate
<b>Public Hearings</b>	As needed for high profile program/project decisions and environmental documents	Notice posted 1-4 weeks prior to hearing, materials posted with packet (at least 5 days prior)	Notification to interested parties and those who receive the Board packets	None generally	Press releases and paid ads are sent 1-2 weeks in advance, and media advisory is sent the day before a public event. Public Notices are posted in a newspaper of general circulation.	Notification included in committee packets as appropriate, outreach to potentially affected stakeholder groups or community members if necessary
<b>Correspondence from the Public</b>	Varies	Entry included in correspondence log posted with packets	If correspondence received via e-mail, it is acknowledged via e-mail	If correspondence requests a response, then a letter may be provided by mail	None	Correspondence addressing specific projects may be included with that item in the Board meeting packets
<b>Advisory Committees</b>	Monthly, bi-monthly, and quarterly	Posted 5 days prior to meeting; all agenda items and attachments are available to download and print	Packets emailed, notification about packet availability emailed to interested parties	Packets mailed to committee members upon request	None, unless included in an important recommendation to the Board	--
<b>Approved plans, documents and/or project information</b>	As available (examples would be completed environmental analyses, RTPs, Project Information Sheets, etc.)	Plans, documents, info posted on the web	E-mail to interested parties	Documents mailed to County library upon request	Press releases are sent out when the document is available with information about the public hearing, if one is planned	Presentations are provide to the appropriate local boards, commissions and/or committees
<b>Social Media</b>	Frequent Facebook and Twitter (X) posts	Rideshare website includes Facebook and Twitter (X) links directing the public to its social media counts	Staff emails includes Facebook and Twitter (X) links directing the public to its social media counts	--	--	--
<b>Language Assistance</b>	Alternate formats (Spanish, hearing or sight impaired, etc.) as appropriate	Google Translation widget available on COG website, Rideshare website and County Express transit website pages translated to Spanish	Full-time bilingual staff are available to respond to Spanish language correspondence	Written correspondence in Spanish is provided to the general public, upon request. Transit related documents are available to the general public in Spanish on an ongoing basis	Coordinate with Spanish language media, as appropriate	All notices for public hearings and public meetings are made available in Spanish language format; interpreter services are provided for annual Unmet Transit Needs Hearings

**Santa Cruz County Regional Transportation Commission (SCCRTC)**

Website: www.sccrtc.org Phone: (831) 460-3200 Fax: (831) 460-3215 E-mail: info@sccrtc.org

Item	Frequency	Web	Email	Mail	Media	Other
<b>SCCRTC Meetings/Agenda Packets</b>	1-2 times per month, second meeting in a workshop format	Posted 3-6 days prior to meeting	Notification sent to distribution list and interested parties (eNews) when packet posted on web	None generally	Main meeting is televised and rebroadcast on Community TV, media notified by email when packet is posted on web	Meetings are held in a hybrid format allowing members of the public to participate either in person or remotely; hard copy of agenda packet is available at SCCRTC office, major libraries, some partner agency offices, and posted on social media
<b>SCCRTC Actions</b>	As needed for high profile program/project decisions	Press release and/or news feed posted	Notifications to interested parties (eNews), if appropriate	None generally	Press release distributed before and/or after SCCRTC action (meeting)	Notification included in committee packets as appropriate and posted on social media
<b>SCCRTC Highlights</b>	Following main monthly meeting	Posted 1-2 days following the meeting	Notifications sent to city councilmembers, transit district board members, media, chambers of commerce, SCCRTC committee members and to interested parties through eNews	None	(see Email)	Meeting highlights are posted on the SCCRTC social media channels
<b>Public Hearings</b>	As needed for high profile program/project decisions	Notice posted 10 or more days prior to hearing, materials posted with packet (at least 4 days prior)	Notification to interested parties (eNews) and those who receive the SCCRTC packets	(see SCCRTC Meetings/ Agenda Packets)	Press release sent 1-2 weeks in advance, media advisory sent the day before if a public event, paid ads may also be placed 1-2 weeks in advance	Notification included in committee packets as appropriate, posted on social media, and signs may also be placed on A-frame barricades on major thoroughfares
<b>Correspondence from the Public</b>	Varies	Entry included in correspondence log posted with packets	If correspondence is received via e-mail, it is acknowledged via e-mail	None	None	Correspondence addressing specific SCCRTC projects may be included with that item in the SCCRTC meeting packets
<b>SCCRTC Committees</b> <ul style="list-style-type: none"> <li>• Interagency Technical</li> <li>• Bicycle</li> <li>• Elderly &amp; Disabled</li> <li>• Measure D TOC</li> </ul>	Every 1-2 months	Packets posted on web	Packets emailed, notification about packet availability emailed to interested parties (eNews)	Packets mailed to committee members that request it, fees may apply per SCCRTC Rules and Regulations	None, unless included in an important recommendation to the SCCRTC	Meetings are held in a hybrid format allowing members of the public to participate either in person or remotely

<b>Item</b>	<b>Frequency</b>	<b>Web</b>	<b>Email</b>	<b>Mail</b>	<b>Media</b>	<b>Other</b>
<b>Approved SCCRTC plans, documents and/or project information</b>	As available, examples include environmental analyses, RTPs, RTIPs, feasibility analyses, etc.)	Plans, documents, info posted on the web	Link to posted document provided and emailed to interested parties (eNews)	Documents mailed to major libraries, if public comment is solicited	Press release sent out when document available with information about the public hearing, if one planned	Hard copies available in SCCRTC office and public libraries, as appropriate
<b>Social Media</b>	Several times a week	Post RTC news, updates, events, videos and photos on Facebook, Twitter (X), Instagram and Nextdoor as available	None	None	None	--
<b>Language Assistance</b>	Alternate formats (Spanish, hearing or visually impaired, etc.) as appropriate	New website will be fully accessible for disabled users and have Spanish translation options	Currently limited	Currently limited	Coordinate with Spanish language media, as appropriate	--

## Appendix C: Partner Transportation Agency Contacts

<p>Mr. Scott Eades, Director          Caltrans, District 5          50 Higuera Street          San Luis Obispo, CA 93401          (805) 549-3127  <a href="mailto:scott.eades@dot.ca.us">scott.eades@dot.ca.us</a></p>	<p>Executive Director          Santa Cruz County Regional Transportation Commission          1101 Pacific Avenue, Ste. 250          Santa Cruz, CA 95060          (831) 460-3200  <a href="mailto:info@sccrtc.org">info@sccrtc.org</a></p>
<p>Ms. Maura Twomey          Executive Director          Association of Monterey Bay Area Governments          24580 Silver Cloud Court          Monterey, CA 93940          (831) 883-3750  <a href="mailto:mtwomey@ambag.org">mtwomey@ambag.org</a></p>	<p>Mr. Michael Tree          CEO/General Manager          Santa Cruz Metropolitan Transit District          370 Encinal Street, Suite 100          Santa Cruz, CA 95060          (831) 426-6080  <a href="mailto:mtree@scmtd.com">mtree@scmtd.com</a></p>
<p>Ms. Binu Abraham          Executive Director          Council of San Benito County Governments          330 Tres Pino Road, C7          Hollister, CA 95023          (831) 637-7665, Ext. 207  <a href="mailto:babraham@sanbenitocog.org">babraham@sanbenitocog.org</a></p>	<p>Mr. Todd Muck          Executive Director          Transportation Agency for Monterey County          55-B Plaza Circle          Salinas, CA 93901-2902          (831) 775-0903  <a href="mailto:Todd@tamcmonterey.org">Todd@tamcmonterey.org</a></p>
<p>Mr. Carl Sedoryk          General Manager/CEO          Monterey-Salinas Transit          19 Upper Ragsdale Drive, Suite 200          Monterey, CA 93940          (831) 264-5001  <a href="mailto:csedoryk@mst.org">csedoryk@mst.org</a></p>	<p>Mr. Richard Stedman          Air Pollution Control Officer          Monterey Bay Air Resources District          24580 Silver Cloud Court          Monterey, CA 93940          (831) 647-9411  <a href="mailto:rstedman@mbard.org">rstedman@mbard.org</a></p>

## Appendix D: List of Stakeholders

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Ag Against Hunger		X	X	X	Agricultural Interest Group	Local
Ag Land Trust		X			Agricultural Interest Group	Local
Agri-Culture				X	Agricultural Interest Group	Local
Agriculture and Land-Based Training Association		X	X		Agricultural Interest Group	Local
California Sustainable Agriculture Working Group (CALSAWG)				X	Agricultural Interest Group	State
Camp Joy Gardens				X	Agricultural Interest Group	Local
Central Coast Agricultural Task Force		X			Agricultural Interest Group	Local
Community Alliance with Family Farmers				X	Agricultural Interest Group	Local
Monterey Farm Bureau		X			Agricultural Interest Group	Local
Organic Farming Research Foundation				X	Agricultural Interest Group	National
San Benito County Farm Bureau			X		Agricultural Interest Group	Local
Santa Cruz County Farm Bureau				X	Agricultural Interest Group	Local
Hollister Municipal Airport			X		Airport Operation Agencies	Local
King City (Mesa del Rey) Airport		X			Airport Operation Agencies	Local
Marina Municipal Airport		X			Airport Operation Agencies	Local
Monterey Peninsula Airport District		X			Airport Operation Agencies	Local
Salinas Municipal Airport		X			Airport Operation Agencies	Local
Watsonville Municipal Airport				X	Airport Operation Agencies	Local
Bike - Velo Club		X			Bicycle & Pedestrian Interest Group	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Bike Santa Cruz County				X	Bicycle & Pedestrian Interest Group	Local
Bike Smart!/Ecology Action		X		X	Bicycle & Pedestrian Interest Group	Local
FORT (Friends of the Rail and Trail)				X	Bicycle & Pedestrian Interest Group	Local
Mission Pedestrian				X	Bicycle & Pedestrian Interest Group	Local
Monterey Off Road Cycling Association		X			Bicycle & Pedestrian Interest Group	Local
Mountain Bikers of Santa Cruz				X	Bicycle & Pedestrian Interest Group	Local
National Bike Greenway/Cycle America				X	Bicycle & Pedestrian Interest Group	National Interest Group
Rails to Trails				X	Bicycle & Pedestrian Interest Group	National Interest Group
Salinas Bicycle Committee		X			Bicycle & Pedestrian Interest Group	Local
Santa Cruz County Cycling Club				X	Bicycle & Pedestrian Interest Group	Local
Big Brothers Big Sisters of Santa Cruz				X	Children & Youth Services	Local
Boys and Girls Clubs of Monterey County		X			Children & Youth Services	Local
Boys and Girls Club of Santa Cruz				X	Children & Youth Services	Local
CASA of San Benito County			X		Children & Youth Services	Local
CASA of Santa Cruz County				X	Children & Youth Services	Local
Child Development Resource Center				X	Children & Youth Services	Local
Digital Nest		X		X	Children & Youth Services	Local
Hollister Youth Alliance			X		Children & Youth Services	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Jovenes SANOS				X	Children & Youth Services	Local
Migrant Education Region XI, Monterey County Office of Education		X			Children & Youth Services	Local
Pajaro Valley Children's Center				X	Children & Youth Services	Local
Prunedale Mothers Association		X			Children & Youth Services	Local
San Benito County Child Care Association			X		Children & Youth Services	Local
Santa Clara County Office of Education – Migrant Education			X		Children & Youth Services	Local
YES! Helping Outstanding Young Leaders				X	Children & Youth Services	Local
YMCA		X	X	X	Children & Youth Services	Local
Builders Exchange of the Central Coast		X			Development Interest Group	Local
Building Trades Association		X			Development Interest Group	Local
Carpenters Union Local 505/506		X			Development Interest Group	Local
Don Chapin		X			Development Interest Group	Local
Granite Construction		X	X	X	Development Interest Group	Local
Graniterock		X	X	X	Development Interest Group	Local
Monterey Bay Central Labor Council		X			Development Interest Group	Local
Monterey County Realtors Association		X			Development Interest Group	Local
Salinas Valley Builders Exchange		X			Development Interest Group	Local
South Bay AFL-CIO Labor Council			X		Development Interest Group	Local
Aptos Chamber of Commerce				X	Economic Development Agency	Local



Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Capitola Soquel Chamber of Commerce				X	Economic Development Agency	Local
Carmel Chamber of Commerce		X			Economic Development Agency	Local
Convention and Visitors Bureau		X		X	Economic Development Agency	Local
Economic Development Corporation San Benito County			X		Economic Development Agency	Local
Felton Business Association				X	Economic Development Agency	Local
Hispanic Chamber of Commerce of Monterey County		X			Economic Development Agency	Local
Hollister Downtown Association			X		Economic Development Agency	Local
Marina Chamber of Commerce		X			Economic Development Agency	Local
Monterey Bay Economic Partnership		X	X	X	Economic Development Agency	Local
Monterey County Business Council		X			Economic Development Agency	Local
Monterey County Hospitality Association		X			Economic Development Agency	Local
Monterey County Taxpayers Association		X			Economic Development Agency	Local
Monterey Peninsula Chamber of Commerce		X			Economic Development Agency	Local
Monterey Peninsula Hospitality Association		X			Economic Development Agency	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
North Monterey County Chamber of Commerce		X			Economic Development Agency	Local
Old Mission San Juan Bautista			X		Economic Development Agency	Local
Old Monterey Business Association		X			Economic Development Agency	Local
Old Town Salinas Association		X			Economic Development Agency	Local
Pacific Grove Chamber of Commerce		X			Economic Development Agency	Local
Pajaro Valley Chamber of Commerce		X		X	Economic Development Agency	Local
Pleasure Point Business Association				X	Economic Development Agency	Local
Salinas City Center Improvement Association		X			Economic Development Agency	Local
Salinas United Business Association (SUBA)		X			Economic Development Agency	Local
Salinas Valley Chamber of Commerce		X			Economic Development Agency	Local
San Benito County Business Council			X		Economic Development Agency	Local
San Benito County Chamber of Commerce and Visitors Bureau			X		Economic Development Agency	Local
San Juan Bautista Chamber of Commerce			X		Economic Development Agency	Local
San Lorenzo Valley Chamber of Commerce				X	Economic Development Agency	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Santa Cruz Business Council				X	Economic Development Agency	Local
Santa Cruz County Chamber of Commerce				X	Economic Development Agency	Local
Santa Cruz County Conference & Visitors Council				X	Economic Development Agency	Local
Santa Cruz Downtown Association				X	Economic Development Agency	Local
Seaside/Sand City Chamber of Commerce		X			Economic Development Agency	Local
Scotts Valley Chamber of Commerce				X	Economic Development Agency	Local
The Harvey-Baker House		X			Economic Development Agency	Local
UCSC MBEST		X			Economic Development Agency	Local/State
Arts Council Santa Cruz County				X	Economic Justice Interest Group	Local
Brown Berets		X		X	Economic Justice Interest Group	Local
Building Healthy Communities		X			Economic Justice Interest Group	Local
California Alliance for Jobs		X			Economic Justice Interest Group	State Interest Group
Center for Community Advocacy		X			Economic Justice Interest Group	Local
Community Action Board of San Benito County			X		Economic Justice Interest Group	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Community Action Board of Santa Cruz County, Inc.				X	Economic Justice Interest Group	Local
Community Foodbank of San Benito County			X		Economic Justice Interest Group	Local
Community Foundation for Monterey County		X			Economic Justice Interest Group	Local
Community Foundation of San Benito County			X		Economic Justice Interest Group	Local
Community Foundation of Santa Cruz County				X	Economic Justice Interest Group	Local
Community Housing Improvement Systems and Planning Association (CHISPA)		X	X		Economic Justice Interest Group	Local
Educational Opportunity Program (EOP)			X	X	Economic Justice Interest Group	Local
Familia Center				X	Economic Justice Interest Group	Local
Family Service Association, Santa Cruz				X	Economic Justice Interest Group	Local
Fenix Services				X	Economic Justice Interest Group	Local
Food & Nutrition Services				X	Economic Justice Interest Group	Local
Goodwill Industries		X	X	X	Economic Justice Interest Group	Local
Head Start Administration		X	X	X	Economic Justice Interest Group	Local
Homeless Community Resource Center				X	Economic Justice Interest Group	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Homeless Garden Project				X	Economic Justice Interest Group	Local
Homeless Task Force of San Benito County			X		Economic Justice Interest Group	Local
H.O.M.E. Resource Center			X		Economic Justice Interest Group	Local
Loaves and Fishes		X		X	Economic Justice Interest Group	Local
League of United Latin American Citizens (LULAC)		X	X		Economic Justice Interest Group	National Interest Group – Local Chapters
Lomak Property Group				X	Economic Justice Interest Group	Local
My Father’s House			X		Economic Justice Interest Group	Local
Pajaro Valley Art Council		X		X	Economic Justice Interest Group	Local
Pajaro Valley Shelter Services		X		X	Economic Justice Interest Group	Local
Parents Center				X	Economic Justice Interest Group	Local
Peace Coalition of Monterey County		X			Economic Justice Interest Group	Local
Salud Para La Gente, Inc.				X	Economic Justice Interest Group	Local
Salvation Army		X	X	X	Economic Justice Interest Group	Local
San Benito County Arts Council			X		Economic Justice Interest Group	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Santa Cruz Aids Project				X	Economic Justice Interest Group	Local
Santa Cruz Community Counseling Center				X	Economic Justice Interest Group	Local
Second Harvest Food Bank				X	Economic Justice Interest Group	Local
Si Se Puede				X	Environmental Justice Advocacy Group	Local
South County Outreach (SCORE)		X			Economic Justice Interest Group	Local
South County Property Management				X	Economic Justice Interest Group	Local
Southern Monterey County Rural Community Coalition		X			Economic Justice Interest Group	Local
Together in Pajaro		X			Economic Justice Interest Group	Local
United Way of San Benito County			X		Economic Justice Interest Group	Local
United Way of Santa Cruz County				X	Economic Justice Interest Group	Local
Bonny Doon Union Elementary School District				X	Educational Institution	Local
Cabrillo College				X	Educational Institution	Local
Cal State Monterey Bay		X			Educational Institution	Local/State
County Office of Education		X	X	X	Educational Institution	Local
Elkhorn Slough National Estuarine Research Reserve		X		X	Educational Institution	Federal
Gavilan College			X		Educational Institution	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Happy Valley Union Elementary School District				X	Educational Institution	Local
Hartnell College		X			Educational Institution	Local
Hollister High School			X		Educational Institution	Local
Hollister School District			X		Educational Institution	Local
Institute of Marine Sciences (IMS)				X	Educational Institution	Local
Live Oak School District				X	Educational Institution	Local
Monterey Peninsula College		X			Educational Institution	Local
Mountain Elementary School District				X	Educational Institution	Local
Naval Postgraduate School		X			Educational Institution	Local/Federal
Pacific Elementary School District				X	Educational Institution	Local
Pajaro Valley Unified School District		X		X	Educational Institution	Local
San Lorenzo Valley Unified School District				X	Educational Institution	Local
Santa Cruz City School District				X	Educational Institution	Local
Santa Cruz County Office of Education Charter Schools Office				X	Educational Institution	Local
Scotts Valley Unified School District				X	Educational Institution	Local
Soquel Union Elementary School District				X	Educational Institution	Local
University of California Santa Cruz (Transportation Department)				X	Educational Institution	Local/State
AARP		X	X	X	Elderly & Disabled Community	National Interest Group
Access Options, Inc.				X	Elderly & Disabled Community	Local
Advocacy Inc.				X	Elderly & Disabled Community	Local



Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Aegis of Aptos				X	Elderly & Disabled Community	Local
Aging and Disability Resource Connection (ADRC)			X		Elderly & Disabled Community	Local
Alcoholics Anonymous		X	X	X	Elderly & Disabled Community	Local
Alexandria Victoria Retirement Assisted Living				X	Elderly & Disabled Community	Local
Alliance on Aging		X			Elderly & Disabled Community	Local
Alzheimer's Association				X	Elderly & Disabled Community	Local
American Red Cross		X	X	X	Elderly & Disabled Community	National
Apria Healthcare				X	Elderly & Disabled Community	Local
Arbor Cove Senior Commons				X	Elderly & Disabled Community	Local
Area Agency on Aging		X	X	X	Elderly & Disabled Community	State
Cabrillo College (Stroke)				X	Elderly & Disabled Community	Local
California Grey Bears				X	Elderly & Disabled Community	Local
California Senior Alliance				X	Elderly & Disabled Community	State
Californians for Disability Rights				X	Elderly & Disabled Community	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Capitola Manor				X	Elderly & Disabled Community	Local
Capitola/Soquel Community Activities				X	Elderly & Disabled Community	Local
Central Coast Alliance for Health		X	X	X	Elderly & Disabled Community	Local
Central Coast Center for Independent Living (CCCIL)		X	X	X	Elderly & Disabled Community	Local
Central Coast Surgery Center				X	Elderly & Disabled Community	Local
Chanticleer Home				X	Elderly & Disabled Community	Local
Cindy's Celebrations Inc.				X	Elderly & Disabled Community	Local
Community Bridges (CTSA)				X	Elderly & Disabled Community	Local
Community Hospital of the Monterey Peninsula (MONTAGE)		X			Elderly & Disabled Community	Local
Community Options				X	Elderly & Disabled Community	Local
Community Voice for Aging		X			Elderly & Disabled Community	Local
Companion for Life Project/Lifeline Project				X	Elderly & Disabled Community	Local
Conflict Resolution Center				X	Elderly & Disabled Community	Local
Country Villa Watsonville East Nursing Center				X	Elderly & Disabled Community	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Country Villa Watsonville West Nursing & Rehab Center				X	Elderly & Disabled Community	Local
Cozy Home				X	Elderly & Disabled Community	Local
Cresthaven Nursing Home				X	Elderly & Disabled Community	Local
De Un Amor				X	Elderly & Disabled Community	Local
Del Mar Caregiver Resource Center				X	Elderly & Disabled Community	Local
Dominican Hospital				X	Elderly & Disabled Community	Local
Dominican Oaks Retirement Community				X	Elderly & Disabled Community	Local
Driftwood Healthcare Center				X	Elderly & Disabled Community	Local
Easter Seals (Central California)				X	Elderly & Disabled Community	Local
El Dorado Center				X	Elderly & Disabled Community	Local
Elderday				X	Elderly & Disabled Community	Local
Emmaus House			X		Elderly & Disabled Community	Local
Esperanza Center			X		Elderly & Disabled Community	Local
Employment and Community Options				X	Elderly & Disabled Community	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Family Service Agency of the Central Coast				X	Elderly & Disabled Community	Local
Flor's Guest Home				X	Elderly & Disabled Community	Local
Foster Grandparent/Senior Companion Program				X	Elderly & Disabled Community	Local
Front Street Residential Care				X	Elderly & Disabled Community	Local
Garfield Park Village				X	Elderly & Disabled Community	Local
Golden Age Convalescent Hospital				X	Elderly & Disabled Community	Local
Hanover Guest Home				X	Elderly & Disabled Community	Local
Hazel Hawkins Hospital Foundation			X		Elderly & Disabled Community	Local
HOPE Services		X	X	X	Elderly & Disabled Community	Local
Imagine				X	Elderly & Disabled Community	Local
Joe's Wheelchair Services				X	Elderly & Disabled Community	Local
Jovenes de Antano			X		Elderly & Disabled Community	Local
La Posada				X	Elderly & Disabled Community	Local
Leukemia Society of America				X	Elderly & Disabled Community	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Lifespan Care				X	Elderly & Disabled Community	Local
Lincare, Inc.				X	Elderly & Disabled Community	Local
Live Oak Community Resources				X	Elderly & Disabled Community	Local
Louden Nelson Community Center				X	Elderly & Disabled Community	Local
Maple House I & II				X	Elderly & Disabled Community	Local
Meals on Wheels		X	X	X	Elderly & Disabled Community	Local
Mee Memorial Hospital		X			Elderly & Disabled Community	Local
Mental Health In Patient Services				X	Elderly & Disabled Community	Local
Mental Health Resource Center				X	Elderly & Disabled Community	Local
Mid-County Senior Center, Inc.				X	Elderly & Disabled Community	Local
Monterey & San Benito County Military & Veteran's Services		X	X		Elderly & Disabled Community	Local
Natividad Medical Center		X			Elderly & Disabled Community	Local
NovaCare Orthotics & Prosthetics				X	Elderly & Disabled Community	Local
Oak Tree Villa				X	Elderly & Disabled Community	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Ombudsman Advocate, Inc.				X	Elderly & Disabled Community	Local
Pacific Coast Manor				X	Elderly & Disabled Community	Local
Pajaro Valley Community Health Trust				X	Elderly & Disabled Community	Local
Palomar Inn				X	Elderly & Disabled Community	Local
Planned Parenthood Health Centers				X	Elderly & Disabled Community	Local
Project Scout				X	Elderly & Disabled Community	Local
Pula Services				X	Elderly & Disabled Community	Local
Rillera Guest Home				X	Elderly & Disabled Community	Local
Rose Acres				X	Elderly & Disabled Community	Local
Salinas Valley Medical		X			Elderly & Disabled Community	Local
Salinas Valley Memorial Hospital		X			Elderly & Disabled Community	Local
Salvation Army Corps Community Center				X	Elderly & Disabled Community	Local
San Andreas Regional Center		X	X	X	Elderly & Disabled Community	Local
San Benito Health Foundation			X		Elderly & Disabled Community	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Santa Cruz County Commission on Disabilities				X	Elderly & Disabled Community	Local
Santa Cruz Healthcare Center				X	Elderly & Disabled Community	Local
Santa Cruz Host Lions Club				X	Elderly & Disabled Community	Local
Santa Cruz Women's Health Center				X	Elderly & Disabled Community	Local
Sarro Associates, Inc.				X	Elderly & Disabled Community	Local
Satellite Dialysis			X	X	Elderly & Disabled Community	Local
SCCCC				X	Elderly & Disabled Community	Local
SCRP				X	Elderly & Disabled Community	Local
Seaview Guest Home				X	Elderly & Disabled Community	Local
Senior Citizens Legal Services			X	X	Elderly & Disabled Community	Local
Senior Citizens Opportunity				X	Elderly & Disabled Community	Local
Senior Living Centers				X	Elderly & Disabled Community	Local
Senior Network Services			X	X	Elderly & Disabled Community	Local
Seniors Council SCR & SBT Counties			X	X	Elderly & Disabled Community	Local



Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Senior Services				X	Elderly & Disabled Community	Local
Shoreline Work Force Development Services				X	Elderly & Disabled Community	Local
Skills Center – Mobile Work Group				X	Elderly & Disabled Community	Local
Skills Center – Pajaro Valley Training Center				X	Elderly & Disabled Community	Local
Soquel Leisure Villa				X	Elderly & Disabled Community	Local
Sunshine Villa				X	Elderly & Disabled Community	Local
Sutter Maternity & Surgery Center				X	Elderly & Disabled Community	Local
The Shelter Project				X	Elderly & Disabled Community	Local
Twilight Manor				X	Elderly & Disabled Community	Local
Valley Convalescent Hospital				X	Elderly & Disabled Community	Local
Valley Haven Care Home				X	Elderly & Disabled Community	Local
Valley Heights Senior Rental Community				X	Elderly & Disabled Community	Local
Veterans Employment				X	Elderly & Disabled Community	Local
Via Pacifica Gardens				X	Elderly & Disabled Community	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Victorian Home Care Inc.				X	Elderly & Disabled Community	Local
Vista Center				X	Elderly & Disabled Community	Local
Volunteer Center of Santa Cruz County				X	Elderly & Disabled Community	Local
Watsonville Community Hospital				X	Elderly & Disabled Community	Local
Watsonville Health Center				X	Elderly & Disabled Community	Local
Watsonville Residential Care, Inc.				X	Elderly & Disabled Community	Local
Watsonville Satellite Dialysis Center				X	Elderly & Disabled Community	Local
Watsonville Senior Center				X	Elderly & Disabled Community	Local
Whispering Pines Inn			X		Elderly & Disabled Community	Local
WomenCARE				X	Elderly & Disabled Community	Local
Women's Crisis Support/Defensa De Mujeres				X	Elderly & Disabled Community	Local
Youth Services				X	Elderly & Disabled Community	Local
American Medical Response		X	X	X	Emergency Services	Local
California Office of Traffic Safety		X	X	X	Emergency Services	State
Santa Cruz Regional 911			X	X	Emergency Services	Local
Agricultural History Project (AHP) Museum				X	Environmental Interest Group	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Beyond Pesticides				X	Environmental Interest Group	Local
Bus-by-Choice Santa Cruz				X	Environmental Interest Group	Local
California Center for Land Recycling				X	Environmental Interest Group	Local
California Native Plants Society		X		X	Environmental Interest Group	Local
CalPIRG at UCSC				X	Environmental Interest Group	Local
Central Coast Energy Services, Inc.		X	X	X	Environmental Interest Group	Local
Citizens for Responsible Forest Management (CRFM)				X	Environmental Interest Group	Local
Ducks Unlimited, Inc. – Santa Cruz Chapter				X	Environmental Interest Group	Local
Earth First!				X	Environmental Interest Group	Local
Ecology Action		X		X	Environmental Interest Group	Local
Elkhorn Slough Foundation		X		X	Environmental Interest Group	Local
Environmental Council				X	Environmental Interest Group	Local
Extinction Rebellion		X		X	Environmental Interest Group	Local
Farm Without Harm				X	Environmental Interest Group	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Friends and Neighbors of the Elkhorn Slough (FANS)		X			Environmental Interest Group	Local
Friends of Arana Gulch				X	Environmental Interest Group	Local
Friends of Moss Landing Marine Laboratories		X		X	Environmental Interest Group	Local
Friends of Santa Cruz State Parks				X	Environmental Interest Group	Local
Friends of Soquel Creek				X	Environmental Interest Group	Local
Friends of the North Coast				X	Environmental Interest Group	Local
Friends of the Sea Otter				X	Environmental Interest Group	Local
International Institute for Ecological Agriculture				X	Environmental Interest Group	Local
Island Conservation				X	Environmental Interest Group	Local
Keep the Green Belt Green				X	Environmental Interest Group	Local
Life Lab Science Program				X	Environmental Interest Group	Local
Marine Mammal Center – Monterey Bay Operations				X	Environmental Interest Group	Local
Mission Springs Outdoor Education				X	Environmental Interest Group	Local
Monterey Bay Aquarium		X			Environmental Interest Group	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Monterey Bay Community Power		X	X	X	Environmental Interest Group	Local
Monterey Bay Salmon and Trout Project				X	Environmental Interest Group	Local
Mountain Parks Foundation				X	Environmental Interest Group	Local
National Environmental Directory				X	Environmental Interest Group	Local
Natural Resources Conservation Service				X	Environmental Interest Group	Local
Ocean Conservancy				X	Environmental Interest Group	Local
O'Neill Sea Odyssey				X	Environmental Interest Group	Local
Open Space Authority				X	Environmental Interest Group	Local
Otter Project, Inc.				X	Environmental Interest Group	Local
Outdoor Science Exploration and Classroom Science Fun				X	Environmental Interest Group	Local
Pelagic Shark Research Foundation				X	Environmental Interest Group	Local
Rising Sun Energy Center				X	Environmental Interest Group	Local
San Andreas Land Conservancy				X	Environmental Interest Group	Local
San Lorenzo River Institute				X	Environmental Interest Group	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Santa Cruz Bird Club				X	Environmental Interest Group	Local
Santa Cruz Climate Action Network				X	Environmental Interest Group	Local
Santa Cruz Greens				X	Environmental Interest Group	Local
Santa Cruz Mountains Bioregional Council				X	Environmental Interest Group	Local
Santa Cruz Museum of Natural History				X	Environmental Interest Group	Local
Santa Cruz Recycling Project				X	Environmental Interest Group	Local
Save Our Shores				X	Environmental Interest Group	Local
Sempervirens Fund				X	Environmental Interest Group	Local
Seymour Marina Discovery Center				X	Environmental Interest Group	Local
Sunrise Movement		X		X	Environmental Interest Group	Local
Surfers Environmental Alliance				X	Environmental Interest Group	Local
Sustainable Conservation				X	Environmental Interest Group	Local
Sustainable Monterey County		X			Environmental Interest Group	Local
The Monterey Bay Conservancy				X	Environmental Interest Group	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Toro Park		X			Environmental Interest Group	Local
Valley Women's Club of the San Lorenzo Valley				X	Environmental Interest Group	Local
Ventana Wilderness Alliance				X	Environmental Interest Group	Local
Watsonville Wetlands Watch				X	Environmental Interest Group	Local
Wild Farm Alliance				X	Environmental Interest Group	Local
Above the Line				X	Environmental Justice Advocacy Group	Local
Beach Area Working Group				X	Environmental Justice Advocacy Group	Local
Environmental Community Housing Organization Inc.				X	Environmental Justice Advocacy Group	Local
Legal Aid Society of Santa Cruz County				X	Environmental Justice Advocacy Group	Local
Office of The Public Guardian				X	Environmental Justice Advocacy Group	Local
Regeneración				X	Environmental Justice Advocacy Group	Local
Santa Cruz Action Network				X	Environmental Justice Advocacy Group	Local
Valley Churches United Missions				X	Environmental Justice Advocacy Group	Local
Monterey Bay National Marine Sanctuary		X		X	Federal Government Agency	Federal

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
National Highway Traffic Safety Administration		X	X	X	Federal Government Agency	Federal
Office of Congressman Jimmy Panetta		X	X	X	Federal Government Agency	Local
Office of Congresswoman Zoe Lofgren		X	X	X	Federal Government Agency	Local
U.S. Army Corp of Engineers	X	X	X	X	Federal Government Agency	Federal
U.S. Congress		X	X	X	Federal Government Agency	Federal
U.S. Environmental Protection Agency – Region IX	X	X	X	X	Federal Government Agency	Federal
U.S. Federal Highway Administration (FHWA)	X	X	X	X	Federal Government Agency	Federal
U.S. Federal Transit Administration (FTA)	X	X	X	X	Federal Government Agency	Federal
Santa Cruz County Veterans Center				X	Federal Government Agency – Local Branch	Local
Veterans Services Office Watsonville				X	Federal Government Agency – Local Branch	Local
Bureau of Land Management	X		X		Federal Public Lands & Management Agencies	Federal
Los Padres National Forest – Monterey		X			Federal Public Lands & Management Agencies	Federal
Pinnacles National Park	X		X		Federal Public Lands & Management Agencies	Federal
U.S. Fish and Wildlife Service	X	X	X	X	Federal Public Lands & Management Agencies	Federal
U.S. National Park Service		X	X	X	Federal Public Lands & Management Agencies	Federal



Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
California Dump Truck Owners Association		X			Freight Shippers	State Interest Group
California Trucking Association		X			Freight Shippers	State Interest Group
Central Coast Grower-Shippers Vegetable Association		X			Freight Shippers	Local
Grower-Shipper Association of Central California		X	X	X	Freight Shippers	Local
St. Paul & Pacific Railroad Co.				X	Freight Shippers	Local
City Managers Association		X			Government Interest Group	Local
Friends of the San Benito County Free Library			X		Government Interest Group	Local
Friends of the Santa Cruz Public Library				X	Government Interest Group	Local
League of California Cities		X	X	X	Government Interest Group	State Interest Group
League of Women Voters – Monterey Peninsula		X			Government Interest Group	National Interest Group – Local Chapter
League of Women Voters – Salinas Valley		X			Government Interest Group	National Interest Group – Local Chapter
League of Women Voters of Santa Cruz				X	Government Interest Group	National Interest Group – Local Chapter
California Mobilehome Residential Action Association				X	Homeowners Association	State Interest Group
Corralitos Valley Community Council				X	Homeowners Association	Local
La Selva Beach Improvement Association				X	Homeowners Association	Local
Live Oak Neighbors				X	Homeowners Association	Local
Monterey Homeowners Association		X			Homeowners Association	Local
Oak Hills Homeowners Association		X			Homeowners Association	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Prunedale Neighbors Group		X			Homeowners Association	Local
Rio Del Mar Improvement Association				X	Homeowners Association	Local
Seacliff Improvement Association				X	Homeowners Association	Local
Big Sur Land Trust		X			Land Conservation/Development Interest Group	Local
Carmel Valley Association		X			Land Conservation/Development Interest Group	Local
Land Trust of Santa Cruz County				X	Land Conservation/Development Interest Group	Local
LandWatch Monterey County		X			Land Conservation/Development Interest Group	Local
Monterey County Land Trust		X			Land Conservation/Development Interest Group	Local
Open Space Alliance Santa Cruz				X	Land Conservation/Development Interest Group	Local
San Benito County Land Trust			X		Land Conservation/Development Interest Group	Local
Santa Cruz YIMBY				X	Land Conservation/Development Interest Group	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Save Soquel				X	Land Conservation/Development Interest Group	Local
Scotts Valley Citizens for Responsible Growth				X	Land Conservation/Development Interest Group	Local
Sierra Club, Loma Prieta Chapter			X		Land Conservation/Development Interest Group	National Interest Group – Local Chapter
Sierra Club, Ventana Chapter		X		X	Land Conservation/Development Interest Group	National Interest Group – Local Chapter
City & County Elected Officials	X	X	X	X	Local Government Agency	Local
City & County Public Works Departments	X	X	X	X	Local Government Agency	Local
City Police Departments	X	X	X	X	Local Government Agency	Local
City of Capitola	X			X	Local Government Agency	Local
City of Carmel-By-the-Sea	X	X			Local Government Agency	Local
City of Del Rey Oaks	X	X			Local Government Agency	Local
City of Gonzales	X	X			Local Government Agency	Local
City of Greenfield	X	X			Local Government Agency	Local
City of Hollister	X		X		Local Government Agency	Local
City of King City	X	X			Local Government Agency	Local
City of Marina	X	X			Local Government Agency	Local
City of Monterey	X	X			Local Government Agency	Local
City of Pacific Grove	X	X			Local Government Agency	Local
City of Salinas	X	X			Local Government Agency	Local
City of San Juan Bautista	X		X		Local Government Agency	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
City of Sand City	X	X			Local Government Agency	Local
City of Santa Cruz	X			X	Local Government Agency	Local
City of Scotts Valley	X			X	Local Government Agency	Local
City of Seaside	X	X			Local Government Agency	Local
City of Soledad	X	X			Local Government Agency	Local
City of Watsonville	X			X	Local Government Agency	Local
County Behavioral Health		X	X	X	Local Government Agency	Local
County of Monterey	X	X			Local Government Agency	Local
County of San Benito	X		X		Local Government Agency	Local
County of Santa Cruz	X			X	Local Government Agency	Local
County Operations of Emergency Services Departments (OES)		X	X	X	Local Government Agency	Local
County Public Health		X	X	X	Local Government Agency	Local
County Sheriff Departments		X	X	X	Local Government Agency	Local
Local Area Formation Commission (LAFCO)		X	X	X	Local Government Agency	Local
Monterey Bay Air Resources District (MBARD)	X	X	X	X	Local Government Agency	Local
Monterey County Department of Social Services		X			Local Government Agency	Local
Monterey County Water Resources		X			Local Government Agency	Local
Monterey Regional Parks		X			Local Government Agency	Local
North County Fire Protection District		X			Local Government Agency	Local
San Benito County Airport Land Use Commission (ALUC)			X		Local Government Agency	Local
San Benito County Health and Human Services Agency (HHSA)			X		Local Government Agency	Local
San Benito County Water District			X		Local Government Agency	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
San Francisco Bay Conservation & Development				X	Local Government Agency	Local
Santa Cruz County Health Services Agency				X	Local Government Agency	Local
Santa Cruz County Housing Authority				X	Local Government Agency	Local
Santa Cruz County Immigration Project				X	Local Government Agency	Local
Santa Cruz County Resource Conservation District				X	Local Government Agency	Local
Sunnyslope County Water District			X		Local Government Agency	Local
Watsonville Parks & Recreation Department				X	Local Government Agency	Local
Workforce Development Board		X			Local Government Agency	Local
Council of San Benito County Governments (COG)			X		Local Government Transportation Agency	Local
Monterey-Salinas Transit (MST)		X			Local Government Transportation Agency	Local
San Benito County Local Transportation Authority (LTA)			X		Local Government Transportation Agency	Local
Santa Cruz County Regional Transportation Commission (SCRTC)				X	Local Government Transportation Agency	Local
Santa Cruz Metropolitan Transit District (METRO)				X	Local Government Transportation Agency	Local
Transportation Agency for Monterey County (TAMC)		X			Local Government Transportation Agency	Local
Alianza Metropolitan News				X	Media	Local
Benitolink			X		Media	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Charter Communications		X	X		Media	Local
El Andar				X	Media	Local
El Sol		X			Media	Local
Growing Up in Santa Cruz				X	Media	Local
KAZA				X	Media	Local
KBAY/KEEN		X			Media	Local
KFRC		X			Media	Local
KICU				X	Media	Local
KLVM				X	Media	Local
KMST—Monterey County Office of Education		X			Media	Local
KMUV—Telemundo (North County)		X			Media	Local
KOTR 11 (My Monterey)		X			Media	Local
KRXA		X			Media	Local
KSOL				X	Media	Local
KZSC				X	Media	Local
Mountain Network News				X	Media	Local
Railway Track & Structures Magazine		X		X	Media	Local
Small Business Monthly				X	Media	Local
The Ventana				X	Media	Local
Times Publishing Group, Inc.				X	Media	Local
Aptos Life				X	Media – Newspaper	Local
Bay City News Service				X	Media – Newspaper	Local
Cabrillo College Voice				X	Media – Newspaper	Local
City On A Hill				X	Media – Newspaper	Local
Fort Hunter Liggett Newsletter		X			Media – Newspaper	Local
Good Times				X	Media – Newspaper	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Hollister Free Lance			X		Media – Newspaper	Local
Lookout Santa Cruz				X	Media – Newspaper	Local
Los Gatos Weekly-Times Saratoga News				X	Media – Newspaper	Local
Marina Gazette		X			Media – Newspaper	Local
Mid-County Post				X	Media – Newspaper	Local
Monterey County Weekly		X			Media – Newspaper	Local
San Jose Mercury News		X	X	X	Media – Newspaper	Local
San Lorenzo Valley Post				X	Media – Newspaper	Local
Santa Cruz Local				X	Media – Newspaper	Local
Santa Cruz Patch				X	Media – Newspaper	Local
Santa Cruz Sentinel				X	Media – Newspaper	Local
Scotts Valley Banner/Valley Press				X	Media – Newspaper	Local
South County Newspapers, LLC		X			Media – Newspaper	Local
The Carmel Pine Cone		X			Media – Newspaper	Local
The Greenfield News		X			Media – Newspaper	Local
The King City Rustler		X			Media – Newspaper	Local
The Monterey County Herald		X			Media – Newspaper	Local
The Salinas Californian		X			Media – Newspaper	Local
The Soledad Bee		X			Media – Newspaper	Local
The Watsonville Register Pajaronian		X			Media – Newspaper	Local
Transportation Think Tank Bulletin Board				X	Media – Newspaper	Local
ClearChannel Radio		X			Media – Radio	Local
KAZU 90.3 FM—NPR (Pacific Grove)		X			Media – Radio	Local
KCBS Radio				X	Media – Radio	Local
KCDU-FM/101.7 The Beach		X		X	Media – Radio	Local
KDON FM		X	X	X	Media – Radio	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
KEXA 93.9 FM—Blend – Spanish		X			Media – Radio	Local
KGO Radio				X	Media – Radio	Local
KHDC 90.9 FM—News/Talk – Spanish		X			Media – Radio	Local
KHIP-FM		X			Media – Radio	Local
KIDD-AM		X		X	Media – Radio	Local
KKMC-AM		X		X	Media – Radio	Local
KLEL FM				X	Media – Radio	Local
KLOK 99.5 FM – Spanish		X			Media – Radio	Local
KMBX 700 AM – Spanish		X			Media – Radio	Local
KMJV 106.3 FM – Spanish		X			Media – Radio	Local
KMPG-AM			X		Media – Radio	Local
KNBR Radio				X	Media – Radio	Local
KNRY 1240 AM—News/Talk		X		X	Media – Radio	Local
KOCN Radio		X		X	Media – Radio	Local
KPIG – FM				X	Media – Radio	Local
KPRC 100.7 & 100.9 FM – Spanish		X			Media – Radio	Local
KRAY 103.5 FM—Regional Mexican Hits – Spanish		X		X	Media – Radio	Local
KRKC – AM/FM		X			Media – Radio	Local
KRML- AM		X		X	Media – Radio	Local
KSCO 1080 AM—News/Talk		X			Media – Radio	Local
KSEA-FM 107.9 FM – Spanish		X			Media – Radio	Local
KSES 107.1 FM – Spanish		X		X	Media – Radio	Local
KSQD 90.7 FM				X	Media – Radio	Local
KTGE 1570 AM—Oldies – Spanish		X			Media – Radio	Local
KTOM FM/AM		X		X	Media – Radio	Local
KUFX FM				X	Media – Radio	Local



Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
KUSP 88.9 FM—NPR (Santa Cruz): King City 91.7, Big Sur Coast: 105.9		X		X	Media – Radio	Local
KWAV-FM		X		X	Media – Radio	Local
KYAA-AM		X			Media – Radio	Local
KYZZ Jammin 97.9 FM				X	Media – Radio	Local
La Preciosa 92.3 Radio		X		X	Media – Radio	Local
Wolfhouse Radio Group Inc. – Spanish		X			Media – Radio	Local
AT&T CABLE - TV		X	X		Media – Television	Local
Comcast Cable		X	X	X	Media – Television	Local
Community Television		X		X	Media – Television	Local
KCBA/KION-TV		X	X	X	Media – Television	Local
KCBA TV/Fox 35		X	X	X	Media – Television	Local
KCU 15 – Telemundo—Spanish Television		X	X		Media – Television	Local
KION—CBS		X	X	X	Media – Television	Local
KSBW—NBC		X	X	X	Media – Television	Local
KSBW-TV		X	X	X	Media – Television	Local
KSMS-TV (Channel 67) Univision		X	X	X	Media – Television	Local
KSTS TV 48 Telemundo		X	X	X	Media – Television	Local
KVTU				X	Media – Television	Local
Community Media Access Partnership (CMAP)			X	X	Media – Television	Local
Monterey County Channel (Comcast Channel 28)		X			Media – Television	Local
City of San Jose			X	X	Other Adjacent Government Agency	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
County of Santa Clara			X	X	Other Adjacent Government Agency	Local
Caltrans - District 4			X	X	Other Adjacent Government Agency - Transportation	State
Caltrans - District 6		X			Other Adjacent Government Agency - Transportation	State
Caltrans – District 10			X		Other Adjacent Government Agency - Transportation	State
Merced County Association of Governments (MCAG)			X		Other Adjacent Government Agency – Transportation	Local
Metropolitan Transportation Commission (MTC)			X	X	Other Adjacent Government Agency – Transportation	Local
San Luis Obispo Council of Governments (SLOCOG)		X			Other Adjacent Government Agency – Transportation	Local
Santa Clara Valley Transportation Authority			X	X	Other Adjacent Government Agency – Transportation	Local
Action Pajaro Valley		X		X	Other Interested Party	Local
Apex Strategies			X	X	Other Interested Party	Local
Capitola/Soquel Community Activities				X	Other Interested Party	Local
CirclePoint			X	X	Other Interested Party	Local
Hatch Mott MacDonald				X	Other Interested Party	Local
Hollister Elks Lodge			X		Other Interested Party	Local
Hollister Rotary Club			X		Other Interested Party	Local
Leadership San Benito County			X		Other Interested Party	Local
L + G Attorneys		X	X	X	Other Interested Party	Local
Pebble Beach Company		X			Other Interested Party	Local
San Juan Oaks Golf Club			X		Other Interested Party	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Santa Cruz Beach Boardwalk				X	Other Interested Party	Local
Santa Cruz Seaside Company				X	Other Interested Party	Local
Soroptimist International Capitola-By-The-Sea				X	Other Interested Party	Local
Steinbeck Center		X			Other Interested Party	Local
Watsonville Women's Club				X	Other Interested Party	Local
Association of Watsonville Area				X	Planned Growth Agency	Local
Fort Ord Reuse Authority		X			Planned Growth Agency	Local
Enterprise Rideshare				X	Private Transportation	Local
Taxi Companies & Airport Shuttles		X	X	X	Private Transportation	Local
Amalgamated Transit Union Local 1225		X			Public Transportation Union	Local
Service Employees International Union (SEIU), PSA Chapter		X			Public Transportation Union	Local
Service Employees International Union (SEIU) - Transit Drivers		X			Public Transportation Union	Local
Teamsters Local 890 –Transit Drivers			X		Public Transportation Union	Local
California Air Resources Board (CARB)	X	X	X	X	State Government Agency	State
California Coastal Commission	X	X	X	X	State Government Agency	State
California Department of Conservation State Mining & Geology Board		X	X	X	State Government Agency	State
California Department of Fish and Wildlife	X	X	X	X	State Government Agency	State
California Department of Forestry and Fire Protection (CALFIRE)		X	X	X	State Government Agency	State

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
California Department of Housing & Community Development (HCD)	X	X	X	X	State Government Agency	State
California Department of Parks and Recreation		X	X	X	State Government Agency	State
California Department of Resources Recycling and Recovery		X	X	X	State Government Agency	State
California Energy Commission	X	X	X	X	State Government Agency	State
California Environmental Protection Agency	X	X	X	X	State Government Agency	State
California Highway Patrol (CHP)	X	X	X	X	State Government Agency	State
California Integrated Waste Management Board	X	X	X	X	State Government Agency	State
California Natural Resources Agency		X	X	X	State Government Agency	State
California Office of Historic Preservation		X	X	X	State Government Agency	State
California Office of Planning and Research	X	X	X	X	State Government Agency	State
California Regional Environmental Education Community (CREEC)				X	State Government Agency	Local/State
California Resources Agency	X	X	X	X	State Government Agency	State
California Rural Legal Assistance (CRLA)		X	X	X	State Government Agency	Local/State
California State Assembly	X	X	X	X	State Government Agency	State
California State Senate	X	X	X	X	State Government Agency	State
California State Transportation Agency (CalSTA)	X	X	X	X	State Government Agency	State
California Transportation Commission (CTC)	X	X	X	X	State Government Agency	State
Caltrans	X	X	X	X	State Government Agency	State

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Caltrans - District 5	X	X	X	X	State Government Agency	State
Career Works				X	State Government Agency	State
Central Coast Regional Water Quality Control Board	X	X	X	X	State Government Agency	Local/State
Office of Assemblymember Dawn Addis		X		X	State Government Agency	Local
Office of Assemblymember Gail Pellerin		X		X	State Government Agency	Local
Office of Assemblymember Robert Rivas		X	X	X	State Government Agency	Local
Office of Senator Anna Caballero		X	X		State Government Agency	Local
Office of Senator John Laird		X		X	State Government Agency	Local
Ranger District - State Parks	X	X	X	X	State Government Agency	State
State Coastal Conservancy		X		X	State Government Agency	State
State of California	X	X	X	X	State Government Agency	State
State of California, Employment Development Department		X	X	X	State Government Agency	State
State Water Resources Control Board		X	X	X	State Government Agency	State
Bicycle & Pedestrian Committees	X	X	X	X	Technical Advisory Committees	Local
Elderly & Disabled Technical Advisory Committee/ Social Services Transportation Advisory Council (SSTAC)	X	X	X	X	Technical Advisory Committees	Local
METRO Advisory Committee (MAC)				X	Technical Advisory Committees	Local
MST Mobility Advisory Committee		X			Technical Advisory Committee	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Technical Advisory Committee		X	X	X	Technical Advisory Committees	Local
Advanced Transit Association				X	Transportation Interest Group	Local
CalVans		X		X	Transportation Interest Group	Local
Campaign for Sustainable Transportation (CFST)				X	Transportation Interest Group	Local
Carpooltoschool.com				X	Transportation Interest Group	Local
Coastal Rail Santa Cruz				X	Transportation Interest Group	Local
Coast Connect				X	Transportation Interest Group	Local
Community Traffic Safety Coalition				X	Transportation Interest Group	Local
Highway 68 Coalition		X			Transportation Interest Group	Local
Measure D Taxpayer Oversight Committee				X	Transportation Interest Group	Local
Measure G Citizens Oversight Committee			X		Transportation Interest Group	Local
Measure X Citizens Oversight Committee		X			Transportation Interest Group	Local
Monterey Bay Electric Vehicle Alliance		X	X	X	Transportation Interest Group	Local
Santa Cruz Hub for Sustainable Living				X	Transportation Interest Group	Local

Group	Required Contact	Monterey County	San Benito County	Santa Cruz County	Type	Federal, State, or Local
Santa Cruz Personal Rapid Transit (PRT)				X	Transportation Interest Group	Local
Big Trees Railroad				X	Transportation Provider	Local
First Transit Services, Inc.				X	Transportation Provider	Local
Lift Line				X	Transportation Provider	Local
Bureau of Indian Affairs – Regional Office	X				Tribal Government Agency	Federal
Ohlone /Costanoan Esselen	X	X	X		Tribal Government Agency	Local
Pajaro Valley Ohlone Indian Council				X	Tribal Government Agency	Local
Arana Gulch Watershed Alliance (AGWA)				X	Water Interest Group	Local
Coastal Watershed Council				X	Water Interest Group	Local
Friends of Locally Owned Water (FLOW)				X	Water Interest Group	Local
Lompico Watershed Conservancy				X	Water Interest Group	Local
Scotts Creek Watershed Council				X	Water Interest Group	Local
Surfrider Foundation		X		X	Water Interest Group	National

## **Appendix E: Federal and State Regulations Concerning Interested Parties, Public Involvement, and Consultation**

AMBAG and our partner agencies are required to satisfy statutory and regulatory guidelines in the structuring and implementation of its planning efforts. Federal and state legislation, as well as local preference and practice, are combined to shape the statutory environment that this *2023 Public Participation Plan* must satisfy. The *2023 Public Participation Plan* has been created to comply with the following federal and state statutory requirements.

### ***Federal Legislation***

#### **Infrastructure Investment and Jobs Act/Bipartisan Infrastructure Act of 2021 (IIJA/BIA)**

In 2021, President Biden signed a new infrastructure bill into law. The bipartisan Infrastructure Investment and Jobs Act will invest \$110 billion of new funds for roads, bridges, and major projects, and reauthorize the surface transportation program for the next five years building on bipartisan surface transportation reauthorization bills. Building upon the FAST Act, IIJA/BIA continues public participation and consultation along with adding a new requirement of affordable housing organizations as an interested party. This bill is covered by the Justice40 Initiative, a goal established with the signing of Executive Order 14008 that 40 percent of the overall benefits of certain federal investments flow to disadvantaged communities that are marginalized, underserved, and overburdened by pollution.

#### **Fixing America's Surface Transportation Act (FAST Act)**

In 2015, President Obama signed into law a new transportation authorization, entitled Fixing America's Surface Transportation Act. In accordance with 23 CFR 450.316, a metropolitan planning organization (MPO) is required to engage in a metropolitan planning process that creates opportunities for public involvement, participation, and consultation throughout the development of the Metropolitan Transportation Plan (MTP) and the Metropolitan Transportation Improvement Program (MTIP). Under this requirement, MPOs must allow for:

- Adequate public notice of public participation activities;
- Review and comment at key decision points in the development of the MTP and MTIP; and
- Multiple, accessible participation formats, including electronic and in-person.

The MPO should develop a collaborative and comprehensive Public Participation Plan, in full collaboration with the public and stakeholder communities, to be used in the development of the MTP and MTIP, as well as to frame the strategies for public and stakeholder communication and collaboration in all phases of the planning process. The Public Participation Plan itself must be prepared by the MPO with a 45-day public review and comment period. Similarly, states are required to have a documented public participation process.



### **Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21)**

In 2012, President Obama signed into law a new two year transportation authorization, entitled Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) and was the first long-term highway authorization enacted since 2005. MAP-21 helped create a streamlined, performance-based and multimodal program to address the challenges facing the U.S. transportation system. MAP-21 was also created to emphasize the need for more public involvement in regional transportation decision making. This federal law requires all Metropolitan Planning Organizations (MPO) such as AMBAG to “provide citizens, affected public agencies, representatives of public transportation agency employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment” on all transportation-related projects and plans within the Monterey Bay region. MAP-21 also required AMBAG to coordinate transportation plans with the regional growth forecast, travel demand model and other related planning activities when developing and updating major planning documents such as our MTP/SCS and MTIP for the region.

### **Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)**

The public participation requirements of SAFETEA-LU, as defined in the *Final Rule for Metropolitan Transportation Planning* and adopted in 2005, has been used to shape the metropolitan transportation planning process. The elements required by SAFETEA-LU include that:

- The participation plan must be developed in consultation with interested parties
- The participation plan must include procedures for employing visualization techniques
- The participation plan must be available and accessible to the public, including in electronically accessible formats

Overall, Title 23 CFR §450.316 (a) specifies that “the MPO shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.”

### **Title VI of the Civil Rights Act of 1964, and Civil Rights Restoration Act of 1987.**

Title VI of the Civil Rights Act of 1964 prevents government agencies receiving federal funding from discriminating on the basis of race, color, national origin or disability. The Civil Rights

Restoration Act of 1987 extended Title VI's applicability to all programs sponsored by federally-aided agencies, regardless of the program's specific funding sources.

The concept of environmental justice emerged from these two regulations, and is founded on the principles of:

- Mitigating disproportionately high and adverse health or environmental effects on minority or low income populations
- Ensuring that all affected communities have the ability to participate fully in transportation decision making processes
- Preventing the denial, reduction or delay of receiving benefits by minority and low-income populations

### **Executive Order 12372 - Intergovernmental Review of Federal Programs**

Executive Order 12372 calls for intergovernmental review of projects to ensure that federally funded or assisted projects do not inadvertently interfere with state and local plans and priorities. The Executive Order does not replace public participation, comment, or review requirements of other federal laws, such as the National Environmental Policy Act (NEPA), but gives the agencies an additional mechanism to ensure federal agency responsiveness to state and local concerns.

### **Executive Order 12898 - Federal Actions to Address Environmental Justice in Minority Populations and Low Income Populations**

Adopted in 2011, Executive Order 12898 provides for the intergovernmental review of projects to ensure that federally funded or assisted projects do not inadvertently interfere with state and local plans and priorities. This order also requires every agency to incorporate environmental justice goals as part of its mission by addressing and identifying the disproportionately high and adverse human health or environmental effects of the agency's programs and policies on disadvantaged communities.

### **Executive Order 13166 - Improving Access to Services for Persons with Limited English Proficiency**

Executive Order 13166 requires agencies to identify and develop services to provide those with Limited English Proficiency (LEP) access to federally conducted and funded programs.

### **Executive Order 13175 - Consultation and Coordination with Indian Tribal Governments**

Executive Order 13175 requires agencies to consult and coordinate with local Indian Tribal governments. In the Monterey Bay region there are no federally recognized tribes, however, staff does notify and consult the local Esselen and Ohlone/Costanoan tribal governments.

### **Clean Air Act & the Air Quality Implementation Plan (Title 40 CFR § 93.105)**

As amended by the Clean Air Act, Title 40 CFR § 93.105 defines the procedures for interagency consultation, resolution of conflicts and public consultation. This includes establishing a proactive public involvement process, which is outlined in this plan.

### **Americans with Disabilities Act of 1990 (ADA), the Rehabilitation Act of 1973, & the Age Discrimination Act of 1975**

The Americans with Disabilities Act of 1990 amended Title 42 regarding public health and welfare, to ensure the protection of civil rights regarding discrimination based on disability. The Rehabilitation Act of 1973 prohibits discrimination on the basis of disability for any programs conducted by or receiving federal funding. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age for any program conducted by or receiving federal funding.

### **FTA Circular 4703.1 – Environmental Justice Policy Guidance for FTA Recipients**

Adopted in 2012, the purpose of this circular is to provide guidance to the recipients of FTA financial assistance in order to incorporate environmental justice principles into plans, projects, and activities that receive funding from FTA. The following guiding environmental justice principles must be considered through “all public outreach and participation efforts conducted by the FTA, its grantees and sub-grantees”:

- (1) To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low income populations.
- (2) To ensure the full and fair participation by all potentially affected communities in the transportation decision making process.
- (3) To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low income populations.

### **Title 23: 450.316 from *Federal Register Vol. 72 No. 30***

Title 23: Highways; Part 450—Planning Assistance and Standards, 450.316 Interested parties, participation, and consultation.

(a) The Metropolitan Planning Organization (MPO) shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

(1) The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

- (i) Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a

reasonable opportunity to comment on the proposed Metropolitan Transportation Plan (MTP) and the Metropolitan Transportation Improvement Program (MTIP);

(ii) Providing timely notice and reasonable access to information about transportation issues and processes;

(iii) Employing visualization techniques to describe the MTP and MTIP;

(iv) Making public information (technical information and meeting notices) available in electronically accessible formats and means online

(v) Holding any public meetings at convenient and accessible locations and times;

(vi) Demonstrating explicit consideration and response to public input received during the development of the MTP and MTIP;

(vii) Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low income and minority households, who may face challenges accessing employment and other services;

(viii) Providing an additional opportunity for public comment, if the final MTP or MTIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;

(ix) Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and

(x) Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

(2) When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and MTIP.

(3) A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

(b) In developing Metropolitan Transportation Plans (MTPs) and Metropolitan Transportation Improvement Programs (MTIPs), the MPO should consult with agencies and officials responsible for other planning activities within the Metropolitan Planning Area that are affected by transportation (including state and local planned growth, economic development, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, MTPs and MTIPs shall be developed with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:

- (1) Recipients of assistance under title 49 U.S.C. Chapter 53;
- (2) Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and
- (3) Recipients of assistance under 23 U.S.C. 204.

(c) When the Metropolitan Planning Area includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the MTP and the MTIP.

(d) When the Metropolitan Planning Area includes federal public lands, the MPO shall appropriately involve the federal land management agencies in the development of the MTP and the MTIP.

(e) MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs (b), (c), and (d) of this section, which may be included in the agreement(s) developed under §450.314.

FHWA/FTA has also provided frequently asked questions and answers on public involvement in transportation decision making in regards to Title 23 CFR 450 on their website:

[http://www.fhwa.dot.gov/planning/public\\_involvement/archive/q\\_and\\_a/index.cfm](http://www.fhwa.dot.gov/planning/public_involvement/archive/q_and_a/index.cfm)

### ***State Legislation***

#### **Government Code 11135**

Government Code 11135, subdivision (a) states that “no person in the State of California shall, on the basis of race, national origin, ethnic group identification, religion, age, sex, sexual orientation, color, or disability, be unlawfully denied full and equal access to the benefits of, or be unlawfully subjected to discrimination under, any program or activity that is conducted, operated, or administered by the state or by any state agency that is funded directly by the state, or receives any financial assistance from the state.” The purpose of this code is to provide all citizens protection from discrimination from any program or activity that is either conducted, funded directly by, or receives any financial assistance from the state.

### **Government Code 65080 & Senate Bill (SB) 375**

In 2008, SB 375 was passed by the state legislature, amending Government Code 65080 to include specific language for public participation activities required by MPOs as they develop their Sustainable Communities Strategy (SCS) for the long range Metropolitan Transportation Plan (MTP). Specifically, the contents of this plan are guided by the *2017 California Regional Transportation Plan Guidelines* produced by the California Transportation Commission. These activities, outlined further in chapter 4, includes holding additional meetings and workshops, extensive consultation and coordination, updating the public participation plan, as this document does, and providing a process for members of the public to receive updates and information regarding the development of the SCS. The specific language can be found in the California Government Code section 65080 (b) (2) €. At the time of preparation of this document, the California Transportation Commission released updated draft Regional Transportation Plan guidelines for public review anticipated to be adopted in 2024.

### **California Environmental Quality Act (CEQA)**

The California Environmental Quality Act (CEQA) (CPRC § 21000 et seq) requires transportation plans and programs developed by AMBAG and the RTPAs to undergo an extensive environmental review process.

The MTP and RTPs require approval by governing bodies, and as such, AMBAG and RTPAs must prepare an Environmental Impact Report (EIR) that evaluates the significant environmental impacts of the proposed projects and determine ways to mitigate the impacts to below significance. In addition, specific projects may undergo individual EIR processes depending on their scope or inclusion in the long range transportation plan EIR.

The preparation of an EIR requires extensive consultation between partner agencies and provides for a 45-day public review period.

### **Ralph M. Brown Act**

The Brown Act (California Government Code § 54950-54963) regulates meetings of local public agencies. The Brown Act also applies to any committee or subsidiary body of a local agency, whether permanent or temporary, decision making or advisory, created by local agency governing boards. The Brown Act sets minimum standards for open meetings relative to notice posting, agenda distribution, access, location of meeting, and public input. The Brown Act requires agendas for regular meetings to allow members of the public to address the agency on any item of interest to the public within the purview of the particular agency. To give sufficient time for all interested parties to present their opinions, each agency may limit the amount of time per person for such public testimony.

### **California Public Records Act**

Adopted in 1968, the California Public Records Act requires disclosure of records to the public upon request, unless otherwise exempt. Certain public records or portions of records may be exempt including personnel or medical files for employees and records pertaining to pending

litigation. Agencies served public records requests are subject to respond to requests within 10 days. Note, the 10-day period mentioned is not a deadline for producing records.

### **Assembly Bill (AB) 52- Native Americans: California Environmental Quality Act**

Enacted in 2012, AB 52 amended CEQA to create a separate category for cultural resources and established a notification and consultation process with affected Tribes. By requiring consideration of tribal cultural resources early in the CEQA process, the legislature intended to ensure that local and tribal governments, public agencies, and project proponents would have information available in the project planning process to address potential adverse impacts.

To determine whether a project may have such an effect, the Public Resources Code requires a lead agency to consult with any California Native American tribe that requests consultation and is traditionally and culturally affiliated with the geographic area of a proposed project. That consultation must take place prior to the release of a negative declaration, mitigated negative declaration, or environmental impact report for a project. Pub. Res. Code § 21080.3.1.

If a lead agency determines that a project may cause a substantial adverse change to tribal cultural resources, the lead agency must consider measures to mitigate that impact. Pub. Res. Code § 20184.3 (b)(2) provides examples of mitigation measures that lead agencies may consider to avoid or minimize impacts to tribal cultural resources.

### ***Sources for Full Text of Regulations on the web:***

- **Code of Federal Regulations (CFR):** <http://www.gpoaccess.gov/cfr/>
- **United States Code (USC):** <http://www.gpoaccess.gov/uscode/index.html>
- **Executive Orders:** <http://www.archives.gov/federal-register/executive-orders/>
- **California Government Code & Public Resources Code:**  
<http://www.leginfo.ca.gov/calaw.html>
- **California Code of Regulations:**  
<http://government.westlaw.com/linkedslice/default.asp?Action=TOC&RS=GVT1.0&VR=2.0&SP=CCR-1000>



## Appendix F: Best Practices Guide of Public Participation Strategies

Below are links to recent studies or documents that highlight best public engagement and outreach practices nationwide, as well as federal guidelines for public participation strategies. These links may be used as references for our partner agencies, local jurisdictions and interested parties to receive background information on success stories and innovative outreach strategies other public agencies have accomplished over the past few years.

1. Caltrans Standard Environmental Reference (SER) Vol 1: Guidance for Compliance, Chapter 3- Public Participation

<https://dot.ca.gov/programs/environmental-analysis/standard-environmental-reference-ser/volume-1-guidance-for-compliance/ch-3-public-participation>

2. FHWA/FTA's Public Involvement Techniques for Transportation Decision Making Report

[https://www.fhwa.dot.gov/planning/public\\_involvement/publications/pi\\_techniques/fhwahep15044.pdf](https://www.fhwa.dot.gov/planning/public_involvement/publications/pi_techniques/fhwahep15044.pdf)

3. Institute for Local Government: Public Engagement Case Stories

<http://www.ca-ilg.org/public-engagement-case-stories>

4. U.S. DOT's Transit at the Table II: A Guide to Participation in Metropolitan Transportation Decision Making for Transit Agencies in Small and Medium-Sized Metropolitan Areas

<http://www.planning.dot.gov/documents/TransPlanning/TransTableII.pdf>

5. U.S. DOT's Transportation Planning Capacity Building: Public Involvement Techniques

[https://www.planning.dot.gov/planning/topic\\_PI.aspx](https://www.planning.dot.gov/planning/topic_PI.aspx)

6. 2017 RTP Guidelines for MPOs section on Public Participation: At the time of preparation of this document, the California Transportation Commission released the final draft 2024 Regional Transportation Plan guidelines for public review anticipated to be adopted in January 2024

<https://catc.ca.gov/-/media/ctc-media/documents/rtp-2017-guidelines-mpos-011817-a11y.pdf>

7. U.S. DOT's Promising Practices for Meaningful Public Involvement in Transportation Decision-Making

<https://www.transportation.gov/sites/dot.gov/files/2022-10/Promising%20Practices%20for%20Meaningful%20Public%20Involvement%20in%20Transportation%20Decision-making.pdf>



8. U.S. DOT's Transportation Planning Capacity Building: Public Involvement Techniques

[https://www.planning.dot.gov/planning/topic\\_PI.aspx](https://www.planning.dot.gov/planning/topic_PI.aspx)

9. U.S. DOT's Promising Practices for Meaningful Public Involvement in Transportation Decision-Making

<https://www.transportation.gov/sites/dot.gov/files/2022-10/Promising%20Practices%20for%20Meaningful%20Public%20Involvement%20in%20Transportation%20Decision-making.pdf>

10. California Transportation Commission SB 1 Competitive Programs Transportation Equity Supplement

<https://catc.ca.gov/-/media/ctc-media/documents/programs/senate-bill-1/2022-sb1-competitive-programs-transportation-equity-supplement-a11y.pdf>

## Appendix G: 2050 MTP/SCS Public Involvement Plan

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## I. Introduction

Development of the *2050 Metropolitan Transportation Plan/Sustainable Communities Strategy* (MTP/SCS) is a multi-year effort that begins in 2023. A comprehensive Public Involvement Plan (PIP) to support the *2050 MTP/SCS* is a key part of the process. The purpose of this PIP is two-fold: (1) to support the development of the *2050 MTP/SCS* by providing every available opportunity for the general public, partner agencies, and stakeholders to provide feedback; and (2) to further improve transportation decision making in the region by reaching out to underserved communities within the Monterey Bay region more effectively.

A critical component in preparing the *2050 MTP/SCS* is to provide guidance in the structuring of regional transportation planning processes to ensure that, to the greatest extent possible, interagency consultation and public participation were an integral and continuing part of the regional transportation decision making process. The participation policies and procedures described in this PIP are structured to enable all participants the ability to express their genuine regional values and interests in the shaping and implementation of regional policies and decisions regarding the transportation system.

SB 375 requires AMBAG to adopt a Public Involvement Plan (PIP) for the development of the SCS and must include the following public involvement activities<sup>1</sup> and techniques:

1. Outreach efforts to encourage the active participation of a broad range of stakeholder groups in the planning process, consistent with AMBAG's *2023 Public Participation Plan*, including, but not limited to, affordable housing advocates, transportation advocates, neighborhood and community groups, environmental advocates, transportation disadvantaged representatives, home builder representatives, broad-based business organizations, landowners, commercial property interests, and homeowner associations.
2. Consultation with congestion management agencies, transportation agencies, and transportation commissions.
3. Workshops throughout the Monterey Bay region to provide the public with the information and tools necessary to provide a clear understanding of the issues and policy choices. At least one workshop shall be held in each county in the region. Each workshop, to the extent practicable, shall include urban simulation computer modeling to create visual representations of the SCS and the alternative planning strategy.
4. Preparation and circulation of a Draft SCS and an alternative planning strategy, if one is prepared, not less than 55 days before adoption of a final regional transportation plan.
5. At least three public hearings on the *Draft 2050 MTP/SCS* and alternative planning strategy, if one is prepared. To the maximum extent feasible, the hearings shall be in

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<sup>1</sup> Government Code Section 65080(b)(2)(B)(iii)

different parts of the region and/or virtual to maximize the opportunity for participation by members of the public throughout the Monterey Bay region.

6. A process for enabling members of the public to provide a single request to receive notices, information, and updates.

The public participation policies and procedures described in this PIP are structured to comply with all applicable federal and state legislation, rules, and express the genuine regional value and interest for all residents of the Monterey Bay region to participate in the shaping and implementation of the *2050 MTP/SCS*. In pursuing its mission, “AMBAG provides strategic leadership and services to collaboratively analyze, plan and implement regional policies for the benefit of the Counties and Cities of the Monterey Bay region balancing local control with regional collaboration.” AMBAG strives to inform and involve its local jurisdictions and all members of the general public throughout its *2050 MTP/SCS* development process.

## II. Goals and Objectives

AMBAG and partner agencies in the Monterey Bay region seek the participation of a diverse set of communities with an interest in regional planning efforts, including low-income households, minority populations, Limited English Proficiency (LEP) populations, persons with disabilities, representatives from community and service organizations, tribal organizations, and other public agencies.

### A. Public Participation Plan

The *2023 Public Participation Plan* identifies a more in-depth overview of AMBAG's public involvement process, which includes eight guiding principles. These principles provide the framework for this PIP, which are as follows:

1. Prioritize public engagement methods that increase equitable participation and distribution of resources in all outreach efforts, projects, and programs
2. Value public participation and promoting broad based involvement by members of the community
3. Provide varied opportunities for public review and input
4. Treat all members of the public fairly, and respect and consider all public input as an important component of the planning and implementation process
5. Promote a culture of dialogue and partnership among residents, property owners, the business community, organizations, other interested members of the public, and public officials
6. Involve underserved communities and community groups, as well as other organizations
7. Encourage active public participation throughout the entire process
8. Provide communications and agency reports that are clear, timely and broadly distributed

AMBAG has established a set of activities and goals to achieve each of the eight guiding principles by creating a framework and action plan for each outreach goal. These goals are agency wide and can also be utilized and implemented in all major plans and projects within the Monterey Bay region, such as the *2050 MTP/SCS*. The activities and goals include:

## Equity

**Goal:** Prioritize public engagement methods that **increase equitable participation and distribution of resources** in all outreach efforts, projects, and programs.

**Activity:** Engage impacted and historically underserved communities early and often. Inclusive engagement, policies and practices must be considered to eliminate systematic barriers. In the AMBAG region, collaborative decision-making processes, such as citizen advisory committees and focus groups, can be established to ensure diverse representation and involvement are achieved.. Other methods include door-to-door outreach, organizing community workshops and public hearings in the communities with low engagement, utilizing digital platforms, surveys (in-person, online, by phone), social media campaigns, and partnering with community-based organizations. Additionally, AMBAG, partners and other local decision-makers should incorporate cultural sensitivity into public outreach efforts. This includes recognizing and respecting cultural norms, values, and practices of diverse communities, and adapting engagement methods accordingly. For example, TAMC has adapted outreach strategies to include interpretation accommodations for indigenous language speakers in south Monterey County.

## Broad Based Involvement

**Goal:** Value public participation and promote **broad based involvement** by members of the community.

**Activity:** In addition to having a list of stakeholders and working collaboratively with our partner agencies, AMBAG and the RTPAs will also interact and outreach to community groups within the Monterey Bay Region, as input from a variety of perspectives helps to enhance the process and results. AMBAG and the RTPAs structure their major planning initiatives and funding decisions to provide for meaningful opportunities to help shape outcomes. With this in mind, AMBAG and the RTPAs will determine public participation goals for the *2050 MTP/SCS* including performance metrics, data to be collected, and monitoring strategies over the length of the outreach campaign. For example, because AMBAG's *2050 MTP/SCS* is the blueprint for both new policies and investments for the Monterey Bay Region, updating and developing the MTP/SCS is one of the best projects for interested persons to get involved. The list of all groups, stakeholders and councilmembers can be found in Appendix D of the *2023 Public Participation Plan*.

## Opportunity

**Goal:** Provide varied **opportunities for public review and input.**

**Activity:** AMBAG and the RTPAs will engage with partner agencies, committees, working groups, and the public to obtain comments and suggestions during the development of future updates to the MTP/SCS, MTIP, RTP, and RTIP. When the drafts of major plans, programs, and documents are released, the public review period for each document varies from 30-55 days. AMBAG and the RTPAs will announce these public review periods through various media outlets, thereby providing as many opportunities as possible for the public to read and provide comments on the drafts of major documents to be implemented in the future. Below is a list of potential ways that AMBAG and the RTPAs will make this information available to the public:

- Websites
- News Releases
- Articles
- Press Conferences
- Radio and Television
- Newsletters, Brochures and eNews
- Agency Reports
- Posters and Inserts
- Advertising
- Online Social Media Networks
- Mapping

## Environmental Justice

**Goal:** Treat all members of the public fairly, and **respect and consider all citizen input** as an important component of the planning and implementation process ensuring that actions taken will not result in disproportionately high and adverse human health or environmental effects on underserved populations.

**Activity:** AMBAG and the RTPAs plan to actively reach out to the traditionally underserved and underrepresented communities within the Monterey Bay Region and enhance efforts to effectively involve rural communities in all major transportation planning processes. The *2023 Public Participation Plan* ensures that community concerns and engagement can guide the identification of programs, policies, and activities, and ensure that actions taken will not result in disproportionately high and adverse human health or environmental effects on underserved populations. AMBAG and the RTPAs will undertake specific strategies to involve all members of the public in AMBAG's regional transportation planning and investment decisions. AMBAG's

2021 Title VI Plan delves into these strategies in the Limited English Proficiency (LEP) Plan found in Appendix E of the Title VI Plan, which outlines how AMBAG outreaches to underserved and underrepresented groups. One size does not fit all as input from diverse perspectives enhances the process.

## Engagement

**Goal:** Promote a **culture of dialogue and partnership** among residents, property owners, the business community, organizations, other interested individuals, and public officials.

**Activity:** Early engagement is best. Although all participation is encouraged, agencies can put additional effort into specific areas that have the highest numbers of disadvantaged/underserved people, based on mapping of census or other data. AMBAG and the RTPAs create support materials that are easy to understand, applicable to the lives of the participants, and visually engaging in both print and electronic format making them accessible at meetings and on agency websites. AMBAG and the RTPAs plan workshops and/or public hearings that are available virtually, and at convenient venues even for those without access to a car, and times across the region; and ensure such events are fully accessible to the public, including low-income, minority, and rural communities, persons with disabilities (physical, visual, audio) and Limited English Proficiency (LEP) populations. Additionally, when funding allows agencies can offer childcare at community meetings to encourage young families to participate.

## Involvement of Underserved Communities

**Goal:** **Involve underserved communities and local community groups**, as well as other organizations.

**Activity:** Making a greater effort to partner with local community groups including schools and smaller/rural communities that feel like they don't have a voice and involve them in the public participation process as much as possible is important. Strategies can include ground truthing in neighborhoods for underserved peoples, providing materials/videos in languages other than English and Spanish, and holding enriching community events/tablings where participation is historically low. Board member attendance at these community events will be highly encouraged. An open, transparent, and culturally-sensitive public participation process will help empower affected low-income communities and communities of color to participate in the decision making process. Engaging interested persons (especially marginalized community members) in regional transportation issues is challenging, yet possible, by making it relevant, simply stated, and removing barriers to participation.



## Encouragement

**Goal:** Encourage active public participation throughout the whole process.

**Activity:** AMBAG and the RTPAs ask thought provoking questions in public surveys, workshops and outreach meetings and engage audiences in strong discussions. Public participation is a dynamic activity that requires teamwork and commitment from all of the Monterey Bay region's agencies, from the regional level to the local level.

## Clear Communication

**Goal:** Provide communications and agency reports that are **clear, timely and broadly distributed**.

**Activity:** Effective public outreach and involvement requires collaborating with regional local governments, stakeholders, and advisory groups such as partner agencies. Making all types of multimedia communication clear, accessible, and easy to understand is important to be effective. Potential methods include adding a translation link in Spanish for Limited English Proficiency (LEP) individuals through a Google Translation Widget (although agencies must be conscious of the tool's limitations) on our website and providing distributed flyers, online notices, announcements and other materials in both English and Spanish, as feasible, to engage diverse populations. Agencies also provide hearing impaired and visually impaired individuals assistance in receiving online and physical media distributions through physical outreach materials printed in larger font and in braille, upon request, to all electronic materials provided in an accessible format.

## B. Title VI Plan

The *2021 Title VI Plan*<sup>2</sup> is a comprehensive document that guides AMBAG in the Title VI process. Title VI is a federal statute and provides that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

The *2021 Title VI Plan* emphasizes the AMBAG Title VI process and procedures, including the use of public outreach techniques and innovative strategies to specifically include Limited English Proficiency (LEP) Populations throughout the region. The LEP population we have identified in our LEP Plan will help set a precedent for future public workshops and events

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<sup>2</sup> AMBAG 2021 Title VI Plan: <https://ambag.org/sites/planning/Title-VI-Plan>

throughout the Monterey Bay region. Because a Title VI Plan is the required guide for all Title VI related activities conducted by AMBAG, this PIP will stay consistent with the *2021 Title VI Plan* and will incorporate the procedures, strategies and techniques that will be used by AMBAG for increasing public involvement and make conscious effort to include LEP populations in the *2050 MTP/SCS* process.

### III. Public Engagement

AMBAG will engage the community throughout the development of the *2050 MTP/SCS*. These activities include:

- Community workshops and events
- Public hearings
- A project website
- Visual graphics and media techniques
- Interactive surveys in English and Spanish (other languages as needed)
- Preparation of handout materials, flyers, information sheets, Frequently Asked Questions (FAQs), etc.

#### A. Face to Face Interactions

##### Public Outreach

##### Public Workshops

Workshops will be held throughout the Monterey Bay region at key milestones throughout the *2050 MTP/SCS* development process. Materials will be provided in English and Spanish (and other languages upon request); and translation services will be available at the workshops. These workshops will be held outside of typical work hours and at more convenient locations to make them more accessible to the public.

In addition, pop-up community events will be conducted to further interact with members of the public to learn about, give feedback on, and engage in the process of developing the *2050 MTP/SCS*. These pop-up events may take place at popular locations such as farmer's markets, First Friday art gatherings, neighborhood block parties, community events, etc. Board member attendance will be highly encouraged.

##### Public Hearings and Comment Forms

Public hearings will be conducted to receive comments on the *Draft 2050 MTP/SCS Plan*. The public hearings will be held at various locations throughout the region and/or virtually and will be advertised in local newspapers, flyers, press releases, videos, and email announcements to reach a wide variety of audiences who may be interested in receiving an opportunity to provide their input on the *Draft 2050 MTP/SCS*.

## **Public Information**

AMBAG will create and distribute clear, concise, and engaging information to support public involvement efforts. These materials will have a consistent look and feel, reflecting the branding that will be developed for the *2050 MTP/SCS*.

Below is a menu of materials that may be used to provide information about the *2050 MTP/SCS* and its components; the development process; why this process is relevant to the region's residents; and information about how, when, and why stakeholders should get involved. All materials will be written in easy-to-understand terms with limited jargon/acronyms and will be provided in a variety of languages and formats as needed. Materials will be distributed via a range of channels, including electronically (e-mail and website); at presentations, meetings, and events; at community locations (libraries, recreation centers, senior centers, and stores); and in the media (notices and advertisements). Materials will be updated as needed throughout the process.

### **Project Fact Sheet**

A project fact sheet will be created to provide basic information about the *2050 MTP/SCS*, its components, purpose, timeline, and information on how the public can get involved in the process.

### **Flyers and Press Releases**

Each flyer will have engaging images, a summary of opportunities for public involvement, key messages, and basic information about the *2050 MTP/SCS* and its timeline. Flyers and notices will be prepared in English, Spanish, and other languages upon request. These flyers will be distributed to local agencies and those who plan to sign up for email updates on the website. A press release will be sent to local television, radio, and newspaper media outlets.

### **Public Notices**

Notices for public meetings and opportunities for public comment will be published via:

- Online media outlets (project website, partner agencies websites, social media)
- Printed materials (advertisements in newspapers, printed flyers posted at strategic locations, etc.)
- Announcements (radio, meetings, videos)

In addition, to stay consistent with AMBAG's *2021 Title VI Plan*, all public notices will be printed and uploaded in English and Spanish to ensure Limited English Proficiency populations within the Monterey Bay region will be included in the *2050 MTP/SCS* process. Noticing in other languages can be made available by request.

## **B. Online Tools and Surveys**

### **Project Website**

A project website will be the central portal for information about the project and upcoming events. The website address will be provided on all outreach materials and will be updated regularly to maintain current content and will be the primary portal for public information about the *2050 MTP/SCS*, incorporating interactive elements to provide opportunities for broad participation. Direct communication and website information will be synched from the project website and the AMBAG website for easier accessibility.

### **Media Outlets**

#### **Social Media**

Online publication and web-based comment of plans/programs will be created during the *2050 MTP/SCS* process, including an increased use of illustrations on affiliated social media networks, such as Twitter (X) and Instagram.

AMBAG staff and board members will also increase emphasis on public access television, radio and internet radio, coordinate media stories between partner agencies and media outlets, and target marketing/notices highlighting how planning documents may impact them throughout the *2050 MTP/SCS* process.

#### **Newspapers and Newsletters**

AMBAG will prepare and forward news releases to print and broadcast media on the *2050 MTP/SCS* and advertise through display ads in local newspapers throughout the Monterey Bay region. AMBAG's e-newsletter will report progress, encourage participation, and provide up to date information about opportunities for participation.

### **Surveys**

Surveys will be conducted as needed for the *2050 MTP/SCS*, which also can help design future outreach strategies. These surveys will be conducted at key milestones of the planning process. To help increase awareness and to reach more people than conventional workshops, surveys will be created in English and Spanish (and other languages as needed), at critical points throughout the development of the *2050 MTP/SCS*.

## **IV. Consultation and Coordination Efforts**

A variety of committees and boards will be consulted throughout the planning process and at key milestones to solicit feedback, provide project updates, and relay community input from the workshops and surveys. These committees and boards are made up of elected officials, staff from local jurisdictions and agencies, local leaders and organizers, and members of the general public.

### **AMBAG Board of Directors**

The AMBAG Board of Directors consists of 21 jurisdictions within Monterey, San Benito, and Santa Cruz Counties. An elected official from each jurisdiction is appointed by that jurisdiction's City Council or Board of Supervisors. Each of the 18 cities are represented by one member and each of the three counties by two members, forming the 24 member AMBAG Board of Directors. A representative from the Transportation Agency for Monterey County (TAMC), San Benito County Council of Governments (SBtCOG), Santa Cruz County Regional Transportation Commission (SCCRTC), Santa Cruz METRO, Monterey-Salinas Transit, Caltrans, Monterey Bay Air Resources District, Central Coast Community Energy, and Monterey Peninsula Airport District each serve as an ex-officio member.

The AMBAG Board meets monthly and sets policy. Day-to-day oversight is provided by the Executive Director, who is appointed by and serves at the pleasure of the Board of Directors.

The AMBAG Board will meet often throughout the planning process to receive project updates, provide policy direction, determine hybrid and preferred scenarios, and ultimately to adopt the MTP/SCS. Board members will be encouraged to take leadership positions on the MTP/SCS to encourage public understanding and engagement.

### **Planning Directors Forum**

The Planning Directors Forum (PDF) consists of planning directors and staff from the 21 jurisdictions within Monterey, San Benito, and Santa Cruz Counties, the three regional transportation planning agencies, the two transit operators, Caltrans District 5, and AMBAG; as well as other stakeholders. The PDF will meet regularly to address regional land use and transportation planning issues. The PDF will meet throughout the planning process and at key milestones to identify priorities, help establish initial scenario development, review draft workshop materials, and to receive project updates including feedback from the community workshops and online surveys.

## **Regional Transportation Planning Agencies**

In the Monterey Bay region, there are three Regional Transportation Planning Agencies (RTPAs): San Benito County Council of Governments (SBtCOG), Santa Cruz County Regional Transportation Commission (SCCRTC), Transportation Agency for Monterey County (TAMC). Each of these three RTPAs consists of agency staff and board members, including staff from local jurisdictions, elected officials, and appointed members. The RTPAs Boards of Directors set policy and provide a source of funding for transportation planning projects within each county. AMBAG staff will meet with the three RTPAs' Boards at key milestones to present findings, provide project updates, and receive input on the MTP/SCS development, project identification, and priorities.

## **Technical Advisory Committees**

The Technical Advisory Committees (TACs) are made up of staff from local jurisdictions and agencies, including local transit service providers and the RTPAs. The TACs review and provide technical guidance and advice on transportation projects and programs within each county, and make recommendations to the RTPA Boards or Directors. AMBAG staff will meet with the TACs at key milestones throughout the planning process to confirm transportation priorities, projects, and funding sources.

## **Stakeholder Contact List**

A master stakeholder contact list will be maintained for distribution of press releases, flyers, and project updates. This list includes members of the AMBAG Board, partners, the Planning Directors Forum, local transportation agencies, and other related groups. Media outlets, local organizations, and workshop and survey participants who provided a valid email address are included in the master stakeholder list.

Additional contacts include government agencies such as, the U.S. Environmental Protection Agency (EPA), Federal Highway Administration (FHWA), Bureau of Land Management (BLM), Federal Transit Administration (FTA), California Department of Fish and Wildlife (CDFW), California Air Resources Board (CARB), California Department of Transportation (Caltrans) District 5, state and local transportation agencies, Tribal governments, state, local and federal elected officials, and community based organizations.

Please refer to Appendix D in AMBAG's *2023 Public Participation Plan* for the current list of stakeholders within the Monterey Bay region.

## Appendix H: Draft 2023 PPP Public Comments and Responses

Name	Agency/Jurisdiction/Public	Comment	Response
Craig Chatterton	County of Santa Cruz	<p>I just received notice of the Draft 2023 Public Participation Plan for Public Comment.</p> <p>I have not had time to review the 126 page document, but I wanted to provide a comment and request that will help the public participate effectively in this process:</p> <p>The Draft Plan is 126 pages and contains very technical details about how our transportation agencies function. I seriously doubt that many local residents will have the time or motivation to digest this complex Draft and provide meaningful feedback. That said, many residents have participated in transportation meetings about issues that affect all of us - rail, highways, roads, etc. So, many residents have a high level understanding about how the public participation processes works today.</p> <p>I would therefore request that AMBAG provide a 1-2 page summary of the relevant changes that the Draft Plan will make and how it may affect public participation. If this information is already in the Draft Plan,</p>	<p>Thank you for the comment. Staff will prepare an Executive Summary to be included in the final document as suggested.</p>



Name	Agency/Jurisdiction/Public	Comment	Response
		please highlight that and advise residents on where to find that information.	
Linda Harrison	Public	I'm just wondering if the RTC draft includes any plans for public transportation From Santa Cruz to Monterey-Carmel area? It would be so great to be able to take a bus from Santa Cruz or Aptos direct to Monterey and back. I did not read draft yet but would like if they could consider it. I lived in San Mateo county many years and could get anywhere on Cal Train. Need something here!!	Thank you for the comment. This comment is outside the scope of the Public Participation Plan and transit service projects will be reviewed during the preparation of the 2050 MTP/SCS. Additionally, please note that Santa Cruz METRO and Monterey-Salinas Transit offer connecting services in the City of Watsonville.
Bob Montague	Public	As a member of the public, I am interested in understanding and having input into issues surrounding transportation in our area. The document referenced in the Sentinel article asks for public comment. However, when I go to the RTC site and look at the document, it appears to be a 126 page document that only addresses the protocols for how transportation issues are handled. If true, I not only find this offensive and a waste of time, but I also find it to be representative of the policy wonk problems that lead a substantial portion of the public to rail against the "deep state". In what world does it make sense to have a	Thank you for the comment. In accordance with 23 CFR 450.316 issued by the U.S. Department of Transportation (U.S. DOT), as a metropolitan planning organization (MPO) the Association of Monterey Bay Area Governments (AMBAG) is required to engage in a metropolitan planning process that creates opportunities for public involvement, participation, and consultation throughout the development of the

Name	Agency/Jurisdiction/Public	Comment	Response
		document of this length? This tome of bureaucracy only exists to justify itself and the salary of the bureaucrats who write it.	<p>Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP). Under this requirement, MPOs must allow for: adequate public notice of public participation activities; review and comment at key decision points in the development of the MTP and TIP; and multiple, accessible participation formats, including electronic and in-person.</p> <p>The MPO should develop a collaborative and comprehensive Public Participation Plan (PPP, this document), in full collaboration with the public and stakeholder communities, to be used in the development of the MTP and TIP, as well as to frame the strategies for public and stakeholder communication and collaboration in all phases of the planning process. By</p>

Name	Agency/Jurisdiction/Public	Comment	Response
			preparing this PPP, AMBAG is ensuring compliance of the agency and its members to allow continued eligible for U.S. DOT funding for local transportation projects.
Bob Montague	Public	My hope in following the links to this piece was to point out a safety issue that regularly happens when road construction is done in these jurisdictions. Specifically, the way that signage is placed during roadwork often creates a substantial safety hazard for cyclists. This happens because the first sign often says, “road work ahead”, followed by various other signs, and lastly by a “share the road” sign. In fact, the way this is generally done is by placing the signs in the bike lane or the normally rideable shoulder of the road, effectively forcing cyclists into the lane for motorists. If signage is to be placed so as to force cyclists into the path of motorists, then the first sign must be the “share the road” sign. I have been told by workers that doing this would be contrary to the MUTCD (manual of uniform traffic control devices) guidance. I don’t know if this is true, but if so it is wrong. Drivers should be made aware immediately to expect cyclists to be in the lane. Let me say this again. If bikes are to be forced from the	Thank you for the comment. Although this comment is outside the scope of the Public Participation Plan, bicycle and pedestrian safety is of upmost importance so messaging during the construction of transportation projects will be included in the final PPP.

Name	Agency/Jurisdiction/Public	Comment	Response
		bike lane or shoulder into the lane of motor vehicle traffic, the first signs need to make that clear. Not doing so creates a substantial safety hazard for those cyclists.	
Ryan Meckel	Santa Cruz YIMBY	Appendix D: Not sure if we're already on a list somewhere since we did get your initial outreach email, but Santa Cruz YIMBY would like to be added to the list of stakeholders (Appendix D in the PPP) for Santa Cruz County as a Land Conservation/Development Interest Group. Is this possible? Thanks for all the work you do!	Thank you for the comment. Staff will ensure to include Santa Cruz YIMBY in "Appendix D: List of Stakeholders" in the final PPP.
Amelia Conlen	Ecology Action	Pay committee members who are not participating as staff – especially LEP community members	Thank you for the comment. The suggestion that agencies consider reimbursing non-staff members for their participation in committees as funding allows or grants available will be included as a strategy in the final PPP.
Amelia Conlen	Ecology Action	Include door to door outreach in hard to reach communities	Thank you for the comment. Door-to-door canvassing as a potential outreach method has been included in the PPP.

Name	Agency/Jurisdiction/Public	Comment	Response
Amelia Conlen	Ecology Action	Work with schools in low income areas to provide opportunities	Thank you for the comment. Schools have been included in "Appendix D: List of Stakeholders," but staff will also incorporate this feedback throughout the final PPP.
Amelia Conlen	Ecology Action	Table at public locations for public input	Thank you for the comment. Tabling at public locations has been identified as an outreach method in the PPP.
Amelia Conlen	Ecology Action	Consider adopting or adapting LA Metro's CBO partnering guide to ensure that CBO's are paid for their work promoting outreach opportunities, and develop tools for ongoing relationships with CBO's.	Thank you for this resource. Staff will review and incorporate best practices identified for working with Community Based Organizations (CBOs) in the final PPP.
Amelia Conlen	Ecology Action	Page 21: "...funding for public outreach is limited, therefore practical and economical options can be used to expand toolbox skill sets..." Community advocates may argue here that funding is not limited, but rather allocated elsewhere and therefore public outreach remains inadequate.	Thank you for the comment. Staff will ensure to emphasize the value of community engagement in response to this point throughout the final PPP.

Name	Agency/Jurisdiction/Public	Comment	Response
Amelia Conlen	Ecology Action	Page 21: Mention of a Google Translation Widget, although provided with best intentions, may fall short in terms of translation quality and could increase confusion for readers. And Quickmap tools assumes the general public is well-versed in deciphering map data.	Thank you for these comments on the limitations of these tools. Staff will include this feedback in the final PPP.
Amelia Conlen	Ecology Action	Page 33: Intentional approach to communicate using cultural sensitivity  Intentional approach to communicate understanding the technology barriers from some folks	Thank you for the suggestions as they will be added to the final PPP.
Amelia Conlen	Ecology Action	Page 36: Meeting people where they are = intentionally planning events during times when families may be more available to attend (late evenings, weekends)  Access to meetings in terms of distance and the transportation challenges some families face  Offering childcare during meetings  There's mention of electronic tools in this section, but no mention of hard copy materials for folks who are not technologically savvy.	Thank you for these suggestions. They will be added as potential strategies in the final PPP.

Name	Agency/Jurisdiction/Public	Comment	Response
Amelia Conlen	Ecology Action	Page 42: List of public input opportunities seems to focus on boards and commissions only	Thank you for the comment. Figure 4-1 "2023 Public Participation Plan Development Timeline" is intended to provide the schedule of the various board and committee meetings required for the adoption of the final PPP, and is not intended to summarize all the community outreach completed to solicit feedback on the document.
Amelia Conlen	Ecology Action	Page 42 – 46: Good comprehensive list of items that are possible tools for outreach with the emphasis on tailoring the outreach approach based on the community needs	Thank you for the comment.
Jill Leal	Caltrans District 5	Page 60: Scott Eades public facing contact information needs to be updated. his phone number should be 805-549-3127 and his email should be corrected to Scott.Eades@dot.ca.gov.	Thank you for the comment. The correction will be made in the final PPP.
Jill Leal	Caltrans District 5	Page 104: First paragraph: Seems to incorrectly reference this Plan as the 2019 Public Participation Plan instead of the intended 2023 Public Participation Plan.	Thank you for the comment. The correction will be made in the final PPP.

Name	Agency/Jurisdiction/Public	Comment	Response
Jill Leal	Caltrans District 5	Page 126: First word. Please remove as it is a repeated word "California Department of Transportation (Caltrans) Caltrans District 5".	Thank you for the comment. The correction will be made in the final PPP.
Jill Leal	Caltrans District 5	Page 21: Something to consider would be the recommendation to continue using telephone surveying. Since landlines are so rarely used these days and cell phone numbers do not represent the physical location of the associated users, making the task of obtaining a representational list of phone numbers for a constituency unreliable. Additionally, potential voters may shy away from answering an unknown phone caller.	Thank you for this comment on the limitations of using this outreach tool. Staff will include this feedback in the final PPP.
Jill Leal	Caltrans District 5	Page 34: Online Social Media Networks: This section represents a huge medium for information distribution in today's society. This section should receive much more attention whether pulled out as an added subsection or simply expanded within the existing blurb.	Thank you for the comment. Staff will emphasize the power of this outreach tool in the final PPP.
Johanna Lighthill	Public	SCCRTC Commission Meetings: Continue to allow remote (Zoom) access to meetings.	Thank you for the comment. Continued remote access to Board meetings, including for the SCCRTC, has been included in the PPP.



Name	Agency/Jurisdiction/Public	Comment	Response
Johanna Lighthill	Public	SCCRTC Commission Meetings: Provide direct links to agenda items. Currently, accessing information may require scrolling through hundreds of pages.	Thank you for the comment. Offering board agendas on agency websites that are easy to navigate will be included in the final PPP.
Johanna Lighthill	Public	SCCRTC Commission Meetings: Provide a link within each agenda item to submit comments to Commissioners and make public comments available for viewing.	Thank you for the comment. Hosting agency websites that offer easy ways to provide direct feedback on board agency items will be included in the final PPP.
Johanna Lighthill	Public	SCCRTC Commission Meetings: Provide follow-up to questions asked by meeting attendees. Commissioners are not allowed to address them during meetings, so questions often go unanswered.	Thank you for the comment. The suggestion of providing follow up to comments made during the public comment section of meetings will be included in the final PPP.
Johanna Lighthill	Public	SCCRTC Engagement: Provide monthly or quarterly interactive zoom meetings to provide public with transportation news/updates; include Q & A.	Thank you for the comment. Hosting "Ask-Me-Anything" agency meetings will be included in the final PPP.
Johanna Lighthill	Public	SCCRTC Website: Provide results of surveys, workshops, and other events that include public participation.	Thank you for the comment. The results of surveys and outreach are typically included in the final documents associated with plans, programs, and/or projects, but the suggestion of displaying the results on project

Name	Agency/Jurisdiction/Public	Comment	Response
			webpages will be included in the final PPP.
Johanna Lighthill	Public	SCCRTC Website: Create living Q & A or FAQs pages. In an effort to provide a consistent set of facts, please provide a webpage that includes questions from public and RTC responses. Update weekly/monthly. Organize by topic and date submitted. Many community members have the same questions. Providing consistent and accurate information could facilitate more productive public discussion of local issues and clarify confusing issues within the community.	Thank you for the comment. Offering FAQs on agency websites will be included in the final PPP.

## Appendix I: Public Notice for Draft 2023 PPP

The following public notice was posted in the Monterey Herald, the Hollister Freelance, and the Santa Cruz Sentinel Newspapers. In addition, this public notice was uploaded to our AMBAG and partner agencies websites.

### Draft 2023 Public Participation Plan

Notice is hereby given that the Association of Monterey Bay Area Governments (AMBAG) and the Regional Transportation Planning Agencies will hold public hearings to secure public comment on the *Draft 2023 Public Participation Plan (PPP)*. The *Draft 2023 PPP* has been released for a 70-day public comment period as required by state and federal transportation regulations. The federally required *2023 PPP* is a comprehensive document that guides the regional public participation process for the tri-county Monterey Bay region. The *2023 PPP* emphasizes the transportation decision making process, including the expanded use of visualization techniques and innovative online engagement strategies in public outreach. The public hearings will be held as follows:

- SCCRTC Board of Directors meeting on Thursday, August 3, 2023 at 9am at Santa Cruz County Board of Supervisors Chambers, 701 Ocean Street, Room 525, Santa Cruz, CA 95060. [www.sccrtc.org](http://www.sccrtc.org)
- AMBAG Board of Directors meeting on Wednesday, August 9, 2023 at 6pm at Monterey Bay Air Resources District, Board Room, 3rd Floor 24580 Silver Cloud Court Monterey, CA 93940. [www.ambag.org](http://www.ambag.org)
- SBtCOG Board of Directors meeting on Thursday, August 17, 2023 at 4pm at San Benito County Board of Supervisors Chambers, 481 4th Street, Hollister, CA 95023. [www.sanbenitocog.org](http://www.sanbenitocog.org)
- TAMC Board of Directors meeting on Wednesday, August 23, 2023 at 9am at Monterey County Government Center in the Cinnamon Conference Room, 1441 Schilling Place, Salinas CA 93901. [www.tamcmonterey.org](http://www.tamcmonterey.org)
- Remote participation available for all public hearings. See meeting agenda for Zoom info.

The *Draft 2023 PPP* is available at: <https://ambag.org/plans/public-participation-plan> . Comments on the *Draft 2023 PPP* are due August 23, 2023 and may be mailed to: Heather Adamson, AMBAG, 24580 Silver Cloud Court, Monterey, CA 93940, via email at [hadamson@ambag.org](mailto:hadamson@ambag.org) , or via fax at (831) 883-3755.

It should be noted that the Thursday, August 17, 2023 SBtCOG public hearing had to be postponed to Thursday, September 21, 2023 due to a lack of quorum to open the August 2023 Board meeting. As such, the following public notice was posted regarding the new public hearing date.

### **Draft 2023 Public Participation Plan**

Notice is hereby given that the Council of San Benito County Governments will hold a public hearing on the Draft 2023 Public Participation Plan (PPP) on Thursday, September 21, 2023 at 4pm at San Benito County Board of Supervisors Chambers, 481 4th Street, Hollister, CA 95023. [www.sanbenitocog.org](http://www.sanbenitocog.org). Remote participation available for all public hearings. See meeting agenda for Zoom info. The federally required 2023 PPP is a comprehensive document that guides the regional public participation process for the tri-county Monterey Bay region. The 2023 PPP emphasizes the transportation decision making process, including the expanded use of visualization techniques and innovative online engagement strategies in public outreach. The Draft 2023 PPP is available at: <https://ambag.org/plans/public-participation-plan>.



## STAFF REPORT

### Consent

**Prepared By:** Veronica Lezama,  
Transportation Planning Manager  
**Subject:** Measure G Citizens Oversight  
Committee Appointments

**Agenda Item No. 10**

**Approved By:**

**Meeting Date:** October 19, 2023

### Recommendation:

**APPOINT** Measure G Citizens Oversight Committee Applicants to Represent the Membership Categories of Trade/Labor, Latino Community, and Supervisorial District 4.

### Summary:

Applications for the Measure G Citizens Oversight Committee are reviewed and appointed by the COG Board of Directors.

### Background/ Discussion:

There are currently vacancies on the Measure G Citizens Oversight Committee. COG received applications from three community members (Attachment 1). The COG Board of Directors is being asked to appoint the three applicants under the Trade/Labor (new appointment), Latino Community (re-appointment), and Supervisorial District 4 (re-appointment) member categories.

The applicants meet the COG adopted selection criteria approved by the COG Board of Directors at their May 2023 meeting, which includes the following:

1. Knowledge of basic local government structure
2. Ability to review the financial information (i.e. annual audits), as outlined in the Measure G Ordinance
3. Demonstrated ability to work collaboratively
4. Must be able to sign the Statements of Economic Interests - Form 700, which provides necessary information to the public about a person's financial interests to ensure that the Committee member is making decisions in the best interest of the public and not enhancing their personal finances.

### Financial Impact:

There is no financial impact.

### Attachments:

1. Trade/Labor, Latino Community, and Supervisorial District 4 Member Category Applications



# Application for Appointment Measure G Citizens Oversight Committee

In order to be considered, all questions must be completed thoroughly. Please attach additional pages, if necessary.


Name of Applicant: <b>Neils Ash</b>	
Residence Street Address: [REDACTED]	
City: <b>Hollister</b>	Zip: <b>95023</b> Telephone: [REDACTED] Email: [REDACTED]
Supervisory District: 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	
Are you a full-time paid officer or employee of local, state, or federal government? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> If yes, name employer _____ Position _____	
Nominating Agency/ Community Group, if applicable (leave blank if not applicable):	
Occupation & Education: <b>Construction Industry / High School and Community College</b>	
Do you identify with any of the following groups: (check all that apply)	
<input type="checkbox"/> Agriculture	Describe: _____
<input type="checkbox"/> Senior/Disabled Community	Describe: _____
<input type="checkbox"/> Industry	Describe: _____
<input checked="" type="checkbox"/> Trade/Labor	Describe: <b>District Representative for the Operating Engineers Local 3</b>
<input type="checkbox"/> Latino Community	Describe: _____
<input type="checkbox"/> Education	Describe: _____
All members will be required to file a Form 700, Statement of Economic Interests, with the Fair Political Practices Commission upon membership start and annually thereafter. Are you willing to sign Form 700, Statement of Economic Interests? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Please provide knowledge of basic local government structure, if any: <u>Hollister is a General Law City. With a governing body of the City Council responsible for legislative functions such as policy, ordinances, and development.</u>	
One of the responsibilities for serving on the Measure G Committee is the ability to provide input on audit reports to assure the funds are being expended in accordance with the Transportation Safety and Investment Plan. Please explain your experience with reviewing financial reports, if any. <u>In my current role in the construction industry, my duties are to maintain current compliance with construction wages..</u>	
If any, list community organizations or activities that you have been involved in. Demonstrated your ability to work collaboratively. Please include the approximate dates you were involved: <u>Board member of the Santa Clara Roads and Commision Board.</u>	
Describe why you are interested in serving on this committee: <u>My interest belongs to ensuring an honest product for the community. Also, to have the funds that are taxed from every community member is spent in a manner that will provide back to the community.</u>	
Signature:	Date: <u>6/20/2023</u>

Appointments will be considered at a Council of San Benito County Governments Board of Directors meeting. Any information you submit on your application will become a matter of public record, with the exception of contact information which will be kept confidential.



# Application for Appointment Measure G Citizens Oversight Committee

In order to be considered, all questions must be completed thoroughly. Please attach additional pages, if necessary.

Name of Applicant: <b>VICTOR GOMEZ</b>	
Residence Street Address: [REDACTED]	
City: <b>HOLLISTER</b>	Zip: <b>95023</b> Telephone: [REDACTED] Email: [REDACTED]
Supervisory District: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/>	
Are you a full-time paid officer or employee of local, state, or federal government? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> If yes, name employer _____ Position _____	
Nominating Agency/ Community Group, if applicable (leave blank if not applicable): <b>LATINO COMMUNITY</b>	
Occupation & Education: <b>CONSULTANT - AERONAUTICAL SCIENCE</b>	
Do you identify with any of the following groups: (check all that apply)	
<input type="checkbox"/> Agriculture	Describe: _____
<input type="checkbox"/> Senior/Disabled Community	Describe: _____
<input checked="" type="checkbox"/> Industry	Describe: _____
<input type="checkbox"/> Trade/Labor	Describe: _____
<input checked="" type="checkbox"/> Latino Community	Describe: _____
<input type="checkbox"/> Education	Describe: _____
All members will be required to file a Form 700, Statement of Economic Interests, with the Fair Political Practices Commission upon membership start and annually thereafter. Are you willing to sign Form 700, Statement of Economic Interests? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Please provide knowledge of basic local government structure, if any: <b>FORMER MAYOR AND CITY COUNCILMEMBER. FORMER CHIEF OF STAFF IN SAN JOSE.</b>	
One of the responsibilities for serving on the Measure G Committee is the ability to provide input on audit reports to assure the funds are being expended in accordance with the Transportation Safety and Investment Plan. Please explain your experience with reviewing financial reports, if any. <b>I'VE BEEN INVOLVED WITH MANY NON-PROFITS AND LOCAL GOVERNMENT BODIES. I ALSO SIT AS THE BUDGET LIASON FOR SAN JOSE SPOTLIGHT.</b>	
If any, list community organizations or activities that you have been involved in. Demonstrated your ability to work collaboratively. Please include the approximate dates you were involved: <b>LULAC since 2007, SAN BENITO COUNTY CHAMBER OF COMMERCE 2006-2021, HOLLISTER CITY COUNCIL 2008-2016.</b>	
Describe why you are interested in serving on this committee: <b>I CURRENTLY SERVE ON THE COMMITTEE AS CHAIR AND HAVE ENJOYED MY TIME ON THE COMMITTEE. I ALSO SERVED 8 YEARS AS A COG DIRECTOR FROM 2008-2016.</b>	
Signature: 	Date: <b>JULY 1, 2023</b>

Appointments will be considered at a Council of San Benito County Governments Board of Directors meeting. Any information you submit on your application will become a matter of public record, with the exception of contact information which will be kept confidential.





# Application for Appointment Measure G Citizens Oversight Committee

In order to be considered, all questions must be completed thoroughly. Please attach additional pages, if necessary.

Name of Applicant: **KEVIN STOPPER**

Residence Street Address: [REDACTED]

City: **HOLLISTER** Zip: **95023** Telephone: [REDACTED] Email: [REDACTED]

Supervisorial District: 1  2  3  4  5

Are you a full-time paid officer or employee of local, state, or federal government?  
No  Yes  If yes, name employer \_\_\_\_\_ Position \_\_\_\_\_

Nominating Agency/ Community Group, if applicable (leave blank if not applicable):

Occupation & Education: **RETIRED DISTRIBUTION CENTER / PLANT MGR & TRUCK DRIVER**

Do you identify with any of the following groups: (check all that apply)

<input type="checkbox"/> Agriculture	Describe: _____
<input checked="" type="checkbox"/> Senior/Disabled Community	Describe: _____
<input type="checkbox"/> Industry	Describe: _____
<input type="checkbox"/> Trade/Labor	Describe: _____
<input type="checkbox"/> Latino Community	Describe: _____
<input type="checkbox"/> Education	Describe: _____

All members will be required to file a Form 700, Statement of Economic Interests, with the Fair Political Practices Commission upon membership start and annually thereafter. Are you willing to sign Form 700, Statement of Economic Interests?  
 Yes  
 No

Please provide knowledge of basic local government structure, if any: **ATTEND LOCAL CITY & COUNTY COUNCIL MEETINGS ALSO MANAGE AND RUN KEY VOTING CENTERS AT ELECTION TIMES**

One of the responsibilities for serving on the Measure G Committee is the ability to provide input on audit reports to assure the funds are being expended in accordance with the Transportation Safety and Investment Plan. Please explain your experience with reviewing financial reports, if any. **ABLE TO UNDERSTAND SPREADSHEETS BUDGET AND ALLOCATED RESOURCES WHEN PRESENTED**

If any, list community organizations or activities that you have been involved in. Demonstrated your ability to work collaboratively. Please include the approximate dates you were involved: **INVOLVED IN MEASURE G CAMPAIGN WHEN ON BALLOT. ADVOCATED FOR ITS PASSING AND WANT TO SEE IT THROUGH. Deeply involved in High School Music and Arts Programs, Logistics etc.**

Describe why you are interested in serving on this committee:  
**WANT TO SEE MEASURE G THROUGH TO FRUITION AND OUR ROADS FUNDED CORRECTLY AS WE CAMPAIGNED FOR**

Signature: **[Signature]** Date: **22 JUN 23**

Appointments will be considered at a Council of San Benito County Governments Board of Directors meeting. Any information you submit on your application will become a matter of public record, with the exception of contact information which will be kept confidential.





## STAFF REPORT

**Action**

**Prepared By:** Norma Aceves, Administrative Services Specialist

**Subject:** Fiscal Year 2022-2023 TDA Claim

**Agenda Item No. 11**

**Approved By:** Binu Abraham, Executive Director

**Meeting Date:** October 19, 2023

**Recommendation:**

Adopt Resolution 2023-08 Authorizing the Filing of a Claim for Allocation of Transportation Development Act Funds for Fiscal Year 2022/2023.

**Summary:**

The Council of Governments will be submitting an annual claim for Local Transportation Funds for fiscal year 2022-2023 for administrative purposes.

**Background/ Discussion:**

Each year, the COG Board is required by the Transportation Development Act to allocate Local Transportation Funds to eligible claimants. The Local Transportation Fund is derived from a ¼ cent of the general sales tax collected statewide and returned to the COG. Local Transportation Funds are to be used for statutory purposes in San Benito County and include (in priority order):

- TDA administration costs
- General public transit operations and capital
- Contract payments for transit services
- Transit-related research and development projects
- Administration of transit contracts
- Elderly and disabled transit
- Bicycle and pedestrian projects
- Local streets and roads (Cities & County based on population)

Resolution 2023-08 is required under the Transportation Development Act pursuant to Public Utilities Code Article 4 and Article 4.5 which are a part of the claims process. Listed below are the requirements of the claimants for the Local Transportation Funds.

1. The Council of Governments' expenditures are in conformity with the Regional Transportation Plan.

2. The sum of the County of San Benito allocations from the Local Transportation Fund does not exceed the amount the claimant is eligible to receive during the fiscal year.

The Council of Governments will be submitting a claim for Local Transportation Funds for fiscal year 2022-2023 in the amount of \$467,791 for administrative purposes. The TDA claim amount exceeds the COG Board approved budget for fiscal year 2022-2023. A budget adjustment form will come before the Board in November. Staff reviewed the request from the Council of Governments as the claimant and found it consistent with the Transportation Development Act requirements. The attached Resolution 2023-08 approves the request for this claim.

**Financial Impact:**

The Local Transportation Fund will allocate \$467,791 to the Council of Governments for planning and administrative purposes.

**Attachment:**

1. Resolution 2023-08
2. TDA Claim Form



BEFORE THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

A RESOLUTION OF THE COUNCIL OF )  
SAN BENITO COUNTY GOVERNMENTS )  
AUTHORIZING THE FILING OF A CLAIM )  
WITH THE COUNCIL OF SAN BENITO )  
COUNTY GOVERNMENTS, ACTING AS THE )  
REGIONAL TRANSPORTATION PLANNING )  
AGENCY, FOR ALLOCATION OF )  
TRANSPORTATION DEVELOPMENT )  
ACT FUNDS FOR FISCAL YEAR 2022/2023 )

Resolution No. COG 23-08

WHEREAS, the Transportation Development Act (TDA), as amended (California Public Utilities Code commencing with Section 99200 et seq.) provides for the allocation of funds from the Local Transportation Fund by Regional Transportation Planning Agencies, for the use by eligible claimants for various transportation purposes; and

WHEREAS, the Council of San Benito County Governments is the Regional Transportation Planning Agency in and for the County of San Benito; and

WHEREAS, pursuant to the provisions of the TDA, as amended and pursuant to the applicable rules and regulations thereunder (Title 21, Division 3, Chapter 2 (commencing with section 6600) of the California Code of Regulations) a prospective claimant wishing to receive an allocation from the Local Transportation Fund shall file its claim with the Council of San Benito County Governments.

NOW, THEREFORE, BE IT RESOLVED that the Council of San Benito County Governments is authorized to execute and file an appropriate claim pursuant to the terms of the Transportation Development Act, as amended and pursuant to applicable rules and regulations promulgated thereunder, together with all necessary supporting documents, with the Council of San Benito County Governments for an allocation of TDA funds in Fiscal Year 2022/2023.

BE IT FURTHER RESOLVED that the authorized claim includes \$467,791 for transportation planning and administrative purposes.

BE IT FURTHER RESOLVED that a copy of this resolution be transmitted to the Council of San Benito County Governments in conjunction with the filings of the claims.

PASSED AND ADOPTED BY THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS THIS 19TH DAY OF OCTOBER 2023 BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAINING:

ABSENT:

\_\_\_\_\_  
Bea Gonzales, Chair

APPROVED AS TO LEGAL FORM:

SAN BENITO COUNTY COUNSEL'S OFFICE

Dated: Oct. 11, 2023

By: Shirley L. Murphy  
Shirley L. Murphy, Deputy County Counsel

ATTEST:

Binu Abraham, Executive Director

Dated: \_\_\_\_\_

By: \_\_\_\_\_

**CLAIM FOR LOCAL TRANSPORTATION FUNDS**

TO: COUNCIL OF SAN BENITO COUNTY GOVERNMENTS  
330 TRES PINOS RD., SUITE C7, HOLLISTER, CA 95023

FROM: CLAIMANT: Council of San Benito County  
Governments as the RTPA

ADDRESS: 330 Tres Pinos Road Suite C7  
Hollister, CA 95023

CONTACT PERSON: \_\_\_\_\_

Phone: 831-637-7665 Email: norma@sanbenitocog.org

The San Benito Co. Regional Transportation Planning Authority hereby request, in accordance with the State of California Public Utilities Code, commencing with Section 99200 and the California Code of Regulations commencing with Section 6600, that this claim for Local Transportation Funds be approved in the amount of \$ 467,791 for Fiscal Year 2022-2023 to be drawn from the Local Transportation Fund deposited with San Benito County Treasurer.

When approved, this claim will be transmitted to the San Benito County Auditor for payment. Approval of the claim and payment by the County Auditor to the applicant is subject to such monies being available for distribution, and to the provisions that such monies will be used only in accordance with the terms of the approved annual financial plan and budget.

**APPROVED:**

SAN BENITO COUNTY COUNCIL  
OF GOVERNMENTS BOARD OF  
DIRECTORS

APPLICANT

BY: \_\_\_\_\_  
(signature)

BY: Norma Acues  
(signature)

TITLE: Chairperson

TITLE: Administrative Services Specialist

DATE: \_\_\_\_\_

DATE: October 19, 2023



## STAFF REPORT

### Action

**Prepared By:** Veronica Lezama,  
Transportation Planning Manager

**Subject:** FY 2023/2024 Overall Work Program

### Agenda Item No. 12

**Approved By:** Binu Abraham, Executive  
Director

**Meeting Date:** October 19, 2023

### Recommendation:

- a. **ADOPT** Resolution No. 2023-09 Approving Amendment No. 1 to the Fiscal Year 2023/2024 Overall Work Program (OWP); and
- b. **APPROVE** Amendment No. 1 of the Overall Work Program Agreement (OWPA) with Caltrans, to Reflect Program Carry-Over of Rural Planning Assistance (RPA) Funds Totaling \$49,857.76 from the Previous Fiscal Year.

### Background/ Discussion:

As the Regional Transportation Planning Agency for San Benito County, the Council of Governments (COG) must prepare an annual Overall Work Program (OWP), which is a one-year statement of proposed work and budget for transportation planning activities. This work program enables COG to receive certain types of state and federal funds. The OWP also includes goals and objectives, specific tasks, a detailed budget, and timelines for the planning activities.

As the designated Regional Transportation Planning Agency, the Council of Governments prepares an annual Overall Work Program that identified the planning work that the agency will perform during each fiscal year. The document may be amended if changes occur during the current fiscal year to reflect priorities, funding changes, and staffing modifications.

Amendment No. 1 to the FY 2023/2024 Overall Work Program (OWP) consists of approving Resolution No. 2023-09 to reflect program carry-over of Rural Planning Assistance (RPA) funds totaling \$49,857.76 from the previous fiscal year. An updated FY 2023/2024 Overall Work Program Agreement (OWPA) is also enclosed and reflects the funding modifications. COG may carry over state and federal unspent balances, otherwise the funds will not be used in the current OWP budget period.

### Financial Impact:

The total budget for the FY 2023/2024 Overall Work Program is \$596,512. The Overall Work Program identifies federal, state, regional, and local revenues. Amendment No. 1 proposes to increase the FY 2023/2024 OWP budget by \$49,857.76 to reflect program carry-over of Rural Planning Assistance (RPA) funds from the previous fiscal year.

### Attachments:

1. Resolution No. 2023-09
2. Overall Work Program Agreement (OWPA)



BEFORE THE COUNCIL OF SAN BENITO COUNTY GOVERNMENTS

A RESOLUTION OF THE COUNCIL OF SAN BENITO COUNTY )
GOVERNMENTS AMENDING THE FISCAL YEAR 2023/2024 ) Resolution No. 2023-09
OVERALL WORK PROGRAM )

WHEREAS, the Council of San Benito County Governments (COG) is the designated Regional Transportation Planning Agency (RTPA) for the San Benito County region; and

WHEREAS, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), as a condition to the allocation of transportation planning funds, require each RTPA to annually develop a comprehensive Overall Work Program (OWP); and

WHEREAS, the OWP is a one-year scope of work and budget for transportation planning activities and funding sources to be accomplished between July 1 and June 30 of the state fiscal year, provides an overview of the region, with a focus on its transportation goals and objectives, and the actions to achieve those goals and objectives, and is a scope of work for transportation planning activities, including estimated costs, funding sources, and completion schedules; and

WHEREAS, the Department's interaction with COG's is focused on OWPs, with emphasis on monitoring activities funded with Office of Research and Planning (ORP)-administered transportation planning funds, such as state Rural Planning Assistance (RPA); and

WHEREAS, San Benito COG's fiscal year 2023/2024 OWP was adopted by the Board of Directors on May 18, 2023, which provides the scope of work and budget for transportation planning activities and funding sources to be accomplished between July 1, 2023 and June 30, 2024; and

WHEREAS, San Benito COG's fiscal year 2023/2024 OWP requires a formal amendment to reflect program carry-over of Rural Planning Assistance (RPA) funds totaling \$49,857.76, from previous fiscal years.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Council of San Benito County Governments that it hereby approves formal amendment No. 1 to the fiscal year 2023/2024 COG Overall Work Program and increased budget of \$49,857.76; and

BE IT FURTHER RESOLVED that the Board of Directors of the Council of San Benito County Governments hereby authorizes the Executive Director to sign the Overall Work Program Agreement for and on behalf of the Council of San Benito County Governments.

PASSED AND ADOPTED BY THE COUNCIL OF SAN BENITO GOVERNMENTS THIS 19th DAY OF OCTOBER 2023 BY THE FOLLOWING VOTE:

- AYES:
NOES:
ABSTAINING:
ABSENT:

Bea Gonzales, Chair

ATTEST:

APPROVED AS TO LEGAL FORM:
SAN BENITO COUNTY COUNSEL'S OFFICE

Binu Abraham, Executive Director
Dated:

Shirley L. Murphy
Shirley L. Murphy, Deputy County Counsel
Dated: Oct. 11, 2023

# Attachment 2

MFTA #: 74A0801  
 AGENCY DUNS #: 831182550  
 CFDA for Federal Funds 20.505\*

## OVERALL WORK PROGRAM AGREEMENT (OWPA) for Council of San Benito County Governments (SBtCOG)

FY: 2023/2024                      OWP Board Approval Date: 5/19/2022                      Amendment #: 1

1. The undersigned signatory hereby commits to complete this Fiscal Year (FY) the Annual Overall Work Program (OWP), which has been approved by the Department of Transportation (Caltrans), Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) and is attached as part of this OWPA.
2. All of the obligations, duties, terms and conditions set forth in the Master Fund Transfer Agreements (MFTA) that was executed January 1, 2015 through December 31, 2024 with Caltrans are incorporated by reference as part of this OWPA for this FY.
3. Match amounts, sources, and eligibility for Regional Transportation Planning Funds listed below, must be in compliance with Federal, State, or contractually agreed upon requirements.
4. Subject to the availability of funds this FY OWPA funds encumbered by Caltrans include, but may not exceed, the following:

APPROVED AS TO LEGAL FORM  
 SAN BENITO COUNTY COUNSEL  
*Shirley J. Murphy 10/11/23*  
 DEPUTY COUNTY COUNSEL

Funding Source	MIN Required Match %	CURRENT FY Allocated Programmed Amount	CARRYOVER Programmed Amount	Toll Credit Match	Local/In-Kind Match	TOTAL Estimated Expenditures
FHWA PL (Toll Credit)	11.47%					\$0.00
FHWA PL (Local/In-kind Match)	11.47%					\$0.00
FTA 5303 (Toll Credit Match)	11.47%					\$0.00
FTA 5303 (Local/In-kind Match)	11.47%					\$0.00
FTA 5304	11.47%					\$0.00
FHWA SPR	20.00%					\$0.00
RPA	0.00%	\$294,000.00	\$49,857.76			\$343,857.76
RPA Grants	0.00%					\$0.00
SHA Grants	11.47%					\$0.00
SB1 Formula & Competitive	11.47%					\$0.00
PTA Adaptation	11.47%					\$0.00
<b>Total Programmed Amount</b>		<b>\$294,000.00</b>	<b>\$49,857.76</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$343,857.76</b>

Agency Certification of Programmed Funds	
The Agency certifies that programmed amounts are representative of eligible and approved activities. Any expenses in excess of available and programmed funds will be borne solely by the agency.	
Authorized Signature _____	Date _____
Binu Abraham, Executive Director	
Printed Name and Title	

District Approval of Programmed Funds	
The District has reviewed and approves the OWPA as submitted. Programmed amounts are representative of eligible and approved activities and is consistent with all obligations as approved in the OWP.	
Authorized Signature _____	Date _____
Printed Name and Title	

(HQ Department of Transportation Use Only)			
The total amount of all funds encumbered by this document are: \$ _____			
Fund Title: _____	Item: _____	Chapter Statute: _____	Fiscal Year: _____
Encumbrance Details:			
Acct Line #	Project ID#	Amount \$	Encumbrance Doc (Contract) Number

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and expenditure purpose stated above.

\_\_\_\_\_  
 Signature of Department of Transportation Resources/Accounting Officer                      Date





## STAFF REPORT

### Informational

**Prepared By:** Veronica Lezama,  
Transportation Planning Manager  
**Subject:** State of Good Repair Program

### Agenda Item No. 13

**Approved By:** Binu Abraham  
**Meeting Date:** October 19, 2023

### Recommendation:

RECEIVE Information Regarding the State of Good Repair Program.

### Summary:

The Local Transportation Authority is eligible to receive a total of \$107,586 in State of Good Repair (SGR) funds for FY 2023/24 and will need a Board resolution at a future meeting approving project(s) identified for funding.

### Background/ Discussion:

With the signing of Senate Bill 1, many new funding sources were established including the State of Good Repair (SGR) Program for transit infrastructure repairs and service improvements. The goal of the SGR Program is to provide funding for capital assistance in rehabilitating and modernizing California's existing local transit systems. SGR funds are made available for capital projects that maintain the public transit system in a state of good repair.

Examples include, but are not limited to, the following:

#### Replacement or rehabilitation of:

- Rolling stock
- Passenger stations and terminals
- Security equipment and systems
- Maintenance facilities and equipment
- Ferry vessels
- Rail

#### Transit Preventative Maintenance

- Preventative maintenance is only to maintain existing infrastructure and vehicles in a state of good repair, essentially repair and rehabilitation. Normal maintenance such as oil changes and other regularly scheduled vehicle maintenance are to be covered under the transit agency's normal operating costs and are not eligible for SGR funding.
- Public and Staff Safety
- New transit facilities or equipment needed to maintain existing transit service(s)

The Council of Governments as the Regional Transportation Planning Agency is allocated the SGR funds and shall then suballocate the funds to the transit operations, Local Transportation Authority. Staff is reviewing the Local Transportation Authority's adopted Transit Asset Management Plan, as well as other needs that could be covered with the use of SGR funds and will prepare a project(s) list for the Board consideration at a future meeting.

**Financial Impact:**

The LTA is eligible to receive a total of \$107,586 of FY 2023/24 SGR funds for eligible transit project(s). Staff will need a Board to approve a proposed project list at a future meeting to claim the funds.



## STAFF REPORT

### Informational

**Prepared By:** Norma Aceves, Administrative Services Specilaist

**Subject:** Retention of Legal Counsel

**Agenda Item No. 14**

**Approved By:** Binu Abraham

**Meeting Date:** October 19, 2023

### Recommendation:

RECEIVE Draft Request for Proposals for General Legal Services.

### Summary:

Staff has prepared a draft RFP for General Legal Services for the Board's review.

### Background/ Discussion:

At the September COG Board meeting, the Board of Directors expressed interest in moving to obtain legal counsel from a independent law firm. Staff has prepared a draft Request for Proposals (RFP) for the Board's review. Staff will bring the RFP back to the COG Board for approval to release the RFP at a future COG Board meeting.

### Financial Impact:

There is no financial impact at this time.

### Attachments:

1. Draft RFP for Legal Services



**Council of San Benito County Governments (SBCOG)**

**Request for Proposals SBCOG #2023-01**

**General Legal Services**

November 17, 2023, 3:00 PM

Prepared By:

Council of San Benito County Governments  
330 Tres Pinos Road, Suite C7  
Hollister, California 95023  
(831) 637-7665

Council of San Benito County Governments  
General Legal Services  
Request for Proposals SBCOG #2023-01

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## **SECTION 1. REQUEST**

The Council of San Benito County Governments (SBCOG) is seeking a qualified attorney or law firm interested in serving as the general legal counsel to SBCOG, providing legal advice and representation on transportation law and contracts.

This Request for Proposals (RFP) describes the scope of services, outlines proposal requirements, lists the criteria that will be used to evaluate the proposals, and provides the selection schedule.

See Section 3: Scope of Services for more detail. Consultants are invited to submit a Proposal to provide the scope of services outlined in Section 3: Scope of Services.

**~ END SECTION 1 ~**

## **SECTION 2. BACKGROUND**

The Council of San Benito County Governments (SBCOG) is San Benito County's regional transportation planning agency. SBCOG was established in 1973 for the purpose of forming consensus on regional issues facing San Benito County. Its member agencies consist of the Cities of Hollister and San Juan Bautista and the County of San Benito. SBCOG plays a central role in transportation infrastructure planning and funding assistance for both the cities, county, and transit operators.

### **Structure**

SBCOG is governed by a board comprised of 5 elected officials (two from the City of Hollister, two from the County of San Benito and one from the City of San Juan Bautista). The Director of Caltrans District 5 or their designee has an ex-officio seat. SBCOG is led by an executive director appointed by the board.

The SBCOG board of directors typically meets on the third Thursday of every month from 4pm-6pm.

### **Authorities:**

In terms of authorities, SBCOG has several key designations:

- Designated by the State of California as the Regional Transportation Planning Agency (RTPA) for the County of San Benito.
- Council of Governments for Regional Housing Needs Allocation (RHNA)
- Local Transportation Authority administers and operates public transportation services in the county.
- Airport Land Use Commission (ALUC)
- Service Authority for Freeways and Expressways (SAFE)
- Local transportation sales tax authority to administer Measure G program.

**~ END SECTION 2 ~**

**SECTION 3. SCOPE OF WORK**

3.1 General Description

SBCOG seeks an attorney or law firm to provide general legal services for SBCOG. The service specifically entails providing legal review and advice to the agency on documents, agreements and responsibilities related to transportation planning and funding.

Examples of duties:

- Provision of all legal advice to SBCOG's executive director, board members, and other designated personnel as appropriate.
- Providing legal review and advice on documents,, contracts, memoranda, and Resolutions and Ordinances.
- Providing guidance on compliance with the Brown Act, Public Records Act requests, ethics, and conflict of interest law.
- Attendance at all SBCOG board meetings, and/or other SBCOG meetings deemed necessary or as requested by SBCOG Board of Directors or executive director.
- Providing guidance on compliance with State and Federal laws and regulations pertaining to regional transportation planning agencies (RTPA), State Transportation Improvement Program (STIP), the Transportation Development Act (TDA), federal transportation and transit laws, regulations, and funding.
- Providing guidance on compliance with State and Federal Constitutional law and other laws and regulations pertaining to eminent domain, Civil Rights, and the Americans with Disabilities Act (ADA).
- Provide guidance related to environmental regulations including the California Environmental Quality Act (CEQA).
- Compliance with state and federal procurement and contract requirements established by Caltrans and U.S. Department of Transportation.
- Provide legal advice and review of transportation sales tax measures (Measure A and Measure G).

Attendance at Board meetings is required. Virtual attendance is an option at the discretion of the Board and/or Executive Director.

~ END SECTION 3 ~

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**SECTION 4. INSTRUCTIONS TO RESPONDENTS**

**4.1 Responding to RFP**

Respondents shall submit a completed Proposal via email, as one PDF attachment, with appropriate attachments or explanatory materials in response to SBCOG RFP #2023-01. All attachments shall be identified with the Respondent's name, the RFP number and page number. No hardcopies, oral, telegraph, telephone, facsimile, or photocopies will be accepted. Emailed proposals should contain "**Proposal for General Legal Services**" in the subject line. Late proposals will not be accepted.

**4.2 RFP Documents**

The following exhibits, in addition to this RFP and the Official Proposal Form set forth in Section 5 of this RFP, are included as a part of this RFP:

- Exhibit A – Respondent Fact Sheet
- Exhibit B – Acknowledgment of Addenda Form
- Exhibit C – Customer References
- Exhibit D – Designation of Subcontractors
- Exhibit E – Non-Collusion Declaration
- Exhibit F – Fee Schedule
- Exhibit G – Standard Contract

**4.3 RFP Process Schedule**

The following is an anticipated RFP schedule. SBCOG may change the estimated dates and process as deemed necessary.

The proposed schedule for the submittal reviews and notification is as follows:

<b>Activity</b>	<b>Date</b>
Release RFP online at: <a href="http://www.sanbenitocog.org">www.sanbenitocog.org</a>	October 20, 2023
Deadline for Written Questions	November 10, 2023
SBCOG Deadline to Respond to Questions	November 13, 2023
Deadline for Proposals	November 17, 2023, 3:00 PM
Review Proposals	November 20 – November 28, 2023
Interviews (as needed)	November 30 – December 1, 2023
Select Consultant, Negotiate Contract	December 4 - December 8, 2023
Approximate Award Date	December 21, 2023

**4.4 Submission of Proposals**

Respondent shall submit the Proposal on the form(s) provided, to the two (2) email addresses listed below. Please compile Proposal into one (1) PDF document. All items shall be filled in and the signatures of all persons signing shall be written and printed in longhand. Respondent shall submit one (1) electronic copy including all applicable supporting documentation, including but not limited to the Exhibits set forth in Section 6 of this RFP, emailed to the individuals named below:

Binu Abraham, Executive Director  
[babraham@sanbenitocog.org](mailto:babraham@sanbenitocog.org)

Norma Aceves, Administrative Services Specialist  
[norma@sanbenitocog.org](mailto:norma@sanbenitocog.org)



All Proposals must be received via email by no later than **3:00 PM, Pacific Time, on November 17, 2023**. You will receive an email response from SBCOG that your proposal has been received. Facsimile transmission of Proposals or hardcopies will not be accepted. Proposals must be signed by the Respondent or by a duly authorized officer of the Respondent, emailed along with all required documents, to the agency representative specified in this RFP.

All costs of the preparation of a Proposal shall be the sole responsibility of the Respondent. All materials submitted in response to the Request for Proposal become the property of SBCOG and shall not be returned.

All Proposals shall remain firm for at least ninety (90) calendar days after the Proposal Due Date or unless otherwise specified. Within ninety (90) calendar days after the Proposal Due Date, a contract may be awarded by SBCOG to the highest ranked Respondent, as it may deem proper in its absolute discretion. The time for awarding a contract may be extended at the sole discretion of SBCOG, if required to evaluate Proposals of for such other purposes as SBCOG may determine, unless the Respondent objects to such extension in writing, submitted with the Proposal.

A responsive Proposal shall be limited in length to **no more than 15 double-sided pages**, and 12 point size font. Page limit is not inclusive of cost Proposal, certification forms, or résumés. Submissions beyond the page limit will not be considered.

A responsive Proposal shall include, at a minimum, the following items:

- The fully completed and executed Official Proposal Form set forth in Section 5 of this RFP
- Fully completed and executed Exhibits A through F of this RFP
- A cover letter
- A brief description of the Respondent's experience, including the year the firm was established, type of firm (partnership, corporation, etc.), and a statement of the Respondent's qualifications for performing the subject services, demonstrating Respondent has at least two (2) years' of experience providing the services described in Section 3, Scope of Work
- Evidence of Respondent's possession of all personal license(s), business license(s) needed in order to perform the services required and/or any other licenses and/or permits required to do business in the City of Hollister, County of San Benito, and/or State of California
- An organizational chart depicting the names of the individual or team proposed by the Respondent and a brief summary of the qualifications and experience of each member proposed as the project team, demonstrating each has the personal license(s) necessary and at least two (2) years' of experience providing the services described in Section 3, Scope of Work
- A concise, but detailed description on the Respondent's approach to meet the requirements set forth in Section 3, Scope of Work
- The relevant qualifications and experience of any Subcontractors to be used, as well as customer references for each Subcontractor
- A cost Proposal that includes the hourly rates for all positions and staff persons expected to work on the project, including the annual hourly rate for the duration of the contract, and any other related costs that are billed directly. Hourly rates should indicate

overhead rates applied (as appropriate). Once the contract is signed, hourly and other rates shall remain in effect for the duration of the contract. The cost Proposal must be submitted in a separate email. Cost proposal shall be email to Norma Aceves at [norma@sanbenitocog.org](mailto:norma@sanbenitocog.org).

- Any past, current or upcoming projects by your firm or professionals that may result in an actual or perceived conflict of interest with this representation.
- Other relevant information that will assist SBCOG in selecting the most qualified Respondent(s).

#### 4.5 Proprietary Information

All information appearing within the Proposal may be subject to public inspection. Any proprietary information must be clearly marked as such and submitted in a separate email to Norma Aceves at [norma@sanbenitocog.org](mailto:norma@sanbenitocog.org), marked proprietary in the subject line, and referenced only within the body of the Proposal.

#### 4.6 Point of Contact

All questions regarding this RFP shall be directed to Norma Aceves, Administrative Services Specialist [norma@sanbenitocog.org](mailto:norma@sanbenitocog.org) with the subject: “**Questions for COG RFP 2023-01 General Legal Services**” followed by a brief description. No other individual has the authority to respond to any questions submitted unless specifically authorized by Binu Abraham, Executive Director or her designee. Failure to adhere to this process may disqualify the Respondent.

#### 4.7 Interpretation

Should any discrepancies or omissions be found in the RFP specifications/requirements, or doubt as to their meaning, the Respondent shall notify SBCOG in writing at once (e-mail is acceptable). SBCOG will post addenda with further instruction or clarification on [www.SanBenitoCOG.org](http://www.SanBenitoCOG.org) for all interested parties to view. SBCOG shall not be held responsible for oral interpretations. Questions must be received at least seven (7) days before the Proposal due date and will be answered via Addenda.

#### 4.8 Questions

Questions must be received by **November 10, 2023 at 4:00 PM, Pacific Time**. All Addenda issued shall be incorporated into the contract. It is the Respondent’s responsibility to check the website to obtain the most current information regarding this RFP.

#### 4.9 Updates and Addenda

No one is authorized to amend any of these documents in any respect by an oral statement or to make any representation or interpretation in conflict with their provisions. Any changes to these documents will be issued in writing via Addendum by Binu Abraham or her designee, to be posted on SBCOG’s website at [www.SanBenitoCOG.org](http://www.SanBenitoCOG.org) for all interested parties to view, and to be faxed, emailed, or mailed to all prospective Respondents known by SBCOG, if and when necessary. All Addenda issued shall be incorporated into the contract. Respondents shall be responsible for monitoring SBCOG’s website at [www.SanBenitoCOG.org](http://www.SanBenitoCOG.org) to obtain the most current information regarding this RFP. Current information may be in the form of an update or a formal Addendum. The last day for updates and Addenda to be posted on the above mentioned website is **November 13, 2023, at 5:00 PM, Pacific Time**.

#### 4.10 Late Responses

All responses to the RFP must be emailed to [babraham@sanbenitocog.org](mailto:babraham@sanbenitocog.org) AND [norma@sanbenitocog.org](mailto:norma@sanbenitocog.org) no later than **3:00 PM, November 17, 2023, Pacific Time**.

Respondents shall be responsible for the timely delivery of their Proposals. Proposals received after the deadline will not be accepted and will be unopened and discarded.

#### 4.11 Multiple Proposals

Only one Proposal will be accepted from any one person, partnership, corporation or other entity; however, several alternatives may be included in one Proposal.

#### 4.12 Proposal Evaluation Criteria

If an award is made, it will be made to the responsive Proposal by a responsible Respondent that offers SBCOG the greatest value based on an analysis involving a number of criteria. SBCOG intends to award a Contract to the Proposer that offers the best value, considering a variety of qualitative factors, including price. SBCOG reserves the right to determine that the highest-ranked Proposer provides the best value to SBCOG, even if the highest-ranked Proposer does not offer the lowest price. An Evaluation Committee (Committee) that SBCOG designates will evaluate proposals SBCOG receives based on the evaluation criteria set forth herein.

An Evaluation Committee will review each Proposal for completeness and content. Each Proposal will be evaluated based upon the relevant experience of the Respondent. The Evaluation Committee will review and rank the Proposals according to the Evaluation Criteria described below and assigned points per criteria as indicated. The Evaluation Committee may conduct interviews, if necessary. The rankings will be based upon the evaluation criteria that may include, but is not necessarily limited to the following:

<b>Evaluation Criteria</b>	<b>Max. Points</b>
Organization, Experience, and Reference	25
Qualifications	30
Staff	20
Technical Approach	15
Cost proposal	10
<b>TOTAL</b>	<b>100</b>

- Organization, Experience, and Reference: Does the Respondent's organizational structure show sufficient depth for its present workload? Has the Respondent demonstrated the ability to successfully provide services for projects of a similar complexity and nature as described herein? Are the Respondent's references from past clients and associates favorable? Does the Respondent show financial and operational stability?
- Qualification: Showcase the breadth and quality of services required for the anticipated project.
- Staff: Do the qualifications of key personnel to be assigned to the anticipated projects coincide with project requirements?
- Technical Approach: Does the Respondent have an understanding of the services they will be providing? Does the Respondent understand their role for the Project? What is the Respondent's performance methodology? What is the Respondent's workflow? Will the Respondent be able to perform the Scope of Work within a timely manner?
- Cost: Does the Respondent provide the hourly rate for attorney(s) and staff (including law clerks and paralegals) to be assigned to SBCOG and a summary of any other related costs that are billed directly? Are the billing rates reasonable?

#### 4.13 Selection Procedure

SBCOG shall perform an initial review of all Proposals to determine responsiveness as specified in Paragraph 4.4 in this RFP. The Evaluation Committee will review all responsive Proposals and will rank Proposals in descending order of preference according to the weighted criteria identified in section 4.12. The Evaluation Committee will then select the preferred Proposal, that best meets the needs as set forth in this RFP, is the best qualified, and is able to provide the requested services as follows:

- **PRE-SELECTION:** The Evaluation Committee will review and screen the Proposals for completeness. Proposals that are incomplete, or improperly written, may be considered non-responsive and may be rejected. Each Proposal will be evaluated for its completeness and responsiveness to the Evaluation Criteria set forth in Section 4.11 above, and to the Scope of Services outlined in Section 3 of this RFP. Based upon the scores of responsive Proposals, the Evaluation Committee will set a competitive range and invite Respondents in the competitive range to participate in an in-person or virtual interview. Top ranking Respondents will be asked to prepare an oral presentation of their Proposal to the Evaluation Committee. References may be contacted by any person of the Evaluation Committee. The Evaluation Committee reserves the right to evaluate the interview and presentation, and to reevaluate the initial Proposal based upon new information provided during the interview component. The Evaluation Committee will make its recommendations to the SBCOG Board of Directors. The Board of Directors will make the final determination regarding the highest ranked Respondent, based on the recommendation of the Evaluation Committee.
- **SELECTION:** Award of a contract shall not be based on cost alone, but on the strength of qualifications of the Respondent and the Respondents' capability of providing the services outlined in the RFP. The Evaluation Committee will rank the Proposals based upon the interview, compliance with the RFP terms and conditions, quality and performance of the services offered based on previous contracts, reference checks for the same or similar services, and the capacity of the Respondent to perform the required services.
- **NEGOTIATIONS:** Following final selection by the SBCOG Board of Directors of the highest ranked Respondent, staff will enter negotiations with the highest ranked Respondent, regarding the terms of a contract consistent with the RFP and the Proposal, which will be submitted to SBCOG Board of Directors for approval. The successful Respondent will be expected to enter into the agreement appended as Exhibit G to this RFP. No modifications to the general terms and conditions of the standard contract appended as Exhibit G to this RFP will be considered. If an agreement is not reached within a reasonable time after the highest ranked Proposal is identified, SBCOG reserves its right to terminate negotiations with the highest ranked Respondent and begin negotiations with the next highest ranked Respondent, suspend the process entirely or request new Proposals. This process will continue until an agreement is reached or all Proposals are rejected.

All Respondents may be notified of the Proposal which is ranked highest. No other information will be released.

The evaluation of the Proposals shall be within the sole judgment and discretion of the Evaluation Committee and the SBCOG Board of Directors. SBCOG reserves the right to reject any and all Proposals received pursuant to the RFP. The award of a contract is contingent on funding availability and SBCOG Board of Directors' approval. SBCOG is under no obligation to award any contract. There shall be no appeal of any decision of SBCOG, or any SBCOG representative.

#### 4.14 Reservations

SBCOG reserves the right to do the following at any time and for its own convenience, at its sole discretion:

- To reject any and all Proposals, without indicating any reason for such rejection
- Waive or correct any minor or inadvertent defect, irregularity or technical error in the RFP or any RFP procedure, in any Proposal, or in any subsequent negotiation process
- Terminate this RFP and issue a new RFP anytime thereafter
- Procure any services specified in the RFP by other means
- Extend any or all deadlines specified in the RFP, including deadlines for accepting Proposals, by issuance of an Addendum at any time prior to the deadline for receipt of Proposals
- Disqualify any Respondent on the basis of any real or perceived conflict of interest or evidence of collusion that is disclosed by the Proposal or other data available to SBCOG. Such disqualification is at the sole discretion of SBCOG
- Reject the Proposal of any Respondent that is in breach of or in default under any other agreement with SBCOG.
- Reject any Respondent deemed by SBCOG to be non-responsive, unreliable, unqualified, or non-responsible.

#### 4.15 Notification of Modification or Withdrawal of Proposals

The Respondent may modify or withdraw a Proposal by submitting a written request for its modification or withdrawal to a SBCOG representative at any time prior to the Proposal submission deadline. The withdrawal shall be signed by the Respondent or an authorized agent of the Respondent.

The Respondent may thereafter submit a new Proposal prior to the deadline. All Proposals not modified or withdrawn prior to the deadline will become SBCOG's property. Modifications of a Proposal offered in any manner, oral or written, will not be considered after the deadline.

#### 4.16 Notice of Intent to Award

Notice of Intent to Award may be issued upon receipt of all required documents.

#### 4.17 Contractor Responsibility and Performance

SBCOG will consider the Contractor to be the sole point of contact with regard to all contractual matters.

Contractor shall provide the services of one (1) or more qualified contract manager(s) responsible for assuring that the services provided under the contract are satisfactory.

#### 4.18 Insurance

The Contractor, at its sole cost and expense, for the full term of this contract (and extensions thereof), shall obtain and maintain at minimum all of the following insurance coverage. Such insurance coverage shall be primary coverage as respects SBCOG and any insurance or self-insurance maintained by SBCOG shall be in excess of the Contractor's insurance coverage and shall not contribute to it.

##### 1. Types of Insurance and Minimum Limits

- a) Worker's Compensation and Employer's Liability Insurance in conformance with the laws of the State of California.
- b) The Contractor's vehicles used in the performance of this contract, including owned, non-owned (e.g. owned by the Contractor's employees), leased or hired vehicles, shall each be covered with Automobile Liability Insurance in the minimum amount of \$500,000 combined single limit per accident for bodily injury and property damage.
- c) The Contractor shall obtain and maintain Comprehensive General Liability Insurance coverage in the minimum amount of \$1,000,000.00 combined single limit, including bodily injury, personal injury, and property damage. Such insurance coverage shall include, without limitation:
  - (i) Contractual liability coverage adequate to meet the Contractor's indemnification obligations under this Request;
  - (ii) Full Personal Injury coverage;
  - (iii) Broad form Property Damage coverage, and
  - (iv) A cross-liability clause in favor of SBCOG.
- d) The Contractor shall obtain and maintain Professional Liability Insurance coverage in the minimum amount of \$1,000,000.00 combined single limit. Such insurance coverage shall include, without limitation:
  - (i) Contractual liability coverage adequate to meet the Contractor's indemnification obligations under this Request; and
  - (ii) A cross-liability clause in favor of SBCOG.

##### 2. Other Insurance Provisions

- a. As to all insurance coverage required herein, any deductible or self-insured retention exceeding \$5,000 shall be disclosed to and be subject to written approval by SBCOG.
- b. All required Automobile Liability Insurance, Comprehensive or Commercial General Liability Insurance or Professional Liability Insurance shall contain the following endorsement as a part of each policy:

"The Council of San Benito County Governments is hereby added as an additional insured as respects the operations of the named insured."
- c. All the insurance required herein shall contain the following clause:

"It is agreed that these policies shall not be cancelled nor the coverage reduced until thirty (30) days after the Council of San Benito County Governments ("SBCOG") shall have received written notice of such cancellation or reduction. The notice shall be deemed effective the date delivered to SBCOG as evidenced



by properly validated return receipt. Such notice shall be sent to: Council of San Benito County Governments, 330 Tres Pinos Road Suite C7, Hollister, CA 95023".

- d. The prospective Contractor agrees to provide SBCOG at or before the effective date of any award resulting from this RFP with a certificate of insurance of the coverage required.
- e. All required insurance policies shall be endorsed to contain the following clause: This Insurance shall not be cancelled until after thirty (30) days prior written notice has been given to:

Council of San Benito County Governments  
Binu Abraham, Executive Director  
330 Tres Pinos Road, Suite C7  
Hollister, CA 95023

The Contractor agrees to provide its insurance broker(s) with a full copy of these insurance requirements and provide SBCOG on or before the effective date of this contract Certificates of Insurance for all required coverage. By submitting a Proposal, the proposing Respondent agrees to provide the insurance specified in Paragraph 3.17 of this RFP.

#### 4.19 Pre-Award Conference

If requested, successful Respondent(s) shall meet with SBCOG representatives prior to the Award of Contract to review the specifications and finalize the initiation of the proposed contract.

#### 4.20 Execution of Agreement

Upon successful reference checks, evaluations and receipt of all required documents, the agreement must be executed by both parties. The successful Respondent will be expected to enter into the agreement appended as Exhibit G to this RFP, with other terms and conditions specified in this RFP incorporated therein. No modifications to the general terms and conditions of the standard contract appended as Exhibit G to this RFP will be considered. Submittal of a Proposal shall constitute concurrence with the terms and conditions set forth in SBCOG's standard contract and in this RFP.

#### 4.21 Cost of Service

SBCOG reserves the right to negotiate the proposed cost with the successful Respondent prior to contract signing. Agreed to costs and cash discounts are to be firm through the end of the contract term. Upon renewal, rates may be adjusted by mutual agreement. Any subsequent cost increase will be no more than the change in the Consumer Price Index for the San Francisco, Oakland and San Jose, CA area for the twelve (12) months preceding the agreement's expiration date. However, in the case of an announced cost decrease, such decrease shall be passed on to SBCOG.

~ END SECTION 4 ~

**SECTION 5. OFFICIAL PROPOSAL FORM**

The undersigned offers and agrees to furnish all work, materials, supplies, equipment and other incidentals required to complete the services subject to this Request for Proposals, for the costs stated and in conformance with all requirements, conditions and instructions. All hours are approximate and there is no guarantee that all hours will be met. No minimum or maximum hours apply to the resulting contract. The respondent is to consider the estimated number of hours as only a ball park figure based on prior history for the same services.

Complete the following Exhibit A including costs of services as shown. Please note any deviation from the hourly charge and indicate the number of hours needed to complete each task.

Have you complied with all specifications, requirements, terms and conditions of this RFP?

Yes  No

A "no" answer requires a detailed explanation giving reference to all deviations to be submitted on company letterhead in attachment form. All exceptions must reference the RFP paragraph and section number followed by an explanation

Executed in \_\_\_\_\_, California, on \_\_\_\_\_,

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_

Name of Company \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Date \_\_\_\_\_

I declare under penalty of perjury that I have not been a party with any other Respondent to offer a fixed cost in conjunction with this Request for Proposal.

~ END SECTION 5 ~



**SECTION 6. EXHIBITS**

**EXHIBIT A—RESPONDENT FACT SHEET**

Name of Contractor: \_\_\_\_\_

Contractor Tax ID#: |\_\_|\_\_| - |\_\_|\_\_|\_\_|\_\_|\_\_|\_\_|\_\_|\_\_| \*

Contractor's License #: \_\_\_\_\_ Type: \_\_\_\_\_  
(as applicable)

Contractor Does Business As:       Individual                   Partnership                   Corporation

Government                   Fiduciary                   Other

Contractor is a:     California Resident                   Non-Resident of California

San Benito County Resident                   Non-Resident of San Benito County

1) Is your firm authorized to do business in the State of California?                   Yes     No

2) Is your firm a State of California registered small business?                   Yes     No

3) Local Business     Yes     No

4) This firm has been in continuous business under the present name for \_\_\_\_\_ years.

A completed W9 Taxpayer form will be required from an awarded vendor not on the Council of Governments' vendor list.

**END OF EXHIBIT A**

**EXHIBIT B—ACKNOWLEDGMENT OF ADDENDA FORM**

\_\_\_\_\_ (Respondent or Proposed Subcontractor Business Name)

hereby acknowledges receipt of all Addenda through and including:

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_.

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_.

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_.

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_.

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_.

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_.

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_.

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_.

Authorized Representative Name and Title: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_

Date \_\_\_\_\_

**END OF EXHIBIT B**

**EXHIBIT C—CUSTOMER REFERENCES**

List and submit with this Proposal four (4) customer references, for whom you have furnished similar product or services.

1. Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_
  
2. Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_
  
3. Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_
  
4. Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_

**END OF EXHIBIT C**

**EXHIBIT D—DESIGNATION OF SUBCONTRACTORS**

Respondent shall complete the form below for each Sub-Contractor. A Sub-Contractor is one who: (1) performs Work or labor; or (2) provides a service to the Respondent. If there are no Sub-Contractors, please state "NONE".

SUBCONTRACTORS		
NAME	LOCATION OF BUSINESS	WORK

SIGNATURE BLOCK	
Respondent Signature: _____	Date: _____
Respondent's Name & Title (Print): _____	

**END OF EXHIBIT D**

**EXHIBIT E—NON-COLLUSION DECLARATION**

TO BE EXECUTED BY RESPONDENT AND SUBMITTED WITH THE PROPOSAL

I, \_\_\_\_\_, am the  
Name  
\_\_\_\_\_ of \_\_\_\_\_,  
Position/Title Company

the party making the foregoing Proposal that the Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Proposal is genuine and not collusive or sham; that the Respondent has not directly or indirectly induced or solicited any other Respondent to put in a false or sham Proposal; and has not directly or indirectly colluded, conspired, connived, or agreed with any Respondent or anyone else to put in a sham Proposal, or that anyone shall refrain from responding; that the Respondent has not in any manner directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Proposal price of the Respondent or any other Respondent, or to fix any overhead, profit, or cost element of the Proposal price, or of that of any other Respondent, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the Proposal are true; and, further, that the Respondent has not, directly or indirectly, submitted his or her Proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, Proposal depository, or to any member or agent thereof to effectuate a collusive or sham Proposal.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

\_\_\_\_\_  
Date Signature

**END OF EXHIBIT E**

**EXHIBIT F—FEE SCHEDULE**

		Hourly Rate	Est. Hours	Total Cost
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

Total overall cost for services identified: \_\_\_\_\_

**END OF EXHIBIT F**

**EXHIBIT G—STANDARD CONTRACT**

The following is a copy of the Standard Contract used by SBCOG for contracting with consultants or individuals for professional services. This document shall serve as the basis for a contract with the successful consultants (s) or individual(s). *Respondents should not respond to this RFP if they cannot agree to the standard contract terms and conditions.*

---

The COUNCIL OF SAN BENITO COUNTY GOVERNMENTS ("COG") and \_\_\_\_\_ ("CONTRACTOR") enter into this contract which shall be effective on the date stated in Paragraph 1.

**1. Duration of Contract.**

This contract shall commence on \_\_\_\_\_, and end on \_\_\_\_\_ unless sooner terminated as specified herein.

**2. Scope of Services.**

CONTRACTOR, for COG's benefit shall perform the services specified on Attachment A to this contract. Attachment A is made a part of this contract.

**3. Compensation for Services.**

In consideration for CONTRACTOR'S performance, COG shall pay compensation to CONTRACTOR according to the terms specified in Attachment B. Attachment B is made a part of this contract.

**4. General Terms and Conditions.**

The rights and duties of the parties to this contract are governed by the general terms and conditions mutually agreed to and listed in Attachment C. Attachment C is made a part of this contract.

**5. Insurance Limits.**

CONTRACTOR shall maintain the following insurance policy limits of coverage consistent with the further insurance requirements specified in Attachment C.

- (a) Comprehensive general liability insurance: \_\_\_\_\_ \$1,000,000 \_\_\_\_\_
- (b) Professional liability insurance: \_\_\_\_\_ \$1,000,000 \_\_\_\_\_
- (c) Comprehensive motor vehicle liability insurance: \_\_\_\_\_ \$1,000,000 \_\_\_\_\_

**6. Termination.**

The number of days of advance written notice required for termination of this contract is \_\_\_\_\_ thirty (30) \_\_\_\_\_ days.

**7. Specific Terms and Conditions. (check one)**

- There are no additional provisions to this contract.
- The rights and duties of the parties to this contract are additionally governed by the specific, additional terms mutually agreed to and listed in Attachment D. Attachment D is made a part of this contract.

**8. Information about Contract Administrators.**

The following names, titles, addresses, and telephone numbers are the pertinent information for the respective contract administrators for the parties.

Contract Administrator for COG:

Name: Binu Abraham

Title: Executive Director

Address: 330 Tres Pinos Road, Ste. C7

Hollister, California 95023

Phone No.: (831) 637-7665

Fax No.: (831) 636-4160

Contract Administrator for CONTRACTOR:

Name:

Title:

Address:

**SIGNATURES**

APPROVED BY CONTRACTOR:

Name:

Chair

Date:

Name:

Title:

Date:

**APPROVED AS TO LEGAL FORM:**

San Benito County Counsel's Office

By:

Shirley L. Murphy, Deputy County Counsel

Date:



**ATTACHMENT A**  
**Scope of Services**

**This section has been intentionally left blank as the scope of services will be provided following selection of a qualified Respondent.**

**~ END ATTACHMENT A ~**

**ATTACHMENT B  
Payment Schedule**

**B-L. BILLING**

Charges for services rendered pursuant to the terms and conditions of this contract shall be invoiced on the following basis: (check one)

- One month in arrears.
- Upon the complete performance of the services specified in Attachment A.
- The basis specified in paragraph B-4.

**B-2. PAYMENT**

Payment shall be made by COG to CONTRACTOR at the address specified in paragraph 7 of this contract, net thirty (30) days from the invoice date.

**B-3. COMPENSATION**

COG shall pay to CONTRACTOR: *(check one)*

- a total lump sum payment of \$ \_\_\_\_\_, or
- a total sum not to exceed \$ \_\_\_\_\_.

**for services rendered pursuant to the terms and conditions of this contract and pursuant to any special compensation terms specified in this attachment, Attachment B.**

**B-4. SPECIAL COMPENSATION TERMS: (check one)**

- There are no additional terms of compensation.
- The following specific terms of compensation shall apply: (Specify)

CONTRACTOR shall invoice monthly at an hourly rate for services rendered pursuant to B-4 and of this Contract. CONTRACTOR shall provide a monthly progress report as a part of the monthly invoice which tracks tasks specified in Attachment A, Scope of Services, with services completed by CONTRACTOR. The monthly progress report shall include the following:

- Description of the tasks in progress or achieved
- Description of the tasks still to be achieved
- Percentage of work still anticipated for each task

**~ END ATTACHMENT B ~**

## ATTACHMENT C General Terms and Conditions

### C-1. INDEMNIFICATION.

CONTRACTOR and COG each agree to indemnify, defend and save harmless the other party and the other party's officers and employees, from and against any and all claims and losses whatsoever arising out of, or in any way related to, the indemnifying party's performance under this contract, including, but not limited to, claims for property damage, personal injury, death, and any legal expenses (such as attorneys' fees, court costs, investigation costs, and experts' fees) incurred by the indemnitee in connection with such claims or losses. A party's "performance" includes the party's action or inaction and the action or inaction of that party's officers and employees.

### C-2. GENERAL INSURANCE REQUIREMENTS.

Without limiting CONTRACTOR'S duty to indemnify COG, CONTRACTOR shall comply with the insurance coverage requirements set forth in the contract and in this attachment. Those insurance policies mandated by Paragraph C-3 shall satisfy the following requirements:

- (a) Each policy shall be issued by a company authorized by law to transact business in the State of California.
- (b) Each policy shall provide that COG shall be given notice in writing at least thirty (30) days in advance of any change, cancellation, or nonrenewal thereof.
- (c) The comprehensive motor vehicle and comprehensive general liability policies shall each provide an endorsement naming the County of San Benito and its officers, agents and employees as additional insureds.
- (d) The required coverage shall be maintained in effect throughout the term of this contract.

CONTRACTOR shall require all Subcontractors performing work under this contract to obtain substantially the identical insurance coverage required of CONTRACTOR pursuant to this agreement.

### C-3. INSURANCE COVERAGE REQUIREMENTS.

If required by paragraph 5 of the contract, CONTRACTOR shall maintain the following insurance policies in full force and effect during the term of this contract:

- (a) Comprehensive general liability insurance. CONTRACTOR shall maintain comprehensive general liability insurance, covering all of CONTRACTOR'S operations with a combined single limit of not less than the amount set out in paragraph 5 of this contract.
- (b) Professional liability insurance. CONTRACTOR shall maintain professional liability insurance with liability limits of not less than the amount set out in paragraph 5 of this contract.
- (c) Comprehensive motor vehicle liability insurance. CONTRACTOR shall maintain comprehensive motor vehicle insurance covering all motor vehicles (including owned, non-owned and hired) used in providing services under this contract, with a combined single limit of not less than the amount set out in Paragraph 5 of this contract.

- d) Workers' compensation insurance. CONTRACTOR shall maintain a workers' compensation plan covering all of its employees as required by California Labor Code Section 3700, either through workers' compensation insurance issued by an insurance company or through a plan of self-insurance certified by the State Director of Industrial Relations. If CONTRACTOR elects to be self-insured, the certificate of insurance otherwise required by this contract shall be replaced with a consent to self-insure issued by the State Director of Industrial Relations.

**C-4. CERTIFICATE OF INSURANCE.**

Prior to the commencement of performance of services by CONTRACTOR and prior to any obligations of COG, CONTRACTOR shall file certificates of insurance with COG, showing that CONTRACTOR has in effect the insurance required by this contract. CONTRACTOR shall file a new or amended certificate promptly after any change is made in any insurance policy which would alter the information on the certificate then on file. In lieu of providing proof of insurance, CONTRACTOR may provide proof of self-insurance meeting requirements equivalent to those imposed herein. CONTRACTOR warrants that CONTRACTOR'S self-insurance provides substantially the same protection to COG as the insurance required herein. CONTRACTOR further agrees to notify COG in the event any change in self-insurance occurs that would alter the obligations undertaken in this contract within thirty (30) days of such change.

**C-5. RECORDS TO BE MAINTAINED.**

CONTRACTOR shall keep and maintain accurate records of all costs incurred and all time expended for work under this contract. CONTRACTOR shall contractually require that all of CONTRACTOR'S Subcontractors performing work called for under this contract also keep and maintain such records. All such records, whether kept by CONTRACTOR or any SUBCONTRACTOR, shall be made available to COG or its authorized representative, Federal Highway Administration (FHWA), or any duly authorized representative of the Federal Government or officials of the State of California for review or audit during normal business hours, upon reasonable advance notice given by COG, its authorized representative, or officials of the State of California.

**C-6. RETENTION OF RECORDS.**

CONTRACTOR shall maintain and preserve all records related to this contract for a period of three years from the close of the fiscal year in which final payment under this contract is made. CONTRACTOR shall also contractually require the maintenance of such records in the possession of any third party performing work related to this contract for the same period of time. Such records shall be retained beyond the three-year period, if any audit involving such records is then pending, until the audit findings are resolved. The obligation to insure the maintenance of the records beyond the initial three year period shall arise only if the COG notifies CONTRACTOR of the commencement of an audit prior to the expiration of the three year period.

**C-7. TITLE TO DOCUMENTS; COPYRIGHT.**

All reports and other materials collected or produced by the CONTRACTOR or any Subcontractor of CONTRACTOR shall, after completion and acceptance of the contract, become the property of COG, and shall not be subject to any copyright claimed by the CONTRACTOR, SUBCONTRACTOR, or their agents or employees. CONTRACTOR may retain copies of all such materials exclusively for administrative purposes. Any use of completed or uncompleted documents for other projects by CONTRACTOR, any Subcontractor, or any of their agents or employees, without the prior written consent of COG is prohibited.

**C-8. INDEPENDENT CONTRACTOR.**

CONTRACTOR and its officers and employees, in the performance of this contract, are independent CONTRACTORS in relation to COG and not officers or employees of COG. Nothing in this contract shall create any of the rights, powers, privileges or immunities of any officer or employee of COG. CONTRACTOR shall be solely liable for all applicable taxes or benefits, including, but not limited to, federal and state income taxes, Social Security taxes, or ERISA retirement benefits, which taxes or benefits arise out of the performance of this contract. CONTRACTOR further represents to COG that CONTRACTOR has no expectation of receiving any benefits incidental to employment.

**C-9. CONFLICT OF INTEREST.**

CONTRACTOR covenants that it presently has no interest and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. CONTRACTOR further covenants that, in the performance of this contract, no Subcontractor or person having such an interest shall be used or employed.

**C-10. COMPLIANCE WITH APPLICABLE LAWS.**

CONTRACTOR shall comply with all applicable federal, state and local laws now, or hereafter, in force, and with any applicable regulations, in performing the work and providing the services specified in this contract. This obligation includes, without limitation, the acquisition, and maintenance of any permits, licenses, or other entitlements necessary to perform the duties imposed expressly or impliedly under this contract.

**C-11. NONDISCRIMINATION.**

CONTRACTOR shall not discriminate in the employment of persons necessary to perform this contract on any legally impermissible basis, including on the basis of the race, color, national origin, ancestry, religion, age, sex, or disability of such person.

**C-12. BANKRUPTCY.**

CONTRACTOR shall immediately notify COG in the event that CONTRACTOR ceases conducting business in the normal manner, becomes insolvent, makes a general assignment for the benefit of creditors, suffers or permits the appointment of a receiver for its business or assets, or avails itself of, or becomes subject to, any proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or protection of the rights of creditors.

**C-13. PROHIBITION AGAINST ASSIGNMENT AND DELEGATION OF DUTIES.**

Except as specifically authorized herein, no rights under this contract may be assigned and no duties under this contract may be delegated by CONTRACTOR without the prior written consent of COG, and any attempted assignment or delegation without such consent shall be void.

**C-14. NEGOTIATED CONTRACT.**

This contract has been arrived at through negotiation between the parties. Neither party is to be deemed the party which prepared this contract within the meaning of California Civil Code Section 1654.

**C-15. SEVERABILITY.**

Should any provision herein be found or deemed to be invalid, this contract shall be construed as not containing such provision, and all other provisions which are otherwise lawful shall remain in full force and effect. To this end, the provisions of this contract are declared to be severable.

**C-16. ENTIRE CONTRACT.**

This contract is the entire agreement of the parties. There are no understandings or agreements pertaining to this contract except as are expressly stated in writing in this contract or in any document attached hereto or incorporated herein by reference.

**C-17. TIME IS OF THE ESSENCE.**

Time is of the essence in the performance of this contract.

**C-18. TERMINATION.**

Either party may terminate this contract, with or without cause, at any time. In order to terminate this contract, the terminating party shall give advance written notice to the other party. The termination shall be effective no earlier than the expiration of the number of days specified in paragraph 6 of this contract. The termination notice shall be made as specified in paragraph C-19, below. In the event of termination, COG shall pay CONTRACTOR for all work satisfactorily performed prior to the effective date of the termination.

**C-19. NOTICES.**

Notices to the parties in connection with the administration of this contract shall be given to the parties' contract administrator personally, by regular mail, or by facsimile transmission as more particularly specified in this paragraph. Notices will be deemed given on:

- (a) The day the notice is personally delivered to the contract administrator or the office of the party's contract administrator; or
- (b) Five days after the date the notice is deposited in the United States mail, addressed to a party's contract administrator as indicated in this contract, with first-class postage fully prepaid; or
- (c) On the day that the notice is transmitted by facsimile to a party's facsimile number specified in paragraph 8 of this contract, provided that an original of such notice is deposited in the United States mail, addressed to a party's contract administrator as indicated in this contract, on the same day as the facsimile transmission is made.

**C-20. RESPONSIBILITY OF CONTRACT ADMINISTRATORS.**

All matters concerning this contract which are within the responsibility of the parties shall be under the direction of, or shall be submitted to, the respective contract administrators or to the party's employee specified, in writing, by the contract administrator. A party may, in its sole discretion, change its designation of its contract administrator and shall promptly give written notice to the other party of any such change.

**C-21. MATERIALITY.**

The parties consider each and every term, covenant, and provision of this contract to be material and reasonable.

**C-22. WAIVER.**

Waiver by either party of a breach of any covenant of this contract will not be construed to be a continuing waiver of any subsequent breach. COG's receipt of consideration with knowledge of CONTRACTOR'S violation of a covenant does not waive its right to enforce any covenant of this contract. The parties shall not waive any provisions of this contract unless the waiver is in writing and signed by all parties.

**C-23. AUTHORITY AND CAPACITY.**

CONTRACTOR and CONTRACTOR'S signatory each warrant and represent that each has full authority and capacity to enter into this contract.

**C-24. BINDING ON SUCCESSORS.**

All of the conditions, covenants and terms herein contained shall apply to, and bind, the heirs, successors, executors, administrators and assigns of CONTRACTOR. CONTRACTOR and all of CONTRACTOR'S heirs, successors, executors, administrators, and assigns shall be jointly and severally liable under this contract.

**C-25. CUMULATION OF REMEDIES.**

All of the various rights, options, elections, powers and remedies of the parties shall be construed as cumulative, and no one of them exclusive of any other or of any other legal or equitable remedy which a party might otherwise have in the event of a breach or default of any condition, covenant or term by the other party. The exercise of any single right, option, election, power or remedy shall not, in any way, impair any other right, option, election, power or remedy until all duties and obligations imposed shall have been fully performed.

**C-26. INDEPENDENT ADVICE.**

Each party hereby represents and warrants that in executing this contract it does so with full knowledge of the rights and duties it may have with respect to the other. Each party also represents and warrants that it has received independent legal advice from its attorney with respect to the matters set forth in this contract and the rights and duties arising out of this contract, or that such party willingly foregoes any such consultation.

**C-27. NO RELIANCE ON REPRESENTATIONS.**

Each party hereby represents and warrants that it is not relying, and has not relied, upon any representation or statement made by the other party with respect to the facts involved or its rights or duties. Each party understands and agrees that the facts relevant, or believed to be relevant to this contract may hereunder turn out to be other than, or different from the facts now known to such party as true, or believed by such party to be true. The parties expressly assume the risk of the facts turning out to be different and agree that this contract shall be effective in all respects and shall not be subject to rescission by reason of any such difference in facts.

**C-28. REDUCTION OF CONSIDERATION.**

CONTRACTOR agrees that COG shall have the right to deduct from any payments specified in Attachment B any amount owed to COG by CONTRACTOR as a result of any obligation arising prior to, or after, the execution of this contract. For purposes of this paragraph, obligations arising prior to, or after, the execution of this contract may include, without limitation, any property tax, secured or unsecured, which tax is in arrears. If COG exercises the right to reduce the consideration specified in Attachment B, COG, at the time of making a reduced payment, shall give CONTRACTOR notice of the amount of any off-set and the reason for the reduction.

**C-29. COUNTERPARTS.**

This contract may be executed in any number of counterparts, each of which so executed shall be deemed to be an original. The counterparts shall together constitute one contract.

~ END ATTACHMENT C ~

~ END EXHIBIT G ~

~ END SECTION 6 ~





**STAFF REPORT**

**Informational**

**Agenda Item No. 15**

**Prepared By:** Binu Abraham, Executive Director

**Approved By:** Binu Abraham, Executive Director

**Subject:** TIRCP & ZETCP

**Meeting Date:** October 19, 2023

**Recommendation:**

Receive information regarding the Transit and Intercity Rail Capital Program (TIRCP) and Zero Emission Transit Capital Program (ZETCP).

**Summary:**

The Council of San Benito County Governments is eligible to claim an estimated total of \$8.2 million in TIRCP and ZETCP funds for transit purposes.

**Background/ Discussion:**

The State’s Fiscal Year 23-24 Budget includes significant new funding for transit capital that may also be applied to cover transit operational needs on a region-by-region basis. The Legislature’s goal with this funding is to provide regions with a one-time multiyear bridge funding to address operational costs until long-term transit sustainability solutions are identified. Funds can be used to prevent service cuts and increase ridership; prioritize the availability of transit for riders who are transit dependent; and to prioritize transit agencies representing a significant percentage of the region’s ridership.

TIRCP Eligibility: Funds may be allocated for rail, bus, and ferry integration and bus rapid transit and other bus and ferry investments that increase ridership and reduce greenhouse gas emissions.

ZETCP Eligibility: Funds may be allocated for funding zero-emission transit equipment, including, but not limited to, zero-emission vehicles and refueling infrastructure; and funding transit operations expenditures that prevent service reduction or elimination in order to maintain or increase transit ridership (if consistent with an approved regional short-term or long-term financial plan).

<b>San Benito Portion of TIRCP and ZETCP Funding by Year</b>					
	Year 1	Year 2	Year 3	Year 4	<b>TOTAL</b>
TIRCP	\$3,609,072	\$3,617,427	0	0	<b>\$7,226,499</b>
ZETCP	\$348,002	\$195,221	\$195,221	\$195,221	<b>\$933,665</b>
<b>TOTAL</b>	<b>\$3,957,074</b>	<b>\$3,812,648</b>	<b>\$195,221</b>	<b>\$195,221</b>	<b>\$8,160,164</b>



To access these funds, the COG will need to submit required documentation to the California State Transportation Agency (CalSTA) by December 31, 2023.

**Financial Impact:**

The Council of San Benito County Governments is eligible to claim an estimated total of \$8.2 million in funds for transit purposes.

**Attachment:**

1. Budget Act of 2023- SB 125 Formula- Based Transit and Intercity Rail Capital Program & Zero Emission Transit Capital Program

**BUDGET ACT OF 2023  
SB 125 FORMULA-BASED  
TRANSIT AND INTERCITY RAIL  
CAPITAL PROGRAM &  
ZERO EMISSION TRANSIT  
CAPITAL PROGRAM**

**FINAL GUIDELINES**

**SEPTEMBER 29, 2023**

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# SB125 FINAL GUIDELINES – FORMULAIC FUNDING

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## 1 Authority and Purpose

The Transit and Intercity Rail Capital Program (TIRCP) was created by Senate Bill (SB) 862 (Chapter 36, Statutes of 2014) and modified by SB 9 (Chapter 710, Statutes of 2015), to provide grants from the Greenhouse Gas Reduction Fund (GGRF) to fund transformative capital improvements that will modernize California's intercity, commuter, and urban rail systems, and bus and ferry transit systems, to significantly reduce emissions of greenhouse gases, vehicle miles traveled, and congestion. The legislation of these bills is codified in Sections 75220 through 75225 of the Public Resources Code (PRC). Assembly Bill (AB) 398 (Chapter 135, Statutes of 2017) extended the Cap-and-Trade Program that supports the TIRCP from 2020 through 2030. SB 1 (Chapter 5, Statutes of 2017) continues to provide a historic funding increase for transportation with funds directed to the TIRCP from the Public Transportation Account (PTA).

AB 102 (Chapter 38, Statutes of 2023) and SB 125 (Chapter 54, Statutes of 2023) amended the Budget Act of 2023 to appropriate \$4,000,000,000 of General Fund to the TIRCP over the next two fiscal years as well as \$910,000,000 of GGRF funding and \$190,000,000 of PTA funding over the next four fiscal years to establish the Zero-Emission Transit Capital Program (ZETCP). These guidelines are specifically developed to facilitate the award of these funds to projects in an expeditious manner.

These guidelines include elements of the policy, standards, criteria, and procedures for the development, adoption, evaluation and administration of the TIRCP last updated for Cycle 6 (which delivered its last tranche of funding for project awards in July 2023) but are unique to this particular cycle of TIRCP funding. In allowing the funds covered by these guidelines to be available for operating costs, the guidelines are also required to be aligned with the legislative intent described in subdivision (d) of Section 75226 of, and subdivision (f) of Section 75260, of the Public Resources Code. They will be further informed by input received through workshops, public comments and written responses to be received by September 14, 2023.

SB 125 provided additional direction with regards to the funding appropriated in the Budget Act of 2023. It created specific categories for funding as follows:

- A) \$3,995,000,000 over the next two fiscal years shall be distributed pursuant to a population-based formula to regional transportation planning agencies (RTPA) as defined in Section 7 of these guidelines. The bill authorizes RTPAs to use the moneys for high-priority transit capital projects consistent with the uses allowed in Cycle 6 of the TIRCP, which includes existing projects seeking to maintain or obtain federal or local funding commitments, project development for major projects that are seeking to enter or have already entered project development with federal partners, or for new TIRCP projects. As in Cycle 6, all capital projects must both increase ridership and reduce greenhouse gas emissions, in common with traditional TIRCP project requirements. The funding may also be used to fund transit operating expenses that prevent service cuts and increase ridership for operators within the RTPAs jurisdiction, subject to compliance with requirements and further detail described in Section 6 of these guidelines.
- B) \$1,100,000,000 over the next four fiscal years shall be for the establishment of the Zero-Emission Transit Capital Program (ZETCP) and requires funds under the program to be allocated to RTPAs pursuant to a population-based formula and another formula based on transit operator revenues within the jurisdiction of these RTPAs, as specified (the formula described is consistent with the current State Transit Assistance formula). The bill authorizes RTPAs to use the moneys for zero-emission transit equipment, including, but not limited to, zero-emission vehicles and refueling infrastructure and, subject to compliance with requirements described in Section 6 of these guidelines, to use those moneys to fund transit operating expenditures that prevent service reduction or elimination in order to maintain or increase ridership.

NOTE: Cycle 7 of TIRCP, funded with the regular GGRF and SB1 sources, is expected to be delayed approximately two months from its regular calendar, with a call for projects around December 1, 2023 and

applications due around March 1, 2024. The proposed timeline reflects eligible applicant feedback and will allow applicants to incorporate the regional choices made under SB 125 when determining what to submit to the competitive TIRCP cycle. Based on this timeline, the Program of Projects would be announced around June 1, 2024.

## 2 Objectives

The TIRCP was created to fund transformative capital improvements that modernize California's intercity rail, bus (including feeder buses to intercity rail services, as well as vanpool and micro transit services that are eligible to report as public transit to the Federal Transit Administration), ferry, and rail transit systems (collectively referred to as transit services or systems inclusive of all aforementioned modes unless otherwise specified) to achieve all of the following policy objectives, as codified in Section 75220(a) of the PRC:

1. Reduce emissions of greenhouse gases
2. Expand and improve transit service to increase ridership
3. Integrate the rail service of the state's various rail operations, including integration with the high-speed rail system
4. Improve transit safety

Additionally, Section 75221(c) of the PRC codifies a programmatic goal to provide at least 25 percent of available funding to projects that provide a direct, meaningful, and assured benefit to disadvantaged communities, consistent with the objectives of SB 535. AB 1550 provides further requirements related to ensuring investments meet the needs of priority populations, a term used to cover disadvantaged communities, low-income communities and low-income households. Investments made by TIRCP are expected to collectively meet or exceed the requirements in AB 1550. Each RTPA will need to provide information related to its projects sufficient to determine the nature of priority population benefits; however, there is no minimum requirement that each project or RTPA needs to meet for the projects submitted.

Taken as a whole, the increases in transit system ridership, as well as the reduction in vehicle miles traveled, congestion and greenhouse gas emissions, will help deliver a healthier and safer transportation system. Investments are expected to position the state to lead in the deployment of cutting edge and zero emission technologies, test innovative strategies and new approaches to reducing transportation-related fatalities, provide important new capacity in corridors that support growth in jobs and housing, and to expand multimodal transportation access and options for all Californians across all regions of the state.

Further, as outlined in SB 125, which amended the Budget Act of 2023, it is the intent of the Legislature to:

- (1) provide one-time multiyear bridge funding for transit operators to address operational costs until long-term transit sustainability solutions are identified
- (2) assist transit operators in preventing service cuts and increasing ridership
- (3) prioritize the availability of transit for riders who are transit dependent
- (4) prioritize transit agencies representing a significant percentage of the region's ridership

To that end, SB 125 specifies that the moneys appropriated in the Budget Act of 2023 may be used for high-priority transit capital projects within the project eligibility categories allowed under TIRCP in Cycle 6, and also for transit operating expenses for operators within the RTPAs jurisdiction. Further detail on the definition of transit operator is included in Section 3.

### 3 Eligible Recipients and Funding Distribution

The first year of funding for TIRCP and the ZETCP is already available for distribution once required materials are submitted and must be fully encumbered or expended and liquidated by CalSTA by June 30, 2028. FY23-24 funds for TIRCP and the ZETCP must be disbursed to RTPAs by this deadline. Once received by the RTPA there is no deadline for the expenditure of funds.

TIRCP funding will be allocated in both FY23-24 and FY24-25 to RTPAs according to a population-based formula after each recipient first receives \$300,000 of base funding.

The \$410 million of first year ZETCP funding (from both PTA and GGRF sources), as well as the \$230 million for each of the succeeding three years (from GGRF only), will be allocated to RTPAs pursuant to a population-based formula and another formula based on transit operator revenues within the jurisdiction of these RTPAs. This formula matches the approach used to calculate State Transit Assistance distribution.

Eligible recipients of funding are the RTPAs, as defined in Section 13987(j) of the Government Code. The current eligible recipients based on that definition and initial fund estimates by expected recipient are as follows:

A	B	C	D	E	F	G
RTPA	Year 1 TIRCP	Year 2 TIRCP	Year 1 ZETCP (53.66% GGRF, 46.34% PTA)	Years 2-4 ZETCP (per yr, 100% GGRF)	Grand Total (B+C+D+(E*3))	Maximum Admin Share
Metropolitan Transportation Commission	\$385,068,697	\$386,040,188	\$149,679,519	\$83,966,559	\$1,172,688,081	\$5,000,000
Alpine County Transportation Commission	\$360,641	\$360,794	\$6,740	\$3,781	\$739,518	\$25,000
Amador County Transportation Commission	\$2,336,465	\$2,341,606	\$218,158	\$122,381	\$5,263,373	\$52,634
Butte County Association of Governments	\$10,488,545	\$10,514,269	\$1,113,156	\$624,454	\$23,989,331	\$239,893
Calaveras County Local Transportation Commission	\$2,576,611	\$2,582,360	\$238,532	\$133,811	\$5,798,936	\$57,989
Colusa County Local Transportation Commission	\$1,402,047	\$1,404,830	\$119,153	\$66,842	\$3,126,556	\$31,266
Del Norte County Local Transportation Commission	\$1,675,501	\$1,678,974	\$149,752	\$84,007	\$3,756,247	\$37,562
El Dorado County Local Transportation Commission	\$9,085,857	\$9,108,041	\$971,781	\$545,145	\$20,801,115	\$208,011
Tahoe Regional Planning Agency	\$5,753,283	\$5,767,052	\$596,916	\$334,855	\$13,121,818	\$131,218
Fresno County Council of Governments	\$51,406,113	\$51,535,149	\$6,249,069	\$3,505,575	\$119,707,058	\$1,197,071
Glenn County Local Transportation Commission	\$1,752,922	\$1,756,591	\$154,691	\$86,778	\$3,924,537	\$39,245
Humboldt County Association of Governments	\$7,130,906	\$7,148,153	\$825,047	\$462,831	\$16,492,599	\$164,926

Imperial County Transportation Commission	\$9,362,644	\$9,385,526	\$1,027,524	\$576,416	\$21,504,942	\$215,049
Inyo County Local Transportation Commission	\$1,259,080	\$1,261,501	\$99,284	\$55,696	\$2,786,952	\$27,870
Kern Council of Governments	\$46,278,687	\$46,394,777	\$5,050,974	\$2,833,473	\$106,224,857	\$1,062,249
Kings County Association of Governments	\$7,982,701	\$8,002,098	\$827,175	\$464,025	\$18,204,049	\$182,040
Lake County/City Council of Governments	\$3,706,510	\$3,715,111	\$370,593	\$207,894	\$8,415,895	\$84,159
Lassen County Local Transportation Commission	\$1,829,937	\$1,833,800	\$165,103	\$92,619	\$4,106,698	\$41,067
Los Angeles County Metropolitan Transportation Authority	\$498,650,905	\$499,909,177	\$119,494,973	\$67,033,765	\$1,319,156,350	\$5,000,000
Madera County Local Transportation Commission	\$8,254,231	\$8,274,315	\$850,825	\$477,292	\$18,811,248	\$188,112
Mariposa County Local Transportation Commission	\$1,161,396	\$1,163,571	\$91,799	\$51,497	\$2,571,256	\$25,713
Mendocino Council of Governments	\$4,848,229	\$4,859,713	\$505,296	\$283,459	\$11,063,615	\$110,636
Merced County Association of Governments	\$14,669,424	\$14,705,704	\$1,558,919	\$874,515	\$33,557,593	\$335,576
Modoc County Local Transportation Commission	\$739,160	\$740,269	\$49,336	\$27,676	\$1,611,794	\$25,000
Mono County Local Transportation Commission	\$976,126	\$977,834	\$171,629	\$96,279	\$2,414,427	\$25,000
Transportation Agency for Monterey County	\$22,218,449	\$22,273,790	\$2,975,692	\$1,669,291	\$52,475,803	\$524,758
Nevada County Local Transportation Commission	\$5,416,406	\$5,429,324	\$554,558	\$311,093	\$12,333,568	\$123,336
Orange County Transportation Authority	\$160,108,526	\$160,512,022	\$22,473,788	\$12,607,247	\$380,916,076	\$3,809,161
Placer County Transportation Planning Agency	\$16,356,936	\$16,397,478	\$1,900,006	\$1,065,857	\$37,851,991	\$378,520
Plumas County Local Transportation Commission	\$1,257,263	\$1,259,680	\$114,463	\$64,211	\$2,824,038	\$28,240
Riverside County Transportation Commission	\$123,382,700	\$123,693,468	\$14,828,290	\$8,318,309	\$286,859,385	\$2,868,594
Sacramento Area Council of Governments	\$100,321,824	\$100,574,367	\$13,907,018	\$7,801,498	\$238,207,702	\$2,382,077
Council of San Benito County Governments	\$3,609,072	\$3,617,427	\$348,002	\$195,221	\$8,160,164	\$81,602
San Bernardino County Transportation	\$110,856,746	\$111,135,888	\$13,864,934	\$7,777,890	\$259,191,238	\$2,591,912

Authority						
San Diego Association of Governments	\$48,212,817	\$48,333,791	\$6,181,044	\$3,467,415	\$113,129,896	\$1,131,299
San Diego Metropolitan Transit System	\$118,515,843	\$118,814,323	\$17,265,263	\$9,685,392	\$283,651,604	\$2,836,516
San Joaquin Council of Governments	\$39,935,609	\$40,035,684	\$5,031,810	\$2,822,723	\$93,471,271	\$934,713
San Luis Obispo Area Council of Governments	\$14,486,636	\$14,522,455	\$1,569,547	\$880,477	\$33,220,070	\$332,201
Santa Barbara County Association of Governments (SBCAG)	\$22,796,994	\$22,853,796	\$2,916,400	\$1,636,030	\$53,475,278	\$534,753
Santa Cruz County Transportation Commission	\$13,771,188	\$13,805,201	\$2,649,968	\$1,486,567	\$34,686,060	\$346,861
Shasta Regional Transportation Agency	\$9,423,391	\$9,446,427	\$993,316	\$557,226	\$21,534,813	\$215,348
Sierra County Local Transportation Commission	\$463,183	\$463,595	\$17,533	\$9,836	\$973,818	\$25,000
Siskiyou County Local Transportation Commission	\$2,515,009	\$2,520,601	\$239,061	\$134,108	\$5,676,994	\$56,770
Stanislaus Council of Governments	\$28,068,044	\$28,138,155	\$3,037,849	\$1,704,159	\$64,356,526	\$643,565
Tehama County Transportation Commission	\$3,587,498	\$3,595,798	\$347,323	\$194,840	\$8,115,139	\$81,151
Trinity County Transportation Commission	\$1,109,747	\$1,111,791	\$86,567	\$48,562	\$2,453,791	\$25,000
Tulare County Association of Governments	\$24,305,505	\$24,366,115	\$2,748,056	\$1,541,592	\$56,044,453	\$560,445
Tuolumne County Transportation Council	\$3,094,210	\$3,101,265	\$296,569	\$166,368	\$6,991,148	\$69,911
Ventura County Transportation Commission	\$42,429,785	\$42,536,157	\$5,066,998	\$2,842,463	\$98,560,328	\$985,603

Funding distributions will be only made to the above recipients, utilizing fund transfer instructions confirmed with CalSTA by the RTPA prior to transfer, which may in turn make funding available to public agencies in their jurisdiction. RTPAs have the discretion to suballocate or distribute funds within their region based on local needs, existing procedures, policies or priorities, as long as required SB 125 program requirements and goals are met, including addressing how operating needs are expected to be met with SB 125 and/or other resources.

For TIRCP and ZETCP capital projects, the RTPAs may distribute funding to public agencies eligible to receive TIRCP capital funding, including joint powers agencies, that operate or have planning responsibility for existing or planned regularly scheduled intercity or commuter passenger rail service (and associated feeder bus service to intercity rail services), urban rail transit service, or bus or ferry transit service (including commuter bus, vanpool, and micro transit services). Public agencies include local municipalities that operate transit service, construction authorities, transportation authorities, and other similar public entities created by statute. Please note that within such capital projects, with the exception of projects that are in the federal pipeline for major projects project development, the projects funded must result in



construction being completed, as is required under traditional TIRCP funding.

For any spending on transit operations to prevent service reduction or elimination in order to maintain or increase ridership, or to otherwise increase ridership, the RTPAs may distribute funding to transit operators in their jurisdiction that are eligible to receive State Transit Assistance (STA) funding through Section 99314 at the time of distribution by the RTPA. Please note that preventing service reduction and elimination includes the broad variety of expenses required to provide service, including those related to ensuring safety and state of good repair of the vehicles and infrastructure.

RTPAs may also be the sponsor of capital and operating projects and may partner on projects with the agencies eligible to receive funding (such as doing a planning effort tied to making the underlying project more beneficial in a regional context upon implementation).

RTPAs must deposit funds into one or more dedicated bank accounts or custody accounts. Permitted investments include bank demand deposits consistent with California government code, government money market funds, U.S. Treasuries, U.S. Agency securities, California Local Agency Investment Fund (LAIF), and AAA public agency pools, to the extent permitted by RTPA policy and state statute. If a separate account is not possible, the agency may show documents of a line item or subaccount dedicated to SB 125 funds. Funds will be disbursed separately from each fund source supporting SB 125 (General Fund for TIRCP; PTA and GGRF for ZETCP) and identified as such when disbursed. RTPAs are responsible for tracking the receipt and utilization of these funds separately, and recording interest earned (or other investment income earned) on each fund source separately. The interest or investment earnings must also be spent on approved eligible projects within each program and will be accounted for when an agency submits its required Annual Report, as described in Section 9. When the recipient agency submits its Annual Report, they are required to submit a copy of their most recent bank statement. The additional spending made possible by interest or investment earnings shall be approved through submitting an Updated Program Allocation Request to CalSTA, which will approve such spending based on review of project eligibility.

RTPAs, transit operators and other public agencies expending SB 125 formula funding assume responsibility and accountability for the use and expenditure of allocated funds in accordance with these guidelines and applicable statutes. These agencies must also comply with all relevant federal and state laws, regulations, policies, and procedures.

## 4 Schedule

CalSTA Publishes 2023 SB 125 Guidelines	September 29, 2023
Optional, time-limited, focused virtual meetings for agencies to discuss and clarify program requirements (will be scheduled by request)*	October 16-December 8, 2023
Initial Allocation Package Submittal Due	December 31, 2023
Regionally Compiled Transit Operator Data Due	December 31, 2023
Requested Funding Will be Allocated No Later Than	April 30, 2024
<i>*Comments and requests for meetings can be submitted to: SB125transit@calsta.ca.gov</i>	

## 5 Eligible Projects

### TIRCP Funding (\$3.995 billion)

In order to be eligible for TIRCP capital project funding under this program, a capital project must demonstrate that it will achieve a reduction in greenhouse gas emissions using the relevant sections of the ZETCP Quantification Methodology. It must also demonstrate an increase in ridership.

As codified in Section 75221(a) of the PRC, projects eligible for funding under the program include, but are not limited to, the following:

1. Rail capital projects, including intercity rail, commuter rail, light rail, and other fixed guideway projects. Additionally, the acquisition of rail cars and locomotives, and the facilities to support them, that expand, enhance, and/or improve existing rail systems and connectivity to existing and future transit systems, including the high-speed rail system.
2. Intercity, commuter, and urban rail projects that increase service levels, improve reliability, or decrease travel times, infrastructure access payments to host railroads in lieu of capital investments, efforts to improve existing rail service effectiveness with a focus on improved operating agreements, schedules, and minor capital investments that are expected to generate increased ridership, as well as larger scale projects designed to achieve significantly larger benefits.
3. Rail, bus, and ferry integration implementation, including:
  - a. integrated ticketing and scheduling systems and related software/hardware capital investments (including, but not limited to, integration with bus or ferry operators and the use of contactless payment and General Transit Feed Specification (GTFS) implementation through Cal-ITP)
  - b. projects enabling or enhancing shared-use corridors (both multi-operator passenger only corridors as well as passenger-freight corridors)
  - c. related planning efforts focused on, but not limited to, delivery of integrated service not requiring major capital investment, such as transit route and schedule integration (or coordination)
  - d. other multimodal and service integration initiatives, including active transportation and other access investments which increase transit and rail ridership and reduce greenhouse gas emissions
4. Bus rapid transit and other bus and ferry transit investments (including autonomous fixed guideway, vanpool, and micro transit services operated as public transit and first-/last-mile solutions), and to increase ridership and reduce greenhouse gas emissions. This includes large scale deployment of zero emission vehicles and the technologies to support them, and capital investments as a component implementing transit effectiveness studies that will contribute to restructured and enhanced service.

Grade separations and grade crossing improvements on passenger rail corridors or related to transit projects are eligible, as they are under the discretionary TIRCP. In addition to providing safety benefits, these projects often provide certain roadway based (and sometimes rail related) greenhouse gas emission reductions and a small increase in ridership (tied to reductions in train delays and cancellations tied to incidents at the crossing, and sometimes speed increases that occur after crossings are improved or eliminated). In some cases, ridership increases from such projects are more significant if they are necessary to increase train frequency.

Projects related to mitigating the impacts on freight rail services that are caused by growth in passenger rail may also be eligible for TIRCP funding even if they are not directly on the passenger rail corridor.

Projects that link housing with key destinations and that improve accessibility to economic opportunities are also eligible for TIRCP funding.

Demonstration projects that are smaller-scale efforts with great potential to be expanded are eligible for

funding.

Projects may include new approaches to attracting increased ridership such as smart phone mobile ticketing, contactless payment, or other software and hardware solutions to reduce ticketing transaction costs, or a test of a concept related to integrated ticketing, as well as intercity rail/transit effectiveness or operational planning as a component of the capital investments in improved, expanded and/or restructured service designed to cost-effectively increase ridership. Research, development, and testing of emerging technologies are eligible components. Clean fleet, facility and network improvement projects may also request funding for Zero Emission Mobility Programs, in lieu of Zero Emission Vehicle purchase, in compliance with Innovative Clean Transit Regulation Section 2023.5.

Many TIRCP applicants have met the requirements for reducing greenhouse gas emissions and increasing ridership through combining related capital investments that may individually address only one or the other benefit. Many TIRCP applicants have also augmented their chosen capital projects with key network integration planning studies that consider how to enhance the benefits of their projects (in connecting to other transit and rail systems), or planning efforts that consider a later phase of capital investment and the benefits it will bring to the current proposed project when constructed at a later date.

Agencies may apply to TIRCP Cycle 7 or later for projects that use SB 125 resources for new projects, either to complete project funding or to expand project scope; SB 125 funding will be counted as matching funds in future TIRCP discretionary grant applications. Additional guidance will be provided in the TIRCP Cycle 7 guidelines.

Additionally, RTPAs may suballocate funds to agencies in their jurisdiction so agencies may use this funding to support projects that have previously received a TIRCP award and require an additional infusion of resources to deliver the original scope. RTPAs may also allocate funding to any project awarded funds in Cycle 6 that pledged to use future TIRCP formula funds as match, in accordance with the direction provided in the Cycle 6 guidelines. RTPAs may assume that any funding from these SB 125 resources will help obtain or maintain funds from federal, state and local sources already committed to the projects, and document this benefit for their own projects, and require such documentation of benefits from project sponsors for other projects, in their Allocation Package submissions. Agencies shall state which project is seeking additional funds, identifying the Cycle 1 through 6 project, and whether the funding is needed for the full project scope or for a subcomponent.

RTPAs may suballocate funds to agencies in their jurisdiction so agencies may also use this funding for project development activities, similar to the "Major Projects Project Development Reserve" that was established in the Cycle 6 guidelines, including use of additional funding for projects that received funding for such projects in the Cycle 6 awards. While projects and programs of projects do not need to be ready for construction, agencies should identify how their project or program of projects will be eligible to apply for TIRCP construction funding in the future and what specific federal, state and other funding programs they are planning to utilize for construction funding. As in Cycle 6, such projects must either be pursuing Capital Investment Grant funding through the Federal Transit Administration (FTA) or be part of the pursuit of Federal Railroad Administration funding through the Corridor Identification Program. Projects not pursuing federal funds for construction from FTA or planning to pursue FRA capital funding for construction through one of the Bipartisan Infrastructure Law programs are not eligible. Agencies may apply to TIRCP Cycle 7 or later for projects that use SB 125 resources for project development; SB 125 funding will be counted as matching funds in future TIRCP discretionary grant applications.

RTPAs that are themselves the capital project sponsor may also utilize funds for their own projects.

RTPAs are also authorized to use TIRCP moneys, subject to compliance with requirements described in Section 6 of these guidelines, to fund transit operating expenses within its jurisdiction that prevent service cuts and increase ridership, including those related to ensuring safety and state of good repair of the vehicles and infrastructure necessary to operate service, as well as those that pay for free and reduced fare programs. Planning expenses related to implementation of ridership recovery and retention strategies are also eligible as operating projects, whether at the

RTPA or STA-eligible transit operator level. RTPAs that are themselves the operator of transit services may also utilize funds for their own operations. Service planning necessary to experiment with, demonstrate or implement significant service modifications may be funded as an operating expenditure at either the RTPA or transit operator level.

### **ZETCP Funding (\$1.1 billion)**

Pursuant to SB 125, zero-emission transit equipment, transit facility and network improvement projects such as those that support replacing aging vehicle fleets with Zero-Emission Vehicles (ZEVs), and associated fueling or charging infrastructure or facility modifications, are eligible projects for the Zero-Emission Transit Capital Program (ZETCP). ZEVs include heavy- and light-rail vehicles, buses, and other ZEVs used for transit service. Clean fleet, facility and network improvement projects may also request funding for Zero Emission Mobility Programs, in lieu of Zero Emission Vehicle purchase, in compliance with Innovative Clean Transit Regulation Section 2023.5.

GGRF funds used on these projects (53.7% of the first year and 100% of years 2-4) will require submission of information described in the ZETCP Quantification Methodology, as expending GGRF funds requires benefits reporting. They also require compliance with the CARB Funding Guidelines applicable to all GGRF funding, including semi-annual benefits reporting and identification of benefits to priority populations.

ZETCP funding may also be used for transit operations expenditures that prevent service reduction or elimination in order to maintain or increase transit ridership, in accordance with the provisions described in Section 6 of these guidelines, including those related to ensuring safety and state of good repair of the vehicles and infrastructure necessary to operate service, as well as those that pay for free and reduced fare programs. Planning efforts necessary to implement one or more of the Innovative Clean Transit Plan efforts within the region, and planning expenses related to implementation of ridership recovery and retention strategies, may be programmed as an operating expense out of the PTA portion of funds disbursed to each RTPA, but must be requested in an Allocation Package submission covering the FY23-24 funding year.

A maximum of 1% of total multi-year SB 125 funding, or \$5 million, whichever is lower, may be programmed by the RTPA for RTPA administration of SB 125 funding across both the TIRCP and ZETCP, and for planning expenses related to preparing and implementing the initial short-term financial plan, updates to the short-term financial plan, and the long-term financial plan, including planning expenses related to implementation of ridership recovery and retention strategies. If less than \$25,000 would be available under this formula, a maximum of \$25,000 shall be available to such RTPAs for RTPA administration and planning expenses. As the RTPAs are tasked with developing the regional long-term financial plan for their jurisdictions, there is no requirement to program and suballocate funds to transit operators for this purpose, although they may do so at their discretion. The RTPAs can procure professional services or use their own staff to gather the reports, data and relevant information needed to develop the regional long-term financial plan required by SB 125. This request must be made in the Allocation Package submissions covering FY 23-24 funding from the ZETCP due on December 31, 2023, as an operating project associated with the RTPA, as most funding will be drawn from the Public Transportation Account resources only available in that year. If included in the December 31, 2023 submission, funds may be applied to expenses incurred at any point in the RTPAs FY23-24 fiscal year, including those incurred prior to receipt of funding, subject to RTPA policies that allow such reimbursement. Very small RTPAs may be directed by CalSTA to program the balance of funding from 1<sup>st</sup> year General Fund resources available under TIRCP if there are insufficient PTA funds available to meet their requested administrative funding amount. Small RTPAs are encouraged to combine planning efforts if feasible. Should RTPAs be part of project-specific project management, resources required for those efforts are to be separately identified as part of the funding requested for each project, as appropriate.

## 6 Requirements for Funding Allocations

Each RTPA seeking allocation of funding shall complete an Initial Allocation Package by December 31, 2023. Allocation Packages are encouraged to describe the full four-year plan for use of formulaic funds if already known, understanding that each year's funds are subject to appropriation in the respective budget year. However, Allocation Packages are expected to be updated for future years should there be any change in funding availability or projects selected for funding distribution. Allocation packages will be treated in accordance with Public Records Act requirements and certain information, subject to those requirements, may be publicly disclosed.

Each Allocation Package shall include, as applicable, the following:

- A. **A signed cover letter**, with signature authorizing and approving the request by the eligible RTPA. This cover letter should also confirm that the RTPA developed the plan in consultation and coordination with its transit operators.
- B. **An Allocation Package Narrative Explanation**, covering most of the requirements for the **regional short-term financial plan for immediate service retention** required by statute. This narrative explanation is required by December 31, 2023, unless the RTPA declares that none of the STA-eligible transit operators eligible to receive funding within their jurisdiction will have an operational funding need for SB 125 or additional discretionary or nonformula state funding between the 2023-24 fiscal year and the 2026-27 fiscal year, inclusive. It also must declare that it will not use the SB 125 funding as operating funding for any of its STA-eligible transit operators (or its own transit operations, when the RTPA also operates transit service). Such declarations may take the place of the narrative explanation, if applicable. Even if such declarations are made, the regional Allocation Package Narrative Explanation will still be a required submission by December 31, 2024, in order to receive a timely allocation of FY24-25 funding from SB 125 sources.

The Allocation Package Narrative Explanation shall include the following:

- i. **An explanation of what funding and service actions are being taken within the region that utilize resources other than SB125 funding.** This explanation incorporates the requirement to provide *a demonstration of how the region will address any operational deficit, using all available funds, through the 2025–26 fiscal year, based on a 2022 service baseline.* Each plan shall provide narrative and data describing the funding approach that addresses expected operational deficits of existing STA-eligible transit operators through the 2025-26 fiscal year across all the region's STA-eligible transit operators, including strategies to use all available local, state, and federal funds to address such deficits, and the impacts such strategies may have on any capital projects. This section shall focus on the approaches the region is taking and plans to take before the use of SB 125 funds to mitigate operational deficits, both in calendar year 2023 and in future fiscal years through the end of FY25-26. When applicable, this should include reference to delay or elimination of lower priority capital projects to increase funding for operations, utilizing historically high State Transit Assistance funding tied to recent high diesel fuel prices, the use of federal transit formula funding made higher through the Infrastructure Investment and Jobs Act (IIJA) for preventative maintenance expenditures within the operating budget, or the use of higher Local Transportation Fund revenues tied to healthy sales and use tax receipts in certain counties. In some cases, strategies involving the use of non-SB 125 funds to increase transit operator funding may allow SB 125 funds to target capital needs. If utilized, such strategies should be described in this section. To the extent that such deficits cannot be fully addressed with available funds and actions, service impacts relative to the December 31, 2022 service baseline shall be described. *This section shall be analyzed and reviewed for completeness. It is understood to be a summary of major*



*actions taken and planned to be taken across the region based on RTPA and/or transit operator decision-making.*

- ii. **A description and justification of the RTPA strategy to use SB 125 funding to construct capital projects and fund operating expenses that lead to improved outcomes in its jurisdiction.** This section shall describe the region’s overall strategy for choosing to spend the expected SB 125 funds on the capital projects and operational expenses described in its Allocation Package. This section addresses the statutory requirements to provide a *justification for how the region’s funding is proposed to be allocated to capital and operational expenses* and provide a *demonstration of how the plan will mitigate service cuts, fare increases, or layoffs relative to a 2022 service baseline to achieve short-term financial sustainability*. This section shall highlight the specific manner in which SB 125 funding requested for operations will reduce or eliminate the need for service cuts, fare increases or layoffs. With recent positive results from efforts designed to increase speed of transit services, allowing similar levels of service with lower operating costs or more service with the same operating budget, this section of the Allocation Package would benefit from describing any such efforts that are proposed for the region and transit operators in question. This can include transit-specific infrastructure, stop consolidation, or other efforts. In addition, this description addresses the statutory requirement to provide a *summary of how the plan will support ridership improvement strategies that focus on riders, such as coordinating schedules and ease of payment and improving cleanliness and safety, to improve the ridership experience*. Since increasing ridership and the associated fare revenues is one approach to strengthening the financial performance of each region’s transit operators, this section shall highlight any portion of the capital projects or any portion of operating funds that are specifically focused on supporting improvement in ridership. This section should also describe any efforts to integrate fares among transit agencies in the region or even outside of the region covered by the RTPA. *This section shall be analyzed and reviewed for completeness.*
- iii. **A detailed breakdown and justification for how the funding is proposed to be distributed between transit operators and among projects, consistent with the legislative intent described in SB 125.** This section shall include a narrative (and appropriate data and tables) describing the justification for the funding distribution to each specific operator and project that is requested. If requesting spending for transit operations, this section shall address the following items identified in the legislative intent language in SB 125:
1. address operational costs until long-term transit sustainability solutions are identified
  2. assist transit operators in preventing service cuts and increasing ridership
  3. prioritize the availability of transit for riders who are transit dependent
  4. prioritize transit agencies representing a significant percentage of the region’s ridership

If requesting funding for both capital projects and transit operations, the justification for the capital project shall include discussion of the high-priority nature of the capital project and the significance of its completion to the region. In most cases, existing TIRCP-funded capital projects that are already substantially funded and in need of additional resources for completion are expected to be prioritized over beginning new projects. This narrative section should address the approach to this issue. *This section shall be analyzed and reviewed for completeness.*

- C. **An Allocation Package Detailed Project Description**, required of all agencies requesting an allocation, regardless of whether they are required to submit a short-term financial plan by the end of 2023. This detailed project description covers all projects that are recommended by the RTPA for SB 125 funding. It does not need to fully utilize all available funds, as this document may be updated on a rolling basis throughout the period covered by SB125 funding as part of an Updated Allocation Package submission. However, for timely distribution of FY23-24 funds, this portion of the Allocation Package must be submitted by December 31, 2023, and for timely distribution of FY24-25 funds, by December 31, 2024.

The **detailed project description** described above must provide details about how the funding is proposed to be distributed between transit operators and among projects, both capital and operations. *This section shall be analyzed and reviewed for project eligibility and completeness.*

The list is divided into three sections, covering TIRCP Capital, ZETCP Capital and Operations Funding. Required contents for each are below.

#### **TIRCP Capital**

1. If an agency is requesting allocations for funding for an **existing TIRCP project** (i.e., a project that has received a previous TIRCP grant, including those involving project development for major projects), they should identify the title of the project and the TIRCP cycle of award (cycles 1-6). They should also identify whether the funds will be used for the full project or for a subcomponent. Each project receiving additional funding shall identify the reason for additional funds being needed, including cost escalation, additional scope requirements or maintaining federal funding commitments. No additional GHG reduction or increased ridership benefits are required to request funds for an existing TIRCP project.
2. If an agency is requesting allocation for funding for **new TIRCP-eligible projects**, they shall include for each requested TIRCP capital project:
  - a. A summary or fact sheet (one- to two-page) that includes the following elements:
    - i. Implementing agency or agencies
    - ii. Project title
    - iii. Dates for the start and end of each project phase
    - iv. Summary of project scope
    - v. Total project costs, including identification of the amount of funding used for project management as budgeted for the agency or agencies involved (inclusive of RTPA project management)
    - vi. Identification of the source, type and amount of all funding
  - b. A detailed project schedule, including the project's current status, and the completion dates of all major delivery milestones.
  - c. Project Location – provide a map for each of the following:
    - i. Project location denoting the project site. Provide a KML file for the project with the transit route/project location represented by lines and stops represented by points as applicable.
    - ii. In addition to showing where housing exists, provide information on housing density and planned/zoned/permitted/etc. housing density. This information may come from planning documents and/or zoning code if other approaches are not readily available.

- iii. In addition to illustrating existing employment centers, provide information on employment density, mix of employment types, and planned future employment land uses. This information may come from planning documents and/or zoning code if other approaches are not readily available.
    - iv. Planned and existing active transportation infrastructure (what currently exists, what is planned, and what would be funded by the project).
  - d. An explanation of greenhouse gas reducing features of the project such as project components that improve air quality and reduce greenhouse gas emissions along a specific corridor, surrounding land use density, housing and employment centers, transit- oriented development/sustainable communities strategy projects, active transportation infrastructure and other features, to the extent available. For all construction projects, agencies are required to submit a copy of the California Air Resources Board (CARB) Quantification Methodologies (QMs) and Calculator Tools for estimating greenhouse gas (GHG) emission reductions and co-benefits identified in Attachment 2.
  - e. An explanation of expected ridership benefits of the project when constructed, including how the project supports better integration of transit services in the region among modes and providers if applicable.
  - f. If applicable, an explanation of how some or all of the project is expected to provide direct, meaningful, and assured benefits to a disadvantaged community, low-income communities or low-income households as defined by SB 535 and AB 1550.
- 3. If agencies plan to use this funding for only **project development activities for a new project**, they are required to show how their project or program of projects will be eligible to apply for TIRCP construction funding in the future. If the project would not be eligible to apply for TIRCP as a new project, it will not qualify for funding for project development. Agencies shall also demonstrate that they have entered into, or have applied to enter into, federal project development processes for at least a portion of the project or program of projects, and that they expect to receive federal funding in the future once complete with project development. If the agency expects to be able to leverage state funding to provide the match necessary to obtain federal planning funds, this should also be identified. The required detail for project development only is as follows:
  - a. A summary or fact sheet (one- to two-page) that includes the following elements:
    - i. Implementing agency or agencies
    - ii. Project title
    - iii. Dates for the start and end of each project development phase, as well as the anticipated date of construction
    - iv. Summary of overall project scope for the constructed project, with an emphasis on project development scope
    - v. Total project costs for project development, and an estimate of the fully constructed project cost if available
    - vi. Identification of the source, type and amount of all funding for the project development phase and intended funding for the construction phase
  - b. A detailed project schedule for the project development phase, including the project's current status, and the completion dates of all major delivery milestones.
  - c. Description and map designating the project location



- d. An explanation of greenhouse gas reducing features of the project such as project components that improve air quality and reduce greenhouse gas emissions along a specific corridor, surrounding land use density, housing and employment centers, transit- oriented development/sustainable communities strategy projects, active transportation infrastructure and other features, to the extent available. No GHG emissions reduction quantification is required, but can be acknowledged, if available.
- e. An explanation of expected ridership benefits of the project when constructed, including how the project supports better integration of transit services in the region among modes and providers if applicable.
- f. If applicable, an explanation of how some or all of the project is expected to provide direct, meaningful, and assured benefits to a disadvantaged community, low-income communities or low-income households as defined by SB 535 and AB 1550.

### **ZETCP Capital**

If an agency is requesting allocation for funding for **ZETCP capital projects**, they shall include for each requested ZETCP capital project:

- a. A summary or fact sheet (one- to two-page) that includes the following elements:
  - i. Implementing agency or agencies
  - ii. Project title
  - iii. Dates for the start and end of each project phase
  - iv. Summary of project scope
  - v. Total project costs, including identification of the amount of funding used for project management as budgeted for the agency or agencies involved (inclusive of RTPA project management)
  - vi. Identification of the source, type and amount of all funding
- b. A detailed project schedule, including the project's current status, and the completion dates of all major delivery milestones.
- c. Project Location – provide a map for each of the following, where relevant:
  - i. Project location denoting the project site. Provide a KML file showing project location(s) and impacted transit lines.
  - ii. In addition to showing where housing exists, provide information on housing density and planned/zoned/permitted/etc. housing density. This information may come from planning documents and/or zoning code if other approaches are not readily available.
  - iii. In addition to illustrating existing employment centers, provide information on employment density, mix of employment types, and planned future employment land uses. This information may come from planning documents and/or zoning code if other approaches are not readily available.
  - iv. Planned and existing active transportation infrastructure.
- d. An explanation of greenhouse gas reducing features of the project. For all construction projects, agencies are required to submit a copy of the California Air Resources Board (CARB) Quantification Methodologies (QMs) and Calculator Tools for estimating greenhouse gas (GHG) emission reductions and co-benefits identified in Attachment 2.
- e. At the time of the Allocation Package submission, applicants are required to submit a job co-benefit modeling tool, which is based upon a co-benefit assessment methodology

developed by CARB. This tool can be found here:

<https://ww2.arb.ca.gov/resources/documents/cci-methodologies>

- f. An explanation of how some or all of the project is expected to provide direct, meaningful, and assured benefits to a disadvantaged community, low-income communities or low-income households as defined by SB 535 and AB 1550. Agencies must evaluate the criteria detailed by CARB (see Attachment 1) and complete the CARB benefit criteria table in Attachment 3, to determine whether the project meets criteria for providing direct, meaningful, and assured benefits to a disadvantaged community, low-income community, and/or low-income households and address a community need pursuant the CARB's Funding Guidelines, and document the manner in which all or part of the project does so. If an agency plans to engage in additional efforts to consult with disadvantaged or low-income stakeholders as part of project development, a specific task and budget for the proposed activities should be included in the project application.
  - i. It is a goal of programs using GGRF resources to maximize benefits to disadvantaged communities and low-income communities and households. Pursuant to the requirements of SB 535, as amended by AB 1550, the overall California Climate Investments Program funded with Cap-and-Trade auction proceeds must result in: (1) a minimum of 25% of the available moneys in the GGRF to projects located within, and benefiting individuals living in, disadvantaged communities, (2) an additional minimum of 5% to projects that benefit low-income households or to projects located within, and benefiting individuals living in, low-income communities located anywhere in the state, and (3) an additional minimum of 5% either to projects that benefit low-income households that are outside of, but within a 1/2 mile of, disadvantaged communities, or to projects located within the boundaries of, and benefiting individuals living in, low-income communities that are outside of, but within a 1/2 mile of, disadvantaged communities.
  - ii. Information on California Climate Investments to Benefit Disadvantaged Communities with background on SB 535, AB 1550 and the CalEPA California Communities Environmental Health Screening Tool 4.0 (CalEnviroScreen), can be found at: <https://calepa.ca.gov/EnvJustice/GHGInvest/>
- g. Identification of whether the entire project, or only certain components, address AB 1550 benefits, and identification of the portion of the budget related to those components.
- h. An explanation of expected ridership benefits of the project when constructed, if any.

### **Transit Operations Funding**

If an agency is requesting an allocation of funding for transit operations for one or more of the STA-eligible transit operators in its jurisdiction, it shall include the following information for each operator covered by its request:

1. Name of Transit Operator
2. 2022-23 Ridership for the Operator and Operator's Percent of Region's Total Ridership
3. Amount of Funding Requested, by source (TIRCP or ZETCP) and Budget Year
4. List of Specific Activities Funded by the Request, quantified where possible:
  - a. Amount of service being paid for by the additional funding expressed in both revenue service hours and by nature of service retention, restoration or increase invested in (e.g. preventing a reduction in frequency on one or more routes (or systemwide), frequency increases on particular routes or launch of new routes made possible by the funds). Costs involved in maintaining current

operations may include those necessary for ensuring safety and state of good repair of the vehicles and infrastructure necessary to operate service and shall be identified with respect to the current service level they are protecting. In some regions, a different STA-eligible operator may be better able to implement increased or restored service levels than the original operator. This flexibility is allowed and should be noted in the project description when utilized.

- b. Identification of operating expenses invested in increased safety and security measures
- c. Identification of operating expenses that are intended to increase ridership, including those that fund actions to improve coordination of routes and schedules

5. Identification of benefits to transit dependent riders of activities funded by the request

- D. **A summary Excel table including the proposed uses of TIRCP and ZETCP funds by fiscal year of availability**, up to the levels presented in Section 3 above. Uses shall be subdivided between funding for capital projects and funding for operations expenses, with each project and its implementing agency specifically identified, and each operator that will receive operations funding also specifically identified. An Excel template to be used in submitting this required information will be available on the CalSTA website within the Subject Area page dedicated to SB125 Funding. This table should contain data that matches the information submitted in the **Allocation Package Detailed Project Description**. The data table shall indicate the funding year from which funds are encumbered to the project or operating expense by the RTPA. Actual expenditure of funds may be in that year or a future year, as necessary for the project or operation.
- E. Agencies must also submit **regionally representative transit operator data** in coordination with transit operators providing service within the jurisdiction of the regional transportation planning agency. Regionally representative operator data is expected to include all State Transit Assistance-receiving agencies that are also direct reporters to the National Transit Database (NTD), as well as any additional agencies that are expected to receive either operating or capital project funding from the SB 125 funds. Exceptions are noted below. This data collection is aligned with some of the expected data needs for the Transit Transformation Task Force. For agencies to receive an allocation of funds in the 2023-24 fiscal year, the transit operator data must be submitted by December 31, 2023. CalSTA and Caltrans will review the data submissions for completeness, understanding the quality of the data may vary between operators. RTPAs are not required to confirm the data accuracy compiled from their transit operators. If the transit operator data does not meet the following requirements or is incomplete, agencies will have an opportunity to remedy their submission and receive access to the funding after the requirements are met, by no later than April 30, 2024. The regionally representative transit operator data shall include, but is not limited to:
- i. **Existing fleet and asset management plans by transit operators.** Innovative Clean Transit Plan developed for CARB will be considered an already-responsive component of this requirement. Operators that are required to submit Asset Information Module data to the FTA's National Transit Database (whether on their own or as part of a group plan) should confirm the last time period for which data was submitted, and whether they submitted their data as part of a group plan. If such data is already submitted to the NTD by Caltrans, the most recent submission should be noted and referenced. If the STA-eligible transit operators within an RTPA's jurisdiction have operator-specific fleet and/or asset management plans developed for their own management purposes, or for compliance with FTA Capital Investment Program requirements, the most recent version of such plans should be submitted.

ii. **Revenue collection methods and annual costs involved in collecting revenue for each transit operator and regional transportation planning agency involved, by payment instrument.** The methods (payment instruments) of revenue collection should be noted and described for all operators covered by the data submission requirements, including reference to use of cash fareboxes, transit passes and tickets available for sale at different locations and in different media, use of mobile ticketing and/or use of smart cards or contactless payment. Information on revenue collection costs shall also be submitted for those operators or regional agencies that are able to identify specific costs in their operating or capital budgets associated with such revenue collection costs. Annual cost should be related to annual revenue for each STA-eligible transit operator that has relevant data to report. For operators that have no identifiable expenses and are not NTD reporters, fare revenues shall still be submitted for the most recent fiscal year in question. For regional agencies that have revenue collection costs without collecting fare revenues directly, the revenue collection costs should be reported by payment instrument, along with an indication of which operators are served by such revenue collection efforts.

1. The dataset shall include, for each transit operator or regional transportation planning agency involved in revenue collection (as applicable):
  - a. Total cost of revenue collection and total revenue collected for the most recent fiscal year
  - b. Cost of revenue collection by payment instrument (where available, even if only for certain instruments and not all) and total revenue collected by those same payment instruments, for the most recent fiscal year.
2. Planned capital costs related to fare collection in the next 4 years, if any are planned (including those within expected transit vehicle or other procurements).

iii. **A statement of existing service plan and planned service changes through the end of 2023-24, and schedule data in General Transit Feed Specification (GTFS) format.** The goal of this data submission is to provide up to date representation of schedules by transit operator. Nearly all transit agencies of the state are providing their data in GTFS format on a regular basis, and are required to start doing so by FTA regulations by 2024. Such data is already visible to the public and to state agencies as indicated below. Compliance with these statutory requirements may be met by each operator confirming that their current schedule data is correct (an accurate representation of the service that the customer will see in operation), and that future service changes will be translated into an updated GTFS format on a timely basis. If a service change is planned during FY 23-24, an estimated date for submission of GTFS data should be indicated.

A brief summary of the existing service plan and changes to the levels of service planned by operator, at a level that is representative of the larger planned changes but does not need to cover minor changes, shall accompany the allocation package. Major frequency changes, or addition or discontinuance of routes, should be reflected, but not minor routing or scheduling changes. In addition, changes in total amount of revenue service hours planned for this current fiscal year shall be reported, along with the timeframe for such a change.

1. Existing service is assumed to have been described in the agencies most recent GTFS feed / GTFS Realtime feed. A list of agencies and associated

feeds can be found at <https://data.ca.gov/dataset/cal-itp-gtfs-ingest-pipeline-dataset/resource/e4ca5bd4-e9ce-40aa-a58a-3a6d78b042bd>. If this is in error, please contact [hello@calitp.org](mailto:hello@calitp.org). More general information specific to reporting in GTFS may be found at <https://dot.ca.gov/cal-itp/california-minimum-general-transit-feed-specification-gtfs-guidelines>.

2. For the proposed service plan, the ideal format is a GTFS feed, representing, at a minimum, proposed weekday, Saturday and Sunday service, planned scenario. Otherwise, we will accept frequency or new line-based changes. (i.e., line X goes from every 20 minutes to every 10 minutes during peak periods, defined as 6am-9am and 4pm to 7pm).
  3. The phasing plan for any proposed service changes.
- iv. Expenditures on security and safety measures.** This data should be submitted by those agencies that have current or changed levels of expenditure that are specific to security (including cybersecurity) and safety measures, if applicable to the agency or operators covered by the report. This information is expected to highlight those regions and agencies that are expending significant funding, in order to consider this in the context of the Transit Transformation Task Force and to consider the role such spending may play in restoring and increasing ridership. Not all agencies and operators are expected to have specific data in this area.
- v. Opportunities for service restructuring, eliminating service redundancies, and improving coordination amongst transit operators, including, but not limited to, consolidation of agencies or reevaluation of network management and governance structure.** RTPAs with efforts involving these activities across their region or involving specific operators shall provide a summary of the opportunities they are pursuing or have acted upon, including any reports on such opportunities.

Technical assistance in addressing the required contents of the Initial Allocation Package and any future updates may be requested by emailing the SB 125 e-mail address at [SB125transit@calsta.ca.gov](mailto:SB125transit@calsta.ca.gov). Assistance may be provided by CalSTA, Caltrans or CARB, depending on the nature of the specific question.

Applicants are reminded that while initial allocation packages are due by December 31, 2023, they may submit updates to such packages on a rolling basis that CalSTA anticipates reviewing on a 30- to 60-day timeline for approval of additional allocations of funding, up to the limit available for the RTPA at the relevant point in the program.

RTPAs are also required to make publicly available (i.e., posted online) a summary of monthly ridership data, consistent with the data submitted to the FTA's NTD, from all its transit operators and should cover the time period starting on July 1, 2022, through at least June 30, 2028. The monthly reports should include ridership data for each mode of public transportation service that the agency operates. This information will provide the public with monthly trends in ridership and service supplied throughout the year, and also allow for a comparison of ridership recovery compared to this same time last year. Caltrans will provide all RTPAs with a summary report each month that meets the requirements of this statutory provision, drawn from the data reported to the National Transit Database. The data will be drawn from the NTD at: [Complete Monthly Ridership \(with adjustments and estimates\) | FTA \(dot.gov\)](#). RTPAs are required to post a link to this report and data in a manner easily accessed by the public, so that ridership trends within their region can be easily reviewed, in order to receive approval for their allocation packages. For RTPAs with transit operators who do not report monthly data to the NTD, Caltrans will include the most recent annual ridership numbers provided to the NTD. RTPAs may publish

additional ridership data for agencies that do not report monthly to the NTD at their discretion, in order to allow public understanding of the changes in ridership experienced over the SB 125 funding time period.

Unrelated to the Allocation Package submissions, agencies are required to submit and receive approval of a one-time, long-term financial plan by June 30, 2026, that addresses the approach to sustain the region's transit operations absent additional discretionary or nonformula state funding to maintain eligibility for future TIRCP funding in the 2026-27 fiscal year and beyond. *This plan will be analyzed and reviewed for completeness.*

Each long-term financial plan shall include, but is not limited to:

- I. Demonstration of the implementation of ridership retention and recovery strategies, including, but not limited to, policies that prioritize safety and cleanliness and streamlined coordination between transit operators, such as schedule coordination, reduced boarding times, operational management, and site sharing, to improve rider experience.
- II. A five-year forecast of operating funding requirements with detail on all sources of funding proposed for operations, including any new local and regional funding sources being pursued and the progress and improvements implemented since the last submitted regional short-term financial plan.

Technical assistance as it relates to the development of long-term financial plans may be offered from CalSTA and/or Caltrans. RTPAs are expected to utilize existing plans and documents that address the requirements of the long-term financial plan where possible, including the use of supplemental materials or addenda that address the long-term plan requirements and reference back to their existing plans as applicable. CalSTA analysis and review for completeness will only extend to content required by the provision of SB 125. Additional guidance will be developed and articulated in future updates to these guidelines, per the legislative intent of SB 125.

## 7 Approval and Programming

Once an agency's Initial Allocation Package is received, along with verification that monthly ridership data as required by statute is available on each regional agency's website, CalSTA will review and analyze the submitted documents for completeness and for project eligibility with a commitment to facilitate these funds to projects in an expeditious manner and not infringe on the local decision-making processes that determined the specific projects proposed for funding. If all projects are eligible and the documentation is complete, CalSTA will notify the RTPA that its package is approved, publish the information on its SB125 Transit Formula Program subject area page, and authorize disbursement of applied-for funds to the RTPA. If Initial Allocation Packages are incomplete, RTPAs will be promptly notified and allowed to address areas of incompleteness. If any projects are found to be ineligible, RTPAs will be provided an opportunity to choose between either remedying the ineligible project (or replacing it with another) prior to having the entire package approved, or advancing all projects that are eligible and addressing the ineligible project in a future Updated Allocation Package. CalSTA will maintain a Program Allocation Report that will incorporate all approved projects (both capital and operating) that will be updated in any quarter during which additional approvals of Initial Allocation Packages or Updated Allocation Packages have been made.

Agencies are not required to fully apply for all available funding at the time of Initial Allocation Package submission. Unrequested monies, or the request to program interest earned on deposited funds that have not yet been disbursed to implementing agencies, may be requested in a future Updated Allocation Package. If an agency chooses to request previously unrequested funding or reprioritize funding between projects (including the addition or deletion of a project from their approved project list), an Updated Allocation Package shall be submitted for approval, including a Summary of Changes section immediately after the cover letter authorizing submission, and any updates to the project information in the document



relative to the request. Such documents will be reviewed and analyzed upon receipt for completeness and project eligibility with a commitment to facilitate these funds to projects in an expeditious manner and not infringe on the local decision-making processes that determined the specific projects proposed for funding, with the approved changes included in the quarterly updates to the Program Allocation Report. Notification will be provided to each submitting agency within 30 to 60 days of submission of an Updated Allocation Package regardless of whether the next quarterly Program Allocation Plan has been published.

## 8 Project Delivery and Reporting

To the extent that recipients specify existing TIRCP projects that already have competitive TIRCP funding awards, CalSTA and Caltrans will work with each project sponsor to update project program supplements to reflect the use of these supplemental resources on the project under its delegated authority from CalSTA. The first year of funding for TIRCP and the ZETCP is already available for distribution once required materials are submitted and is expected to be fully encumbered or expended and liquidated by June 30, 2028. FY23-24 funds for TIRCP and the ZETCP must be disbursed to RTPAs by this deadline. Once received by the RTPA there is no deadline for the expenditure of funds. Agencies may spend SB 125 funds in any order relative to other state, federal and local funds.

As a condition of ongoing disbursement of requested SB 125 funds, the RTPAs must submit to CalSTA an Annual Report documenting the activities and progress made toward implementation of the projects and operating expenditures, which includes total SB 125 expenditures to date and total amount remaining. Recordkeeping and reporting requirements will apply through the life of the projects.

As previously noted, recipients must deposit funds into a dedicated bank account that will hold only SB 125 funds. If a separate account is not possible, the agency may show documents of a line item or subaccount dedicated to SB 125 funds. These funds must also be spent on eligible projects and will be accounted for when an agency submits its required Annual Report.

A reporting template will be distributed prior to the first annual report being due by December 31, 2024.

A final delivery report for completed capital projects may also be required, to provide notification of the completion of the project and confirmation of its placement into service. Additional guidance may be developed and articulated in future updates to these guidelines, per the legislative intent of SB 125, and may include the development and distribution of a final delivery report template in the future.

Consistent with CARB's Funding Guidelines, local agencies are required to report on job co-benefits, in addition to all other reporting requirements, for funding associated with the ZETCP. Job co-benefits refer to California jobs supported, not created, by California Climate Investments. Jobs supported by California Climate Investments include direct, indirect, and induced employment.

At the time of the Allocation Package submission for the ZETCP, agencies are required to submit a job co-benefit modeling tool, which is based upon a co-benefit assessment methodology developed by CARB. Once an awarded project has been implemented, funding recipients will also be required to report actual (not modeled) jobs data via the semi-annual reporting process. Note that these requirements are only for the ZETCP and are not necessary for the SB 125 TIRCP funding. Projects accessing funding from the ZETCP may also be required to submit reporting information related to greenhouse gas reductions and priority population benefits in accordance with the CARB's Funding Guidelines (see Attachment 1).

Implementing agencies should note that additional Project Outcome Reporting may be required for TIRCP or ZETCP capital projects. Caltrans may provide assistance through Cal-ITP on scheduling, real-time information and payments to streamline reporting requirements.

The State of California has the right to review project documents and conduct audits during project implementation and over the life of the project. Caltrans or another State agency may audit a sample of SB

125 projects to evaluate the performance of the project, or compliance with state and federal laws and regulations, contract provisions; and program guidelines, and whether project deliverables (outputs) and outcomes are consistent with the project scope, schedule, and benefits described in the Allocation Package. A report on the projects audited must be submitted by the auditing agency to CalSTA.

In addition, agencies that receive ZETCP funding under this program shall submit a report to CalSTA, no later than October 31, 2024, and annually by October 31<sup>st</sup> of subsequent years, that includes the following information:

- a. How much funding is to be used for operating costs, if any.
- b. The number, type, date, and location of zero-emission buses, trains or other vehicles purchased, if any.
- c. The number, type, date, Open Charge Point Interface (OCPI) data, and location of electric charging stations or hydrogen fueling stations purchased and installed, if any.
- d. The nameplate capacity of installed equipment in kilowatts for electric charging stations and kilograms per day for hydrogen fueling stations, if any.
- e. The total costs and the source of funding for vehicles and equipment purchased using these funds.

Additional guidance related to the ZETCP annual report will be provided at least six months before its required submission.

## 9 Project Administration

Projects awarded funding from SB 125 are expected to document and publicize the TIRCP and ZETCP in proper context when developing press releases and board documents, or in hosting public events such as project groundbreakings. References should be made to TIRCP, ZETCP, the California State Transportation Agency as the program sponsor, and the state programs as fund sources, as applicable, in order to ensure transparency regarding the funding of the projects. Additional details may be provided.

Agencies must encumber and expend monies consistent with State law and ensure that GGRF monies are utilized consistent with the expenditure record submitted by CalSTA and required by SB 1018. A determination that use of GGRF monies is not consistent with the expenditure record and does not further the purposes of AB 32 may occur during legal proceedings or during an audit or program review conducted by the Bureau of State Audits, Department of Finance, a third-party auditor, or CARB. Depending on the outcome of those proceedings or review, agencies may be required to return monies to the state if expenditures are not consistent with the statutory requirements (such as not furthering the purposes of AB 32).

If a short-term financial plan does not meet the content and completeness requirements outlined in section 6, or if specific projects described do not meet eligibility requirements, agencies will have an opportunity to remedy their plan and receive access to the funding after the requirements are met.

Audits and on-site monitoring can take place at any time at the discretion of CalSTA, without prior warning given to the agency. CalSTA has the right to audit the project records, including technical and financial data of the Project Applicant, the Implementing Agency, and any consultant or sub-consultants at any time after award, during the course of the project and for three years from the date of the final closeout of the project, therefore all project records shall be maintained and made available at the time of request.

The state may terminate the disbursement of funds if it learns of or otherwise discovers that there are allegations supported by reasonable evidence that a violation of any state or federal law or policy by the recipient which affects performance of this funding, or any other grant agreement or contract entered into with the State. If funding disbursement is terminated, or project approval revoked, the



agency may be required to fully or partially repay funds from the TIRCP or ZETCP.

## **Attachment 1: CCI Funding Guidelines for Administering Agencies** **(applies to ZETCP Recipients Using GGRF Funds)**

### **Investments to Benefit Disadvantaged Communities and Low-Income Communities and Households**

The California Air Resources Board (CARB) released the "Funding Guidelines for Agencies Administering California Climate Investments" (Funding Guidelines) on August 30, 2018.

The 2018 Funding Guidelines provide flexibility in implementing a diverse set of investments while maintaining transparency of outcomes and ensuring meaningful community benefits from these investments. These guidelines align with the Legislature's priorities found in [AB 398](#) and Fiscal Year (FY) 2017-18 appropriations. These guidelines reflect the increasingly important role of California Climate Investments in facilitating the reduction of greenhouse gases while also reducing air pollution, helping communities adapt to the impacts of climate change, and providing meaningful benefits to disadvantaged communities, low-income communities, and low-income households (also referred to as "[priority populations](#)"), among other statutory requirements.

CARB collaborates with agencies that administer California Climate Investments programs to develop individual targets for each program to drive investments that achieve direct and meaningful benefits to [priority populations](#) and help ensure that [statutory requirements](#) are met, which are described in AB 1550.

Additional information can be found at the following CARB websites:

<https://ww2.arb.ca.gov/resources/documents/cci-funding-guidelines-administering-agencies>

## **Attachment 2: Quantification Methodology and Co-Benefit Assessment Methodology**

### **CCI Quantification and Reporting Materials**

Administering agencies using ZETCP GGRF funding for capital expenditures must use the Funding Guidelines with the resources provided by CARB to develop effective programs and demonstrate compliance with program requirements.

Resources include Quantification Methodologies (QMs) and Calculator Tools for estimating greenhouse gas (GHG) emission reductions and co-benefits; Benefit Criteria Tables (BCTs) for determining benefits to priority populations; and Reporting Templates for reporting outcomes.

CARB staff developed the [TIRCP QM](#) and associated [Calculator Tool](#) to provide guidance for estimating the GHG emission reductions and selected co-benefits for each proposed project type. The calculator tool automates methods described in the QM document, outlines documentation requirements, and provides a link to a step-by-step user guide with project examples. Projects will report the total project GHG emission reductions and co-benefit estimated using the TIRCP Calculator tool as well as the total project GHG emission reductions per dollar of GGRF funds.

The TIRCP Calculator Tool will be used for most ZETCP capital projects, and also for developing quantification estimates for new TIRCP capital projects using SB 125 funds.

Using many of the same inputs required to estimate GHG emission reductions, the TIRCP Calculator Tool will estimate the following co-benefits and key variables from TIRCP projects

- ROG emission reductions (lbs),
- NOx emission reductions (lbs),
- PM2.5 emission reductions (lbs),
- Diesel PM emission reductions (lbs),
- Passenger VMT reductions (miles),
- Fossil fuel use reductions (gallons),
- Fossil fuel energy use reductions (kWh),
- Passenger travel cost savings (\$), and
- Energy and fuel cost savings (\$).

While many ZETCP and TIRCP projects will use the TIRCP calculator tool, there are some project types that may not be covered by a single tool. CARB staff have developed the ZETCP QM by compiling the calculator tools from TIRCP, LCTOP, the Affordable Housing and Sustainable Communities (AHSC) program, the Low-Income Weatherization Program (LIWP), and the Low Carbon Fuel Production (LCFP) Program. The LIWP calculator can be used to calculate the benefits from solar panel and microgrid installations. The LCFP calculator can be used to calculate the benefits from alternative fuel generation in either a new facility or an expanded, existing facility.

All CARB co-benefit assessment methodologies are available at:  
<https://ww2.arb.ca.gov/resources/documents/cci-methodologies>

Reporting templates are developed specifically for each program within California Climate Investments. These templates are used by TIRCP staff to report on outcomes from all projects funded by TIRCP, and are expected to also be used to report on outcomes for ZETCP GGRF-funded projects. Additional quantification tools will be identified by CARB for ZETCP project types that are not covered by current quantification tools, generally

utilizing select tools used by existing GGRF programs.

Additional information can be found at the following CARB website:

<https://ww2.arb.ca.gov/resources/documents/ci-quantification-benefits-and-reporting-materials>

### **Co-benefit Assessment Methodology**

California Climate Investments support the State's climate change goals and provide many additional benefits to individuals, households, businesses, and communities. These "co-benefits" include social, economic, and environmental benefits. CARB provides guidance on quantification methods and reporting to administering agencies. CARB contracted with the University of California, Berkeley (UC Berkeley) to help research and develop methods for evaluating project co-benefits. Guidance on using the co-benefit assessment methodologies is contained in [CARB's Funding Guidelines](#).

The co-benefits were prioritized based on administering agency input and broad applicability to California Climate Investments programs. UC Berkeley first reviewed the scientific data to determine if methods could be developed and summarized the findings in literature reviews. Next, UC Berkeley and CARB developed Co-benefit Assessment Methodologies where feasible. CARB solicited public comment on draft versions in Spring 2018 prior to posting final Co-benefit Assessment Methodologies. CARB may review and update assessment methodologies periodically based on new or evolving project types; new legislation; available resources; new scientific developments or tools, or modifications in the analytical tools or approaches upon which the methodologies were based; or input from administering agencies or the public.

The California Air Resources Board is updating the Co-benefit assessment methodology. See the following website for the final methodology.

<https://ww2.arb.ca.gov/resources/documents/ci-methodologies>

## **Attachment 3: Benefit Criteria Tables**

### **CCI Benefit Criteria Tables**

ZETCP will use the Sustainable Transportation [Benefit Criteria Table](#) developed by CARB to ensure that programs meet the minimum levels of investments to projects that benefit residents of disadvantaged communities, low-income communities, and low-income households, collectively referred to as “priority populations”.

All projects counting toward the statutory investment minimums must be located within an identified community and benefit individuals living within that community, or directly benefit residents of low-income households anywhere in the State. Administering agencies must determine if a project meets the criteria for providing direct, meaningful, and assured benefits to priority populations using the following evaluation approach:

**Step 1:** Identify the Priority Population(s). Be located within a census tract identified as a disadvantaged community or low-income community, or directly benefit residents of a low-income household.

**Step 2:** Address a Need. Meaningfully address an important community or household need for the disadvantaged community, low-income community, or low-income household.

**Step 3:** Provide a Benefit. Using the evaluation criteria, identify at least one direct, meaningful, and assured benefit that the project provides to priority populations. The benefit provided must directly address the identified need.

Only investments that meet these criteria will be counted toward achieving the statutory investment minimums identified for priority populations. Administering agencies can fund projects that otherwise provide meaningful benefits, but do not meet these criteria; however, those projects will not be counted toward investment minimum.



## STAFF REPORT

### Informational

**Prepared By:** Veronica Lezama,  
Transportation Planning Manager  
**Subject:** Monthly Caltrans District 5  
Construction Projects Report

### Agenda Item No. 16

**Approved By:** Binu Abraham, Executive Director

**Meeting Date:** October 19, 2023

### Recommendation:

RECEIVE Monthly Caltrans District 5 Construction Projects Report.

### Summary:

The Council of San Benito County Governments (COG) Board of Directors will receive the monthly report from Caltrans District 5 on active highway projects in San Benito County.

### Background/ Discussion:

As an ex officio member, the California Department of Transportation (Caltrans) provides the COG Board of Director's a summary report of all active highway and other state oversight projects in San Benito County. The enclosed Caltrans Update of Projects identifies the following projects in San Benito County.

1. Highway 25/156 Roundabout
2. Highway 156 Improvement Project
3. Highway 25 Curve Alignment Restoration
4. Hollister Clean CA
5. U.S 101 Southbound Connector Extension
6. SR 156/Alameda EB Right-Turn Channelization
7. Highway 25 Expressway Conversion - San Felipe, Segment 1
8. Rocks Road US 101 Wildlife Connectivity Project

### Financial Impact:

Please see attached project updates report.

### Attachment:

1. Caltrans District 5 Construction Projects Report and Turbo Roundabout Slides



**CONSTRUCTION PROJECTS**

Project	Location/Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Contractor	Comments
1. <b>Highway 25/156 Roundabout (1J480)</b>	Intersection of SR 25/156, north of Hollister  (PM 54.048)	Construct Roundabout	June 2022 - Early 2024	\$10.9 million	SHOPP	Terry Thompson	Graniterock Construction	Construction is in Stage 5 and functioning as a single lane roundabout. Work has begun on the center island.
2. <b>Highway 156 Improvement Project (34490)</b>	In and near San Juan Bautista, from The Alameda to slightly east of Fourth Street  (PM 3.0/R8.2)	Construct four-lane expressway	August 2022 - Fall 2025	\$89.7 million	STIP/Local	Terry Thompson	Teichert Construction	Continued construction activities. Retaining wall final section was poured.
3. <b>Highway 25 Curve Alignment Restoration (1H810)</b>	Near Hollister, just north of San Benito Lateral  (PM 18.8/19.1)	Curve restoration	March 2023 - Fall 2024	\$5.4 million	SHOPP	Terry Thompson	Teichert Construction	Continued TWE Fence installation. California Department of Fish and Wildlife (CDFW) requested fence installation be completed before any clearance surveys or excavation work could be conducted resulting in delays.
4. <b>Hollister Clean CA (1P531)</b>	On Route 25 in San Benito County from Sunset Dr. to Santa Ana Rd.  (PM 49.9/51.2)	Install beautification, transportation art, and safety measure enhancement project in Caltrans R/W.	April 2023 – Summer 2025	\$1.2 million	Clean CA	Terry Thompson	Bortolussi & Watkin, Inc.	Construction began.



# PROJECT UPDATE - SAN BENITO COUNTY

PREPARED FOR THE OCTOBER 19, 2023, COUNCIL OF SAN BENITO COUNTY GOVERNMENTS MEETING

## PROJECTS IN DEVELOPMENT

Project	Location/Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Phase	Comments
5. <b>U.S 101 Southbound Connector Extension (1N910)</b>	In San Benito County 3.0 miles West of San Juan Bautista at SR-156 and U.S. Route 101	Extend westbound connector an additional 1800 feet and construct a ramp meter	TBD	TBD	Minor A	Terry Thompson	PA&ED	Continued surveys and environmental studies.
6. <b>SR 156/Alameda EB Right-Turn Channelization (1P300)</b>	In San Juan Bautista at the intersection of SR 156 and The Alameda  (PM 2.9/3.1)	Installation of eastbound right-turn channelization from SR 156 onto the Alameda	Spring 2024	TBD	Oversight/ Local	Terry Thompson/ Paul Valadao	PA&ED	The City approved change in ownership of the developer. Caltrans held a project kick-start meeting on Nov. 1 with the City's team to discuss the Right of Way challenges and how it may affect project delivery. Caltrans is actively collaborating with the City's design team on inquiries regarding adjacent/affected property owners.
7. <b>Highway 25 Expressway Conversion - San Felipe, Segment 1 (48541)</b>	San Felipe Road to 0.3 miles north of Hudner Lane (0.8 mi west of SR 25 to 0.5 miles east of SR 25)	Conversion of 2-lane conventional highway to a 4-lane expressway	N/A	N/A	Local	Terry Thompson	PA&ED	This project has been paused until Caltrans and SBCOG determine the range of project alternative needed to align this project with SB743 VMT guidelines.



# PROJECT UPDATE - SAN BENITO COUNTY

PREPARED FOR THE OCTOBER 19, 2023, COUNCIL OF SAN BENITO COUNTY GOVERNMENTS MEETING

## PROJECTS IN DEVELOPMENT (*CONTINUED*)

Project	Location/Post Mile (PM)	Description	Construction Timeline	Construction Cost	Funding Source	Project Manager	Phase	Comments
8. <b>Rocks Road US 101 Wildlife Connectivity Project (1Q260)</b>	In San Benito County in the Aromas Hills (PM 0.0/2.8)	Identify wildlife crossing opportunities to connect important habitat on both sides of US 101 and improve safety for drivers and wildlife	TBD	TBD	State Funded	Terry Thompson	PID	Developing PID document by preparing project alternatives. In late November it will be determined if this project has been chosen for federal grant funding.

### ACRONYMS USED IN THIS REPORT:

<b>ADA</b>	Americans with Disabilities Act
<b>CEQA</b>	California Environmental Quality Act
<b>CMAQ</b>	Congestion Mitigation Air Quality
<b>CMIA</b>	Corridor Mobility Improvement Account
<b>CTC</b>	California Transportation Commission
<b>ED</b>	Environmental Document
<b>EIR</b>	Environmental Impact Report
<b>PA&amp;ED</b>	Project Approval and Environmental Document
<b>PM</b>	Post Mile
<b>PS&amp;E</b>	Plans, Specifications, and Estimates
<b>RTL</b>	Ready to List
<b>RW</b>	Right of Way
<b>SBI</b>	Senate Bill 1, the Road Repair and Accountability Act of 2017
<b>SCL</b>	Santa Clara County Line

<b>SHOPP</b>	State Highway Operation and Protection Program
<b>SR</b>	State Route
<b>STIP</b>	State Transportation Improvement Program
<b>TBD</b>	To Be Determined
<b>TMS</b>	Traffic Management System





## STAFF REPORT

### Informational

**Prepared By:** Binu Abraham, Executive Director  
**Subject:** Caltrans Project Delivery Process

### Agenda Item No. 17

**Approved By:** Binu Abraham, Executive Director  
**Meeting Date:** October 19, 2023

### Recommendation:

Receive Presentation on the Caltrans Project Delivery Process.

### Summary:

Caltrans will be presenting on the processes involved in the delivery of a project.

### Background/ Discussion:

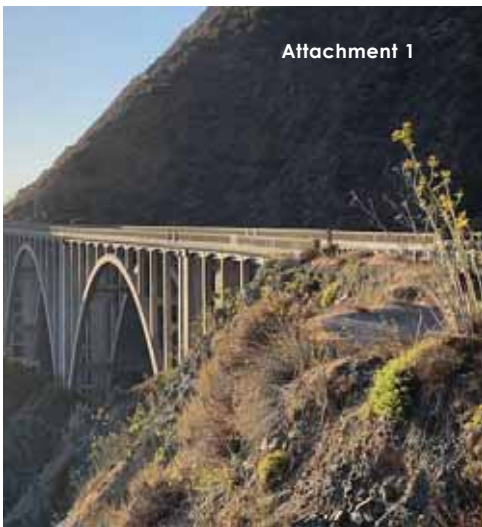
Getting projects from the idea stage to actual construction can take many years. The question always arises as to why it takes so long? Terry Thompson, Caltrans District 5 Project Manager will be presenting an overview of the Caltrans processes involved in the delivery of a project, the steps taken for public engagement and ultimately to construction completion.

### Financial Impact:

None.

### Attachment:

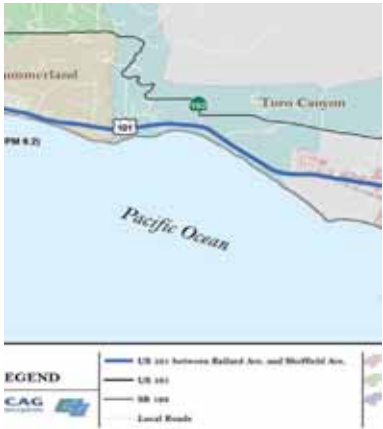
1. Caltrans Project Delivery- How Caltrans Build Projects and How the Public Can Be Involved



# CALTRANS PROJECT DELIVERY

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HOW CALTRANS BUILDS PROJECTS & HOW THE PUBLIC CAN BE INVOLVED

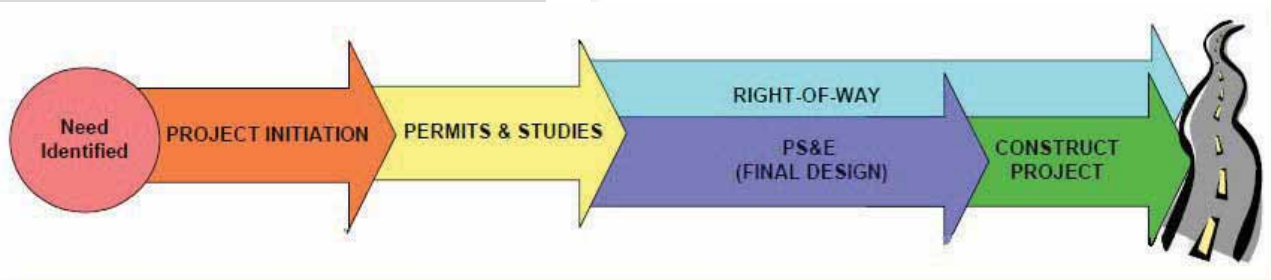


### WHAT IS A PROJECT?

- A temporary endeavor undertaken to plan, develop and construct an improvement, modification, or addition to the State Highway System (SHS).
- Projects are composed of phases.
- Phases are composed of tasks, which create the product.

# PROJECT LIFE CYCLE

THE SERIES OF PHASES (COMPONENTS) THAT A PROJECT PASSES THROUGH FROM INITIATION TO ITS CLOSURE.



## PLANNING PHASE WHY BUILD IT?

- A QUALIFIED NEED IS IDENTIFIED
- SYSTEM & REGIONAL TRANSPORTATION PLANNING





**US 01**

**Transportation Concept Report  
US 101  
District 5  
December 2014**

The information and data contained in this document are for planning purposes only and do not constitute a final design of any project. Any information in this TCR is subject to modification as conditions are discovered. Although planning information is dynamic and continually changing, Caltrans makes every effort to ensure the accuracy and timeliness of the information contained in the TCR. This document does not constitute a statement, specification, or regulation, nor is it intended to address design issues and shall not be used as a substitute for project specific analysis, including but not limited to, that pertain to any private or public development proposal.

California Department of Transportation  
Caltrans Improves Mobility Across California

*[Signatures]*  
 Director  
 Date  
 Alex K. Lee  
 District 5 Deputy Director  
 Planning and Int'l Assistance  
 Date

# HOW DO WE IDENTIFY NEEDS?

- SYSTEM PLANNING:  
TRANSPORTATION CONCEPT  
REPORTS, CORRIDOR &  
FEASIBILITY STUDIES
- MAINTENANCE & SAFETY  
ANALYSIS:  
PAVEMENT & BRIDGE  
PROGRAM, SAFETY ANALYSIS
- AND...  
REGIONAL TRANSPORTATION  
PLANS  
(GENERAL & LOCAL)
- FOSTERING RELATIONSHIPS  
WITH PARTNERS



## PROJECT INITIATION

- Project Development Team (PDT)
- Project Initiation Document (PID)
- Project Scope
- Purpose & Need
- Identifies Alternatives

\*\* Average Duration: 1-2 years

**PUBLIC INVOLVEMENT:** Engage with the community/partners as the scope develops.

# SECURING FUNDING: PROGRAMMING A PROJECT



## The IP's (Improvement Programs)

- STIP: State Transportation
- RIP: Regional
- ITIP: Interregional

## SHOPP's

- State Highway Operations & Protection Program
  - Safety
  - Maintenance
  - Mandates

## SB1

- TCEP (Trade Corridor Enhancement Program)
- SCCP (Solutions of Congested Corridors Program)
- LPP (Local Partnership Program)

## Local Fund Sources

- Self-help (Measure) Programs
- Regional Impact Fee Programs

# PA&ED

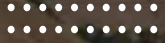
## PROJECT APPROVAL & ENVIRONMENTAL DOCUMENT

- Project studies begin
  - Document provides ultimate scope, schedule, and cost.
  - Final product is a Project Report with the environmental clearance and selected alternatives.
- \*\* Average Duration 2-6 years

**PUBLIC INVOLVEMENT:** Public comment on Draft Environmental Document and public meetings.







# PS&E & R/W

PLANS, SPECIFICATIONS  
AND ESTIMATE & RIGHT  
OF WAY

- Final design doesn't usually begin until PS&E.
- Project information is reviewed/updated
- Scope & design of alternative is refined
- Final plans, mapping & reports are completed.
- Right-of-way and utility requirements are further developed and Procurement begins.

\*\* Average Duration: 2 years



## PLANS, SPECIFICATIONS & ESTIMATES (PS&E) INCLUDES:

- Perform Final Engineering
- Obtain Environmental Permits
- Allocate funds, advertise, award & approve

## • PUBLIC INVOLVEMENT!

Updates with stakeholder groups and permit hearings.



## CONSTRUCTION (CON) INCLUDES:

- Construct Improvements
- Certify Environmental Commitments
- Close-out Projects

**PUBLIC INVOLVEMENT:**  
Coordination with stakeholders,  
groundbreaking/ribbon cuttings,  
driving safely through work zones

# MAINTENANCE

Improvements are transferred to the maintenance program who is assigned the care and upkeep of state highways.

**PUBLIC INVOLVEMENT:** Reporting needs back to Caltrans, being the eyes and ears.





## Typical Highway Improvement Project

