



OVERALL WORK PROGRAM

Planning Activities for the San Benito Region
Fiscal Year 2025/2026



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Mission Statement

SBCOG improves the mobility of San Benito County travelers by planning for and investing in a multi-modal transportation system that is safe, economically viable, and environmentally friendly.

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Council of San Benito County Governments

The Council of San Benito County Governments (SBCOG) was formed in 1973 through a Joint Powers Agreement among the City of Hollister, City of San Juan Bautista, and the County of San Benito. SBCOG consists of a five-member board that includes two representatives from the San Benito County Board of Supervisors, two representatives from the Hollister City Council, and one representative from the San Juan Bautista City Council. Caltrans serves as a non-voting ex-officio member.



SBCOG provides a forum for addressing regional concerns and fostering agreement on transportation matters. Its mission is to improve the mobility of San Benito travelers by developing and investing in a multi-modal transportation network that prioritizes safety, economic viability, and environmental sustainability. This mission is accomplished through planning and funding a variety of transportation projects and programs.

As the Regional Transportation Planning Agency for the San Benito region, SBCOG is responsible for developing an annual Overall Work Program (OWP) that guides the collaborative planning process, which involves the City of San Juan Bautista, City of Hollister, and County of San Benito. The process also involves coordination with the Association of Monterey Bay Area Governments (AMBAG), the Valley Transportation Authority (VTA) and the California Department of Transportation (Caltrans). Specifically, the OWP establishes the transportation planning objectives to be achieved and assigns institutional responsibility and funding to complete the work. The OWP is organized in the following six chapters:

Chapter 1: Introduction/Prospectus describes the region and overview of the San Benito regional transportation system.

Chapter 2: Overall Work Program summarizes the purpose of the program and prior fiscal year planning accomplishments.

Chapter 3 Transportation Planning Priorities and Goals identifies the state and federal planning goals.

Chapter 4: Agency Organizational Structure describes the SBCOG agency structure, institutional relationships, consultation, and outreach processes.

Chapter 5: Funding Activities show the use of projected revenues to complete the OWP during the 2025/26 Fiscal Year and how those resources are allocated.

Chapter 6: Planning Program for Fiscal Year 2024/2025 contains Work Elements of major course work for the upcoming fiscal year. Each Work Element includes the project title, tasks, products/deliverables, schedule, staffing, and revenues for implementation of the OWP.

Appendices A-E contains State of California required certifications and adopting resolutions.

CHAPTER 1: INTRODUCTION/PROSPECTUS

A. Description of the Region

San Benito County, situated in California's Central Coast Region just south of Silicon Valley, is known for its rural character and agricultural community (Figure 1: Map of San Benito County). Covering an area of 1,389 square miles, San Benito County is bordered by Santa Clara, Santa Cruz, Monterey, Fresno, and Merced counties. From flat valley floors and rolling rangelands to peaks reaching 5,000 feet, the County features an array of geographic diversity. According to the 2020 U.S. Census, the total population of the County was 64,209. The County has two incorporated cities – Hollister, with a 2020 population of 41,678, and San Juan Bautista, with a 2020 population of 2,089 – as well as various unincorporated communities (Aromas, Tres Pinos, Panoche, Ridgemark, and Paicines), and is also home to culturally significant lands stewarded by the Amah Mutsun Tribal Band through the Amah Mutsun Land Trust. The majority of San Benito County's population is concentrated in and around the two incorporated cities in the northern region, while the southern part of the County remains sparsely populated. Significant portions of southern San Benito County are managed by the Federal Bureau of Land Management, with whom the SBCOG coordinates on transportation matters such as emergency access routes and environmental protection.

In San Benito County, both the quality of life and economy rely on an efficient, effective, and well-coordinated multimodal transportation system that provides diverse mobility options for the movement of people and goods. The existing system features essential linkages between rural and urban areas, which must be maintained due to their critical role in supporting the local economy and community well-being. Effective rural transportation planning enhances multimodal and intermodal connectivity, ensuring the county's quality of life and economic vitality are sustained and improved. To achieve this, strategic long-term investment perspectives are leveraged, allowing for a broad range of investment options to be considered in meeting the needs of transportation system users.

Most importantly, effective rural transportation planning provides the users and stakeholders of the transportation system with ample opportunity to participate in the planning process, thus ensuring maximum input into the desires, visions, and directions for transportation system investment.

B. Snapshot of the San Benito Regional Transportation System

i. Transportation - Highways, Roads, and Funding

The San Benito region includes several highways that connect people between several counties, including Monterey, Santa Cruz, Santa Clara, Merced, and beyond. The Federal U.S. Bureau of Land Management and the National Park Service maintain a combined 34.5 centerline miles within the County. The State of California's highway system includes nearly 90 maintained miles within San Benito County.¹

The California Department of Transportation (Caltrans) maintains one federal and four state highways, which include routes US 101, SR 25, SR 129, and SR 156. Caltrans implements highway maintenance and safety projects along those routes.

- U.S. 101 passes through the northwestern portion of San Benito County for 7.5 miles and serves primarily interregional traffic.
- State Route 25 traverses the entire length of San Benito County from the south at the junction of SR 198 in Monterey County, north through Paicines, Tres Pinos, and Hollister to the northern county boundary near Gilroy, where it connects to U.S. 101. This primarily rural route functions as a two-lane conventional highway, apart from a short section in Hollister where there are three miles consisting of four and six lanes with access control (Figure 2: SR 25 in San Benito County).
- State Route 129 operates as a two-lane conventional highway; SR 129 extends from Santa Cruz County into the northwestern portion of San Benito County connecting to U.S. 101 approximately 2.6 miles from the Santa Cruz/San Benito County line.
- State Route 156 traverses northern San Benito County, from U.S. 101 through San Juan Bautista and Hollister to the San Benito/Santa Clara County line where it connects with SR 152. SR 156 is a four-lane expressway from U.S. 101 to San Juan Bautista, where it narrows into a conventional two-lane rural highway. In the Hollister area, SR 156 becomes a two-lane



Figure 2: SR 25 in San Benito County

¹ California Public Road Data 2015

expressway, as it bypasses Hollister and maintains that configuration to the San Benito/Santa Clara County line (Figure 3: SR 156 between Hollister and San Juan Bautista).

Except for U.S. 101, the highways in San Benito County are primarily two-lane facilities with at-grade intersections. These highways serve automobilist and public transportation services, while limited sections accommodate other modes of transportation, such as cycling.



ii. Public Transit System

The San Benito County Local Transportation Authority (LTA) was formed by a Joint Powers Agreement between the City of Hollister, City of San Juan Bautista, and the County of San Benito in 1990. The LTA is responsible for the administration and operation of the County Express and Specialized Transportation public transportation services in the San Benito region (Figure 4: County Express Riders). For FY 2025-26 a new transit contractor, TRANSDEV, will be operating the LTA transit services. The public transit system in San Benito offers a reliable modal alternative in a region that traditionally prioritized the usage of personal automobiles.



County Express Transit System

The County Express fleet includes 19 vehicles, all of which are ADA-compliant and equipped with wheelchair lifts/ramps and bicycle racks. The LTA contracts with a private operator for management, dispatch, and driver hiring of the County Express transit service.

The County Express system currently provides the following services:

- **Dial-A-Ride** - Dial-a-Ride service is provided to parts of northern San Benito County, including Hollister, San Juan Bautista, and Tres Pinos, Monday through Friday from 6:00 a.m. to 6:00 p.m. and on Saturdays from 9:00 a.m. to 3:00 p.m. Same-day service is available but is subject to availability and a convenience fee.
- **Paratransit** - Complementary Americans with Disabilities Act Paratransit service is available for residents and visitors who are eligible because of a physical or cognitive disability as determined by LTA. Reservations for the Paratransit service may be made up to 14 days in advance. Same-day service is available but is subject to availability and a convenience fee.
- **Intercounty** - Routes provide connections from the Cities of Hollister and San Juan Bautista to the City of Gilroy. There is daily weekday service to Gavilan College and the Caltrain station and weekend service to the Greyhound station in Gilroy. The weekday shuttle service is from 4:45 a.m. to 10:23 p.m. with a limited schedule when Gavilan College is not in session. There are three early morning and evening runs to the Gilroy Caltrain station for connections to Caltrain and

VTA bus services. Service to the Greyhound station operates four runs on Saturday and Sunday from 7:30 a.m. to 6:45 p.m.

- **Tripper Service-** County Express' Tripper provides safe and reliable service to San Benito High School, Rancho San Justo, Marguerite Maze, and other Hollister schools. While primarily serving local educational institutions, The Tripper service is available to the general public and provides important connectivity within the City of Hollister.

Specialized Transportation Services

The LTA contracts with a private operator for management, dispatch, and driver hiring of the Specialized Transportation transit service. Specialized Transportation services include Out-of-County Non-Emergency Medical Transportation (i.e., Dialysis Treatment), Medical Shopping Assistance Transportation, and the Senior Lunch Transportation Program. The Senior Lunch Transportation Program service was suspended in March 2020 in response to the COVID-19 pandemic. These services exceed the requirements of Americans with Disabilities Act, as they provide escort services, door-through-door, and minor translation services to the passengers.

According to the 2020 U.S. Census, 12 percent of the total County population is aged 65 or older.² Many of these elderly individuals and persons with disabilities require specialized transportation services to travel to medical appointments, shop, and visit recreational centers.

² 2020 U.S. Census, San Benito County

iii. Active Transportation

Another important component of the San Benito region's transportation network is planning for increases in active transportation demand over time, which includes pedestrian and bicycle projects and programs. Local jurisdictions are continuing to implement complete street concepts into their planning documents and capital improvement programs. Complete street is a transportation policy and design approach that requires streets to be planned, designed, and maintained to enable safe, convenient, and comfortable travel and access for users of all ages and abilities.

Education plays a crucial role in advancing greater bicycling and walking activity, while also promoting safety awareness. SBCOG has made great strides to encourage walking and bicycling within the San Benito region. Specifically, SBCOG has implemented various educational programs and projects, including:

- Serving on the State of California Walk and Bike Technical Advisory Committee made up of external partners to provide regular strategic input and technical guidance on Caltrans' complete streets and active transportation efforts.
- Serving as a member agency of the Safe Kids Coalition of San Benito County. In this capacity, SBCOG staff participate in assisting in the annual Kids at the Park event, helmet fittings at several local schools, pop-up events promoting bicycle safety, and Walk to School Day (Figure 5: Figure 5: Walk to School Day Calaveras Elementary School).
- SBCOG serves on the City of Hollister and County of San Benito's Development Review Committees to provide project specific comments to improve bicycle and pedestrian access and circulation.
- SBCOG sponsors the annual Bike-to-School Day festivities by encouraging students to safely ride to and from school. The event aims to reduce childhood obesity and injury, traffic at school sites, and vehicle emissions (Figure 6: Bike to School Day R.O. Hardin Elementary School).



Figure 5: Walk to School Day



At a planning level, SBCOG prepared the SR 156 Multimodal Enhancement Study. The purpose of the study was to address traffic circulation issues at the only two access points into the City of San Juan Bautista from SR 156. Moreover, SBCOG

partnered with Caltrans on its development of the District 5 Active Transportation Plan. The Caltrans Active Transportation Plan identifies active transportation improvements on, across or parallel to the State Highway System. District level plans will emphasize social equity – strengthening and reconnecting local networks and improving safety and access for people who walk, bicycle, and use transit.

iv. Aviation

Aviation is an essential component of the regional transportation system. Aviation supports the region's agricultural industry, firefighting efforts, medical services, and commercial activities related to goods movement, all of which rely on aircraft for enhanced safety and efficiency.

Nearby urban airports are facing development pressures that could lead to closures, potentially increasing demand for other regional airport facilities. Additionally, the rise of Unmanned Aerial Systems and Advanced Air Mobility is expected to reshape the transportation dynamics of aviation. San Benito's aviation facilities are not immune to these trends, and proactive planning will be essential to maintaining their safety and efficiency.

Aviation facilities also meet the needs of private aircraft users for commercial and recreational uses. Aviation facilities in San Benito include:

a. Hollister Municipal Airport

The Hollister Municipal Airport is located approximately two miles north of Hollister adjacent to State Route 156 and is owned and operated by the City of Hollister. City officials view the airport as a "front door" through which many businesses, coming to Hollister for the first time, will pass before seeing the rest of the city.

b. Frazier Lake Airpark

Frazier Lake Airpark is located approximately 4.5 nautical miles northwest of Hollister Municipal Airport and is privately-owned and operated by the Frazier Lake Airpark Corporation. Two runways are available for use at the airport, one waterway which is 3,000 feet long and a turf runway that is 2,500 feet long.

v. Goods Movement

Most of the commodities moving through the San Benito region are transported in and out of the county by truck, with a small portion transported by rail. The region experiences high truck traffic in and around San Juan Bautista and Hollister as SR

156 is a state designated Interregional route. Recent major investments by Caltrans along the SR 156 corridor have enhanced safety and increased capacity for increased truck traffic volumes. Commodity exports from the County primarily consist of agricultural products and quarry materials; the transport of these products generates truck traffic in and out of the region. While this traffic is largely confined to state highways, it also impacts local streets and rural roads not designed to handle large heavy trucks, creating conflicts with local traffic, accelerating pavement deterioration and adding to congestion at some intersections along corridors, such as SR 156 and SR 25.

vi. Railroad

The sole rail line in the San Benito region is the 12-mile-long Hollister Branch Line running from Hollister to the San Benito / Santa Clara County line. With the advent of the state highway and the competitive shipping rates offered by truckers, rail has become a less viable form of commodity transport than it was in decades past.

The high-speed rail (HSR) project alignment crosses Santa Clara, San Benito, and Merced Counties. There are no proposed HSR stops in San Benito County residents, but the proposed station at Gilroy is a promising opportunity that will also improve regional Caltrain connections. The potential regional impacts of the HSR are being assessed, and any proposed connections will be serviced by San Benito County Express Intercounty services. County Express currently provides connections to the Gilroy Caltrain Station that will eventually include HSR service connections.

CHAPTER 2: OVERALL WORK PROGRAM

The Overall Work Program (OWP) details the transportation planning activities that the Council of San Benito County Governments (SBCOG) will undertake during the Fiscal Year spanning from July 1, 2025, to June 30, 2026. The OWP defines the continuing, comprehensive, and coordinated planning process for the region, inclusive of the City of Hollister, City of San Juan Bautista, and the County of San Benito. The document also includes planning work undertaken directly by other agencies for the San Benito region, such as by the Association of Monterey Bay Area Governments (AMBAG), the Santa Clara County Valley Transportation Authority (VTA), and Caltrans, in collaboration with SBCOG.

Specifically, the OWP consists of an emphasis on monitoring activities funded with Caltrans' Office of Regional and Community Planning -administered transportation planning funds, which include State Rural Planning Assistance, federal Consolidated Planning grants, and Caltrans transportation planning grants. This document also includes other major planning activities performed by SBCOG, outside of the above-mentioned funding sources.

The document serves as a reference to be used by the public, planners, and elected officials to understand how SBCOG will meet its regional transportation planning objectives. The following section identifies the planning accomplishments completed by SBCOG during the previous OWP, Fiscal Year 2024/2025.

Previous Year 2024/2025 Overall Work Program Planning Accomplishments

As an agency, SBCOG serves in a variety of capacities including as the Local Transportation Authority (LTA), the Airport Land Use Commission (ALUC), the Measure A Authority (MEA), and the Service Authority for Freeways and Expressways (SAFE) for the San Benito County region. The accomplishments for the above-mentioned agencies are included as follows:

SBCOG Transportation Planning

SBCOG partnered on several transportation planning activities of significance, some of which include the following:

- a. At a regional level, SBCOG continued coordination with Caltrans and VTA on the San Benito/Santa Clara Mobility Partnership,³ which met every other month. The Partnership receives updates on the following VTA lead projects:

³ Meeting information <http://santaclaravta.igmp2.com/Citizens/Board/1107-Mobility-Partnership>

- US 101/SR 25 Interchange Improvement Project (Phase 1 Project) is in the final design phase and is anticipated to open to the public in early 2027. Phase 1 project sets the stage for future implementation of the overall interchange reconfiguration slightly north of the current interchange. Phase 1 will accommodate future improvements to US 101, SR 25, SR 152, and provide a connection point at the interchange for a future Santa Teresa Boulevard extension to Castro Valley Road. The proposed Phase 1 project is funded by 2016 Measure B and SB1.
 - SR 152 Trade Corridor from US 101 to I-5 proposes to construct a new highway between U.S. 101 and SR 156 and provide eastbound truck climbing lanes over Pacheco Pass. The improvements would accommodate the long-term travel needs of commercial, commuter, and recreational traffic and result in an economically viable, safe, and efficient highway system that would enhance the quality of life for the local communities and the economic vitality of the region.
- b. Participated in public outreach activities with Caltrans during the development and environmental impact reporting phase of the SR 25 Corridor Improvement Project. Work included participation in SR 25 workshops and the EIR Notice of Preparation public meetings.
 - c. Continued participation in the Central Coast Coalition, which is comprised of the five regional transportation planning agencies and metropolitan planning organizations for the counties of Monterey, San Benito, San Luis Obispo, Santa Barbara, and Santa Cruz who are committed to making multi-modal investments and improving infrastructure along the Central Coast. Work included participation at the annual legislative Session in Sacramento, which consisted of meetings with CalSTA, Caltrans Director, California Transportation Commission, as well as state legislators.
 - d. Continued implementation of the 2020-2045 San Benito Regional Transportation Plan (2045 RTP). The RTP is the region's comprehensive transportation planning document, which serves as a guide for achieving public policy decisions that will result in balanced investments for a wide range of multimodal transportation improvements <http://sanbenitocog.org/2022-regional-transportation-plan/>.
 - e. Continued work on preparing the draft 2025-2050 San Benito Regional Transportation Plan (2050 RTP) for anticipated board actions later in 2026.
 - f. Continued to provide transportation updates to SBCOG's advisory committees, which include the Technical Advisory Committee, Social Services Transportation Advisory Council, and Measure G Citizens Oversight Committee.
 - g. Measure G: San Benito County Roads and Transportation Safety Investment Plan:

- Facilitated Measure G Transportation Safety and Investment Plan Oversight Committee meetings with the established Measure G Citizens' Oversight Committee, which meets at least once per year, but no more than four times per year.
 - Completed the Fiscal Year Measure G Annual Report in accordance with the Measure G Transportation Safety and investment Plan. The Report is available on the Measure G website <http://sanbenitocog.org/measureg/>.
 - Monitored Measure G funds through the California Department of Tax and Fee Administration (CDTFA) and prepared quarterly reports.
 - Processed Measure G payments to local agencies for local street and road projects.
 - Continued coordination with the City of Hollister, City of San Juan Bautista, and County of San Benito on the implementation and delivery of the voter approved Measure G.
 - Updated the Measure G website which provides an interactive map of completed measure funded projects and other relevant information to inform the public on the expenditure of the voter approved measure <http://sanbenitocog.org/measureg/>.
- h. Continued to serve on the local jurisdictional Development Review Committees for transportation circulation input on proposed development.
 - i. Continued implementation of the San Benito County Bikeway and Pedestrian Master Plan, Complete Streets Guidebook, and the ATP District 5 Plan.
 - j. Continued collaboration with Caltrans on the SR 156 Improvement Project which is constructing about 5 new miles of 4-lane at-grade expressway from The Alameda in San Juan Bautista to Business Route 156 near Hollister.
 - k. Continued coordination as a member of the Safe Kids Coalition of San Benito County to promote bicycle and pedestrian safety on a regional basis.
 - l. Continued efforts to reduce congestion by administering the Vanpool Program.
 - m. Continued coordination and outreach with various community organizations such as the Farm Bureau and Business Council to provide updates on regional transportation projects.
 - n. Continued maintenance of the SBCOG website (SanBenitoCOG.org) and social media pages.
 - o. Hosted board workshops and various public engagement activities in support of the SR 25 Corridor Improvement Project.

SBCOG Transportation Funding

- a. Provided local jurisdictions with grant support and information on various federal, state, regional, and local funding sources.
- b. Assisted local jurisdictions with amendments to the Metropolitan and Federal Transportation Improvement Program (FTIP/MTIP) listing of federal and/or regionally significant projects.
- c. Submitted a grant application to the Caltrans Sustainable Transportation Planning Grant Program with the intention of funding a Comprehensive Multimodal Corridor Study for SR 25.
- d. Submitted a grant application to the Rural Planning Assistance grant program funded by the U.S. Department of Transportation (USDOT)
- e. Assisted local jurisdictions with the project reporting and delivery requirements of Senate Bill 1 funding, the Road Repair and Accountability Act of 2017.
- f. Continued distribution of state Local Partnership Planning (LPP) formula funds, and federal Surface Transportation Block Grant Program (STBG) funds, based on board adopted policies, to local jurisdictions for various transportation projects, including bridge, road, bicycle, and pedestrian improvements.

Transportation Development Act (TDA) Funds:

- a. Conducted the annual Unmet Transit Needs process and addressed unmet transit needs that were found *Reasonable to Meet*, in accordance with TDA. The Unmet Transit Needs process met all state-mandated processes and was certified by Caltrans. Continued administration and apportionment of TDA monies from the Local Transportation Fund and State Transit Assistance fund.
- b. Reviewed and approved claims for distribution of TDA bicycle and pedestrian funds to the local jurisdictions.
- c. Initiated update of the annual Financial Audit, with the assistance of an independent auditor. The audit was prepared in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Local Transportation Authority (LTA)

- a. The LTA continued to oversee the existing local public transportation contractors and conducted a procurement process for the operation of both local transit service contracts. Transdev Services was awarded the County Express contract and is expected to begin operations in the final quarter of FY 2024-25. The contract award for the operation of the specialized transportation services contract is expected to occur in May or June of 2025.
- b. Submitted a grant application to the Caltrans Sustainable Transportation Planning Grant Program with the intention of funding a Zero Emission Bus (ZEB) Clean Fuel Path Strategy.

Service Authority for Freeways and Expressways (SAFE)

- a. Maintained the existing call box program, with 40 call boxes in total along Highways, 25, 101, 156, and along Panoche Road in San Benito County.

Airport Land Use Commission (ALUC)

- a. Continued to attend City of Hollister and County of San Benito Development Review Committee meetings to coordinate Site and Architectural reviews for proposed development within the Hollister Municipal Airport and Frazier Lake Airpark's Airport Influence Areas. Provide project proponents with preliminary project comments to ensure consistency with the Airport Land Use Compatibility Plan.
- b. Reviewed general plan land amendments that could have land use implications on the land within the Airport Influence Area.

c.

e.d. Collaborated with the City of Hollister to identify funding in the California Airport Capital Improvement Plan to update the Hollister Airport Land Use Compatibility Plan.

Measure A Authority (MEA)

- a. The MEA has been dissolved, as Measure A has expired, and no further work is required in support of the measure.

CHAPTER 3: TRANSPORTATION PLANNING PRIORITIES AND GOALS

The agency's strategic vision encompasses both short-term and long-term goals that change on an annual basis. Supporting this strategic vision are OWP priorities which are updated annually to highlight specific areas of focus for the coming fiscal year. The adoption of the strategic vision and priorities will fulfill SBCOG's commitment to our funding partners, Caltrans, the Federal Highway Administration, and the Federal Transit Administration, to develop the FY 2025-26 OWP and budget based on Board priorities.

A. Federal Planning Factors (FPF)

SBCOG is required to incorporate Federal Planning Factors (FPF) into the annual OWP. FPF are issued by Congress and emphasize planning factors from a national perspective. The FPF are revised or reinstated with any new reauthorization bill and include the following:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility of people and for freight.
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, people, and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water and reduce or mitigate storm water impacts of surface transportation.
10. Enhance travel and tourism

CHAPTER 4: AGENCY ORGANIZATIONAL STRUCTURE

A. Jurisdictional Boundaries

The Council of Governments' (SBCOG) jurisdiction follows the boundaries within the San Benito region, which include the City of San Juan Bautista, City of Hollister, and County of San Benito. The actions of SBCOG are governed by Transportation Development Act (TDA) regulations, the California Code of Regulations, Memorandums of Understanding with Caltrans, and a Joint Powers Agreement with the City of Hollister, City of San Juan Bautista, and County of San Benito. SBCOG serves in various capacities including the:

- i. **Regional Transportation Planning Agency:** SBCOG is designated as the Regional Transportation Planning Agency for San Benito County region and is charged by state law in meeting certain transportation planning requirements. In this capacity, SBCOG is responsible for the development of the Overall Work Program and Regional Transportation Plan – a long-term blueprint of a region's transportation system. In addition, this entity is responsible for the annual allocation of State funds from the Transportation Development Act to local jurisdictions and transit operators. SBCOG is also responsible for the facilitation and administration of the Measure G Sales Tax Measure which aims to improve road safety and transportation infrastructure using funds generated by a one percent sales tax implemented through the measure. This tax spans a 30-year period and supports a range of local transportation safety initiatives including improvements to Highway 25.
- ii. **Consolidated Transportation Service Agency:** In September 1986, LTA entered into a Joint Powers Agreement to act as the Consolidated Transportation Service Agency for San Benito County. SBCOG acts as a lead agency in providing, consolidating, and coordinating social service transportation activities and is eligible for Transportation Development Act and Local Transportation Funds for such services.
- iii. **Area-wide Planning Organization:** SBCOG is designated by the United States Department of Housing and Urban Development as the Area-wide Planning Organization for San Benito County. This designation carries with it the responsibility to comply with the comprehensive planning responsibilities of Section 701 of the Housing Act of 1954 and subsequent related legislation.
- iv. **Local Transportation Authority (LTA):** The LTA was formed by a Joint Powers Agreement between the Cities of Hollister and San Juan Bautista and the County of San Benito to administer the regional transit program. This agreement, effective since July 1, 1990, transferred responsibility of the regional transit system from the City of Hollister to the LTA. The LTA Board is composed of the same members as the SBCOG Board.

- v. **Airport Land Use Commission (ALUC):** The purpose of ALUC is to protect public health, safety, and welfare by ensuring the orderly expansion of airports and the adoption of land use measures that minimize the public's exposure to excessive noise and safety hazards within areas around public airports. ALUC reviews projects within the Airport Influence Area of the two local airports, which include the Hollister Municipal Airport and Frazier Lake Airpark. The ALUC Board is composed of the same members as the SBCOG Board.
- vi. **Service Authority for Freeways and Expressways (SAFE):** SAFE was established in September 1998 by the City Councils of Hollister and San Juan Bautista and the San Benito County Board of Supervisors. This agency is responsible for the area's emergency motorist aid call boxes. There are currently 40 call boxes in San Benito County along highways 25, 101, 129, 156, and along Panoche Road. The SAFE Board is composed of the same members as the SBCOG Board.

B. Agency Personnel

The Council of San Benito County Governments consists of eight full-time equivalent positions, which include the following:

Executive Director

The Executive Director is appointed by the Council of Governments Board of Directors and serves as the Executive Director of the Local Transportation Authority, Measure A Authority, Airport Land Use Commission, and the Service Authority for Freeways and Expressways. The Executive Director is a top-management level position with responsibility for project management, planning, organizing, directing, coordinating staff, and finances in accordance with the agency's objectives, plans, and policies adopted by the Board of Directors.

Administrative Services Specialist

The Administrative Services Specialist position is a supervisory classification for coordinating and supervising the administrative support functions of SBCOG. Under the direction of the Executive Director, the Services Specialist organizes and participates in the support functions to prepare financial reports. This position is responsible for oversight of administrative staff, which includes the Secretary and Office Assistant. s

Administrative Support Staff

The SBCOG administrative support staff consists of a full-time Secretary and Office Assistant. The Secretary provides office support and serves as clerk to the SBCOG, LTA, ALUC, SAFE, and MEA Board Directors. The Office Assistant provides support to LTA and SBCOG staff. These positions are primarily funded by Transportation Development Act funds.

Planning Staff

The Council of Governments' planning staff consists of three full-time planners.

- The planners are primarily responsible for transportation planning activities, including the development of the Regional Transportation Plan, Regional Housing Needs Allocation (RHNA), Overall Work Program, oversight of Measure G project implementation, etc.
- The planners are responsible for staffing the Local Transportation Authority (LTA), which includes transit system management, funding applications, performance reporting and operations for overseeing the two public transportation system operations contracts.
- The planners are responsible for staffing the Airport Land Use Commission, the Service Authority for Freeways and Expressways, Transportation Demand Management program, etc.

The Local Transportation Authority (LTA) Maintenance Staff

SBCOG's administrative services team and planners provide ongoing oversight and data management support to the private contractor responsible for LTA public transit services. Additionally, the LTA employs one full-time mechanic to maintain the transit fleet and Vanpool Program vehicles. After the transition to the new transit services contractor is completed, any LTA-related staffing and resource support changes will be reflected in the agency's budget & OWP.

C. Organizational Chart

The Board of Directors and agency personnel organizational structure are shown below (Figure 7: SBCOG Organizational Chart).

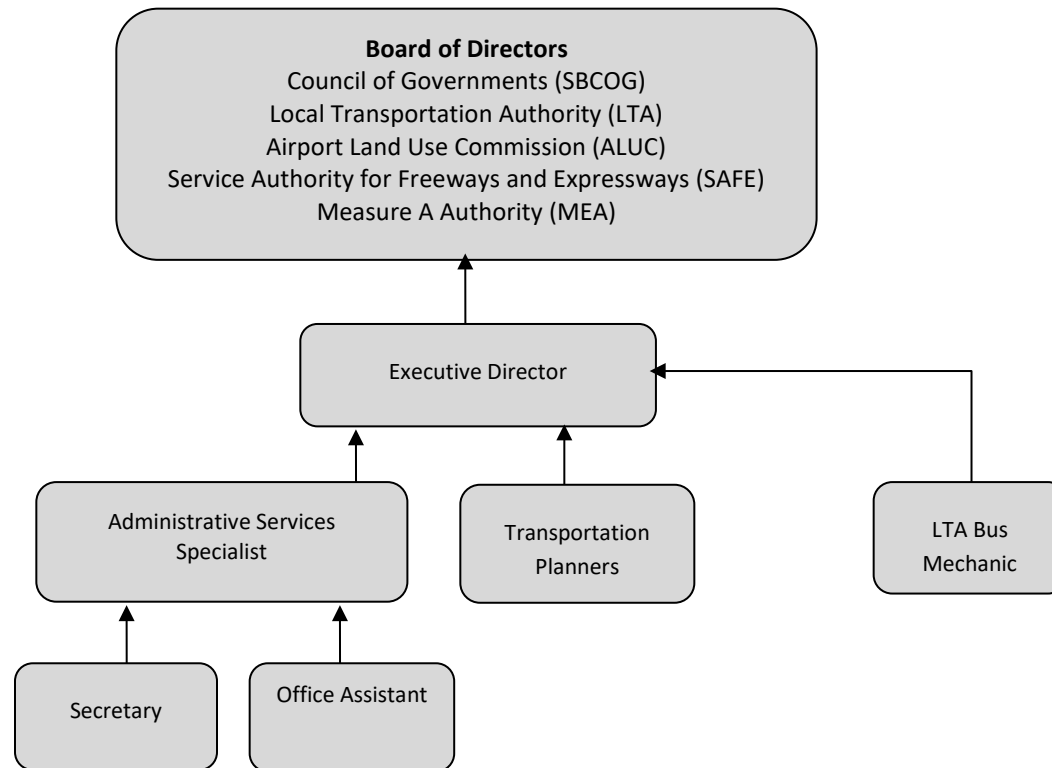


Figure 7: SBCOG Organizational Chart

D. Interagency and Community Decision Making Process

The Council of Governments (SBCOG) Board of Directors governs the agency by providing policy directions. Members are represented on the Board of Directors by two City of Hollister Council representatives, one representative from the San Juan Bautista City Council, and two from the County Board of Supervisors. Consistency of local government actions with regional objectives is assured by actively involving local decision-makers in the planning process.

The decision-making process of SBCOG will continue to advance its public participation and consultation efforts through guidance from its advisory committees, which include the following:

E. Advisory Committees

SBCOG has three advisory committees that make recommendations to the Board of Directors on a variety of regional transportation issues. Those advisory committees include:

- i. **Technical Advisory Committee (TAC):** This committee advises SBCOG on matters related to transportation planning. Committee members include:
 - Binu Abraham, Executive Director, Council of San Benito County Governments
 - Ashley Collick, Interim City Manager, City of San Juan Bautista
 - Rod Powell, Interim Development Services Director, City of Hollister
 - William Via, Community Services Director, City of Hollister
 - Steve Loupe, Public Works Administrator, County of San Benito
 - Abraham Prado, Director of Planning and Building Services, County of San Benito
 - Noel Coady, Captain, California Highway Patrol
 - Jill Leal-Andrade, Transportation Planner, Caltrans
 - Heather Adamson, Director of Planning, Association of Monterey Bay Area Governments

- ii. **Measure G Citizens Oversight Committee** - Measure G calls for a Transportation Safety and Investment Plan Oversight Committee to be composed of San Benito County citizens to oversee compliance with the Ordinance. This committee consists of the following members:
- Victor Gomez – Latinx Community (Committee Chair)
 - Darlene Boyd – Education (Vice-Chair)
 - John Espinosa – Industry
 - Neils Ash – Trade/Labor
 - Vacant – Agriculture
 - Raymond Martinez – SBC District 1
 - Jason Hopkins – SBC District 2
 - Sandy Hughes – SBC District 3
 - Kevin Stopper – SBC District 4
 - Vacant – SBC District 5
 - Vacant – Senior/Disabled Community
- iii. **Social Services Transportation Advisory Council (SSTAC):** Members on the advisory committee are appointed by SBCOG. They are recruited from social service agencies and transit providers representing the elderly, persons with disabilities and persons of limited means, in accordance with the Public Utilities Code (Article 3, Section 99238).

F. Regional & State Coordination

The Council of San Benito County Governments (SBCOG) has developed multiple mechanisms to promote coordination. These include the diversified membership of the agency committees, exchange of work programs, plans, informal day-to-day communication, and other means by which SBCOG works to improve coordination and cooperation within the region.

Specifically, SBCOG coordinates transportation related activities regularly through its Board of Directors (board) meetings, which are published on the SBCOG website at SanBenitoCOG.org. Coordination is also maintained with staff from other departments of the cities and the county, primarily those connected with planning, public health, public works, airport, accounting, and administration.

In 1993, a Memorandum of Understanding between SBCOG, Caltrans, and the Association of Monterey Bay Area Governments (AMBAG) was adopted for meeting Intermodal Surface Transportation Efficiency Act (ISTEA)⁴ requirements related to Metropolitan Planning Organization boundaries, planning, and programming for air quality non-attainment areas. This memorandum was revised and readopted in 1997. SBCOG will coordinate with the AMBAG to perform specific studies relating to such items as traffic modeling, growth forecast, air quality conformity, and metropolitan transportation planning.

At the regional level, the many agencies directly associated with transportation financing, planning, and implementation include:

- California State Transportation Agency (CalSTA)
- California Transportation Commission (CTC)
- California Department of Transportation (Caltrans)
- Association of Monterey Bay Area Governments (AMBAG)
- Monterey Bay Air Resources District (MBARD)
- City of Hollister
- Airport Land Use Commission (ALUC)
- City of San Juan Bautista
- San Benito County
- Council of San Benito County Governments (SBCOG)
- San Benito County Local Transportation Authority (LTA)
- Service Authority for Freeways and Expressways (SAFE)

⁴ The Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 provided funding authorizations for highways, highway safety, and mass transit for the next six years.

G. Public Participation

Public participation efforts center on seeking input from the public on SBCOG planning activities, including meetings, short- and long-range plans, and reports.

SBCOG encourages public participation by holding meetings and gathering public input on a continuous basis. Reaching and engaging all traditional and non-traditional stakeholders in the community is important to the agency, including under-represented and under-served populations. To further ensure participation, every three years, SBCOG prepares a Title VI Program and Language Assistance Plan (LAP) for Limited English Proficiency (LEP) individuals.⁵ The Title VI component of the Plan ensures that “No person in the United States shall, on the ground 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 Language Assistance Plan for Limited English Proficiency portion of the Plan is aimed at ensuring meaningful access to programs and activities by persons with limited English proficiency. For example, to accommodate Spanish-speaking individuals; interpreters and/or bilingual staff are available at several public meetings conducted by SBCOG.

Another resource consists of AMBAG’s Monterey Bay Region Public Participation Plan. The Plan was prepared collaboratively with SBCOG, Santa Cruz County Regional Transportation Commission (SCCRTC), Transportation Agency for Monterey County (TAMC), and the regional transit agencies. The purpose of the Plan is to offer clear guidance for involving the public effectively in transportation planning projects and studies conducted by these agencies.

The OWP also provides guidance in the structuring of regional planning processes to ensure that, to the greatest extent possible, interagency consultation and public participation are made an integral and continuing part of the regional decision-making process. The participation policies and procedures outlined in this program are designed to align with relevant federal and state laws and regulations. They also reflect the shared regional commitment to ensuring that all residents have an equal chance to participate in shaping and implementing regional policies, programs, and projects.

⁵ Title VI Program and Language Assistance Plan (LAP) for Limited English Proficiency (LEP): <http://sanbenitocog.org/resources/>

CHAPTER 5: FUNDING ACTIVITIES

A. Overall Work Program Funding

The transportation planning work done by the Council of San Benito County Governments (SBCOG) is largely funded with State Rural Planning Assistance (RPA) funds. The RPA fund estimated for the Fiscal Year 2025/2026 Overall Work Program is \$404,500. It is anticipated that SBCOG will use the full apportionment of funding during the fiscal year in question. Other major funding contained in this OWP includes federal, state, regional, and local sources. New planning grant funds awarded to SBCOG, after the adoption of the OWP, will be amended into the OWP.

B. Overall Work Program Budget Distribution

The budget for this Overall Work Program is estimated at \$7.3 million for Fiscal Year 2025/2026.

C. Figure 8: OWP Budget Revenue Summary

The financial table below documents the planning funding sources identified for each of the Work Elements & Task Categories

Element	1000: Program Administration & Fund Management Activities	2000: Regional Transportation Planning, Programming, and Engagement Activities	3000: Planning Activities Funded with Grants or External Agency Contributions
Task Categories	1010, 1020, 1030, 1040, 1050	2010, 2020, 2030, 2040, 2050, 2060, 2070, 2080, 2090, 2100, 2110	403, 3020, 3030, 3040, 3050
Measure G [1]	\$932,834	\$0	\$0
TDA [2]	\$621,900	\$0	\$0
DMV [3]	\$48,182	\$0	\$0
Other [4]	\$292,412	\$0	\$0
Local Funds [5]	\$0	\$20,705	\$108,070
TDM [6]	\$0	\$10,256	\$0
TDA- LTA Transit [7]	\$0	\$2,249,161	\$0
STA & SGR [8]	\$0	\$928,770	\$0

SB125 TIRCP & ZETCP [9]	\$0	\$1,410,879	\$0
LCTOP [10]	\$0	\$174,980	\$0
RPA Competitive Grant- Awarded [11]	\$0	\$0	\$120,000
RMRA and SHA- Requested [12]	\$0	\$0	\$180,000
LPP [13]	\$0	\$0	\$100,000
External Agency Contributions- Requested [14]	\$0	\$0	\$100,000
FHWA SPR [15]	\$0	\$0	\$250,000
RPA FY 24-25 Carryover [16]	\$11,700	\$15,590	\$0
RPA [17]	\$0	\$404,500	\$0
PPM [18]	\$0	\$58,000	\$0
Total Expenditures	\$1,907,028	\$5,272,841	\$858,070
			\$8,037,939

CHAPTER 6: PLANNING PROGRAM FOR FISCAL YEAR 2025/2026

Work Element Summary

This section of the Overall Work Program describes the specific planning tasks (Work Elements), which will be conducted by the Council of Governments (SBCOG), Local Transportation Authority (LTA), Measure G Authority, Airport Land Use Commission (ALUC), and the Service Authority for Freeways and Expressways (SAFE) during the 2025/2026 Fiscal Year. The work elements and the sub-element categories (task categories) describe specific tasks, products, budget, and staffing related to each project.

Work Element & Task Categories	Description	Page No.
Element 1000: Program Administration & Fund Management Activities		
1010	Transportation Development Act Administration	38
1020	Program Administration and Management	40
1030	Overall Work Program	41
1040	Emergency Motorist Aid System – SAFE	43
1050	Measure G Administration & Implementation	44
Element 2000: Regional Transportation Planning, Programming, and Engagement Activities		
2010	Regional Transportation Plan & AMBAG Metropolitan Transportation Plan/Sustainable Comm. Strategy	49
2020	Active Transportation System Planning	50
2030	Road System Planning	52
2040	Transit System Planning & Administration	55
2050	Transportation System Modeling	58
2060	Travel Demand Management	59
2070	State Programming: Regional Transportation Improvement Program (RTIP)	61
2080	Federal Programming: Metropolitan Transportation Improvement Program (MTIP)	63
2090	Public Participation	65
2100	Regional Coordination	67
2110	Airport Land Use Commission	72
Element 3000: Planning Activities Funded with Grants or External Agency Contributions		
403	Travel Behavior Analysis Grant	75
3020	Zero Emission Bus Clean Fuel Path Strategy Grant	76
3030	SR 25 Comprehensive Multimodal Corridor Plan Grant	77
3040	SR 25 Traffic Study & Vehicle Miles Traveled (VMT) Study	78
3050	San Benito Traffic Impact Fee Program – Nexus Study Update	79

Element 1000: Program Administration & Fund Management Activities



Element 1000 Funding Sources	Totals
Transportation Development Act (TDA) Local Transportation Funds	\$621,900
Measure G	\$932,834
DMV – Registration Fees	\$48,182
Other – includes external agency contributions	\$292,412
Rural Planning Assistance FY 24-25 Carryover	\$11,700
Grand Total	\$1,907,028

Task Category 1010: Transportation Development Act Administration

Lead Agency: SBCOG

Project Manager: Norma Aceves, Administrative Services Specialist



Objective

To administer the requirements of the Transportation Development Act (TDA) in compliance with the statutes and the California Code of Regulations. The TDA of 1971 was enacted by the California Legislature to improve existing public transportation services and encourage regional transportation coordination. It provides funding to be allocated to transit and non-transit related purposes that comply with regional transportation plans.

Previous and Ongoing Work

SBCOG has been responsible for TDA administration since 1974. These funds support SBCOG program administration, public transit operations, bicycle and pedestrian projects, and maintenance of local streets and roads. Under the TDA, SBCOG is also responsible for carrying out the annual Unmet Transit Needs hearings, annual financial audit, and the triennial performance audit.

Task	Deliverable	Deadline	Responsible Party
TDA			\$264,098
Rural Planning Assistance FY 24-25 Carryover			\$5,850
Total			\$269,948
1. Allocate TDA funds consistent with state and SBCOG policies.	• Resolutions allocating funds. • Assist local agencies with funding requests. • Track funding expenditures and balances	June 30, 2026	SBCOG
2. Monitor changes in TDA statutes. Advise local jurisdictions, transit operators, and SBCOG Board of changes to the TDA.	• Staff reports and memos	June 30, 2026	SBCOG

3.	Conduct the annual TDA Financial Audit and Triennial Performance Audit.	• Hire an independent auditor. - Request for Proposals - Contract • Annual Financial Audit Report and Triennial Performance Audit Report • Prepare for implementation of audit recommendations	June 30, 2026	SBCOG
4.	Conduct the annual Unmet Transit Needs process.	• Newspaper notices, including those posted in both English and Spanish. • Meeting/Hearing flyers • Public hearing/meetings provided, including at least one facilitated in Spanish • Onboard bus interviews with bus riders • Draft Report to Caltrans • Unmet Transit Needs draft report presented to the SSTAC and SBCOG Board • Final Report to SBCOG Board • Report submitted to Caltrans by the deadline • LTA starts planning the implementation of transit service changes that result from the identification of unmet needs that are reasonable to meet	January 2026 February 2026 February 2026 February 2026 March 2026 March 2026 May 2026 August 2026 June 2026	SBCOG/LTA

Task Category 1020:
 Program Administration and Management
 Lead Agency: SBCOG
 Project Manager: Binu Abraham; Executive Director



Objective

To manage, support, coordinate, and administer SBCOG's planning program in compliance with state and federal regulations.

Previous and Ongoing Work

This task category is a continuing activity of SBCOG; it includes Board and committee meetings. This work element is intended to cover the day-to-day administrative duties of the agency and the governing Board of Directors.

	Task	Deliverable	Deadline	Responsible Party
	TDA			\$287,755
	Other			\$15,391
	Rural Planning Assistance FY 24-25 Carryover			\$5,850
			Total	\$308,996
1.	Conduct monthly SBCOG Board meetings in hybrid format, in-person and on the Zoom platform.	• Agenda, Staff reports • Meeting minutes • Presentations • Board stipends • Website updates • Legal coordination	Monthly	SBCOG
2.	Conduct monthly Technical Advisory Committee and Bicycle and Pedestrian Advisory Committee meetings.	• Agendas, minutes • Staff reports, presentations • Meeting minutes • Website updates	Monthly	SBCOG
3.	Prepare budget reports for Board review and approval.	• Budget hearings • Technical reports • Quarterly budget reports • Final budget	March-June 2026	SBCOG

4.	Update SBCOG Bylaws, Rules, and Regulations.	Bylaws/rules and regulations	June 30, 2026	SBCOG
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Task Category 1030: Overall Work Program

Lead Agency: SBCOG

Project Manager: Norma Aceves - Administrative Services Specialist



Objective

To prepare SBCOG's annual OWP in accordance with Caltrans' Regional Planning Handbook, a reference manual for administering OWP activities and specific transportation planning funds.

Previous and Ongoing Work

This work task category is a continuing activity of SBCOG. Each fiscal year, SBCOG prepares an OWP which describes the planning activities that the agency will perform in the upcoming year, in accordance with established policies.

	Task	Deliverable	Deadline	Responsible Party
TDA				\$70,047
Total				\$70,047
1.	Closing out of the previous OWP. Funded with TDA.	- Completes and signs the Grant Program Close-Out Report form - Reviews the final Request for Reimbursement - Sends copies to Caltrans Office of Regional Planning	July 2025 July 2025 July 2025	SBCOG
2.	Prepare OWP staff assignments and project schedule. Funded with TDA.	- OWP staff assignments - OWP Schedule	December 2025	SBCOG
3.	Provide Draft OWP to SBCOG Board for comment and submittal to Caltrans for comment. Funded with state RPA	- Staff reports - Draft OWP	February 2026	SBCOG
4.	Provide Draft OWP to Caltrans for comment. Funded with TDA.	Draft OWP	March 1, 2026	SBCOG

	Task	Deliverable	Deadline	Responsible Party
TDA				\$70,047
Total				\$70,047
5.	OWP coordination and consultation with AMBAG, Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and Caltrans. Funded with TDA.	Annual Meeting	April 2026	SBCOG
6.	Prepare Draft OWP for public review. Funded with TDA.	Draft OWP	April 2026	SBCOG
7.	Update the Draft OWP per Caltrans and public comments. Funded with TDA.	Draft OWP update	May 2026	SBCOG
8.	Final OWP to Board for adoption. Funded with TDA.	Final OWP	June 2026	SBCOG
9.	Submit final OWP to Caltrans. Funded with TDA.	- Final OWP & agreement - Certificates & Assurances - FHWA RTPA Certification - State Certification	June 2026	SBCOG
10.	Quarterly Progress Reports. Funded with TDA.	- Track expenses - Track employee time studies - Prepare and submit Progress Reports to Caltrans	June 2026 Monthly Quarterly	SBCOG
11.	Process OWP invoices to Caltrans. Funded with TDA.	- Submittal of funding and grant invoices to Caltrans - Time studies	Quarterly	SBCOG
12.	Prepare OWP amendments. Funded with TDA.	- Amendments - OWP Agreements	Quarterly	SBCOG

Task Category 1040: Emergency Motorist Aid System - SAFE

Lead Agency: Service Authority for Freeways and Expressways

Project Manager: Transportation Planning Staff



Objective

The objective is to maintain the Emergency Motorist Aid System within San Benito County, which including maintenance and monitoring of call boxes.

Previous and Ongoing Work

In 1998, the Council of San Benito County Governments established the San Benito County Service Authority for Freeways and Expressways (SAFE) to administer the \$1 vehicle registration fee collected by the Department of Motor Vehicles for operating a Motorist Aid Program in San Benito County. Specifically, it consists of an Emergency Call Box service that includes 40 call boxes, which help motorists in distress by providing a direct connection to the Monterey County California Highway Patrol communications center. The motorist aid system operates along major roadways throughout the State.

	Task	Deliverable	Deadline	Responsible Party
DMV- Registration Fees				\$48,182
Total				\$48,182
1.	Work with Caltrans and the CHP on call box operations.	• Encroachment permits. • CHP, Verizon Wireless and AT&T administration	Monthly	SAFE
2.	Work with call box maintenance service provider to maintain the call boxes.	• Maintenance • Reports • Contracts & amendments	Quarterly	SAFE/ Contractor
3.	CHP Agreement for emergency call box answering services.	• Agreement & Resolution	Triennially	SAFE
4.	Participate in statewide CalSAFE meetings.	• Meetings & presentations	June 30, 2026	SAFE
5.	Track DMV collection of funds for budget.	• Budget reports	Quarterly	SAFE

Task Category 1050: Measure G Administration & Implementation

Lead Agency: SBCOG

Project Manager: Binu Abraham; Executive Director and Norma Aceves; Administrative Services Specialist



Objective

This Work Element addresses the implementation of the voter approved Measure G, the San Benito County Transportation Safety, and Investment Plan. SBCOG, as the Regional Transportation Planning Agency, is responsible for ensuring that funds are apportioned, allocated, and expended according to the Measure G Ordinance 2018-01 and the Expenditure Plan. The detailed Plan outlines the most pressing needs and a prudent solution to address them with a 1 percent sales tax over the next 30 years to ensure a stable source of local funding for the San Benito County region. Rural Planning Assistance funds will not be used for this Work Element.

Previous and Ongoing Works

On November 6, 2018, San Benito County voters passed Measure G, the San Benito County Roads and Transportation Safety and Investment Plan. Measure G funds will be used to implement needed Highway 25 improvements, local street and road maintenance, new local roads, transit improvements (for youth, seniors, students, and people with disabilities) pedestrian, and bicycle safety improvements.

	Task	Deliverable	Deadline	Responsible Party
	Measure G			\$932,834
	Other			\$277,021
	Total			\$1,209,855
1.	Program Administration			
a.	Measure G Administrative Tasks Provide for cost-effective administration of the program through the Council of San Benito County Governments.	Board agendas, minutes, special meetings, presentations, staff reports	Monthly	SBCOG

b.	Monitor SBCOG policies and guidelines and update them as necessary to ensure sound implementation of Measure G.	- Guidelines updates - Policies updates - Produce, maintain, and update agreements with local agencies for funding allocations. - Amendments	Monthly review Monthly review Monthly review Monthly review	SBCOG
2.	Financial Management			
a.	Receive funds from the State Board of Equalization.	Payments received	Quarterly	SBCOG
b.	Produce reports on funding availability. Reports to include formula distributions for each category of projects and implementing agency.	- Revenue reports - Presentations - Local agency meetings	Ongoing	SBCOG
c.	Distribute the funds to local agencies and projects in accordance with Measure G (SBCOG Ordinance 2018-01).	- Funding requests - Process payments	Quarterly	SBCOG

d.	Produce and publish annual reports and audit reports per Measure G ordinance. This work will include analyzing funds receipts, producing reports, and auditing the use of the funds.	- Secure Independent Audit Contractor - Request for Proposals - Contract - Project funding and data collection - Board meeting updates - Website updates	June 30, 2026 Monthly review Monthly review Monthly review	SBCOG
3. Measure G Project Management				
a.	Tier I: Highway 25 expressway Conversion Project Administration The project development process will span from planning to construction and will include the following multi-year processes.	- Funding agreements with Caltrans - Project Management - Process project expenditures - Board reports - Financial allocations and invoices - Procure and Manage Consultant contracts	Ongoing	SBCOG/ Caltrans
b.	Tier II: Local Project Administration - Local Street and Road Maintenance - New roadways Administer funds through the approved process to apportion and allocate local controlled funds to the City of Hollister, City of San Juan Bautista, and County of San Benito according to Measure G Ordinance and the	- Project Performance Management - Process and monitor local agency funding allocations and balances	Ongoing	SBCOG

	Expenditure Plan. Review reports submitted by all agencies to track projects, costs, timelines, and completion dates.			
c.	Tier III: Other Categories • Public Transit • Bicycle and Pedestrian Projects	• Project Performance Management • Board Meetings • LTA project oversight • Process and monitor local agency funding allocations and balances	Ongoing	SBCOG/LTA
4.	Complete public engagement plan activities to inform voters on the use of Measure G funds. Important information communicated in both English and Spanish. Update the public with news regarding projects, programs, and actions taken as part of the implementation of Measure G.	• Press releases • Fact sheets • Website and social media updates • Public meetings, hearings, presentations	Ongoing	SBCOG
5.	Hold meetings with the Citizens Oversight Committee (COC) in accordance with Measure G ordinance.	• Member recruitment (i.e., applications, bylaws, appointments) • Meeting agendas, reports, presentations, minutes • Project updates • Annual financial audit report	Quarterly	SBCOG

Element 2000: Regional Transportation Planning, Programming, and Engagement Activities



Element 2000 Funding Sources	Totals
Rural Planning Assistance	\$404,500
Planning, Programming, and Monitoring	\$58,000
Local Funds	\$20,705
Travel Demand Management (TDM)	\$10,256
TDA- LTF (LTA Transit Services)	\$2,249,161
State Transit Assistance (STA) and State of Good Repair (SGR)	\$928,770
SB 125 Funds – TIRCP & ZETCP for Transit Capital	\$1,410,879
Low Carbon Transit Operations Program (LCTOP)	\$174,980
Rural Planning Assistance FY 24-25 Carryover	\$15,589
Grand Total	\$5,272,841

Task Category 2010: Regional Transportation Plan & AMBAG Metropolitan Transportation Plan/ Sustainable Comm. Strategy

Lead Agency: SBCOG

Project Manager: Samuel Borick; Transportation Planner



Objective

To update and maintain a Regional Transportation Plan (RTP), and support and participate in the update of the Association of Monterey Bay Area Governments' (AMBAG) Metropolitan Transportation Plan / Sustainable Communities Strategy (MTP/SCS), including both short-range and long-range elements, which is responsive to regional goals and policies and consistent with state and federal planning guidelines and requirements (i.e., California Transportation Commission Regional Transportation Plan Guidelines).

Previous and Ongoing Work

Previous work includes the development and adoption of the RTP and MTP every four years. The 2045 RTP was adopted by the SBCOG Board on June 16, 2022; the 2045 MTP/SCS was adopted by the AMBAG Board on June 15, 2022. Planning work for the 2050 RTP and MTP / SCS update began in 2023 and has been ongoing since.

Task		Deliverable	Deadline	Responsible Party
Rural Planning Assistance				\$92,347
Planning Programming, and Monitoring				\$5,220
Rural Planning Assistance FY 24-25 Carryover				\$2,350
Total				\$99,917
1.	Implementation of the 2045 San Benito Regional Transportation Plan (RTP). Funded with TDA funds.	• Monitoring performance of the RTP. (TDA) • Amendments. (TDA)	June 30, 2026	SBCOG
2.	Monitor updates and amendments to the RTP Guidelines. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	• Comments (RPA & PPM)	Quarterly	SBCOG
3.	Professional Development. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	• Attend trainings and conferences, as appropriate, to enhance	Monthly	SBCOG

		knowledge and skills to benefit the RTP development carrying out the agency's mission.		
4.	Update the 2050 San Benito Regional Transportation Plan.	• AMBAG coordination meetings • SBCOG staff level meetings • Stakeholder outreach • Ongoing coordination with local agencies on their RTP project list • Development of Environmental Impact Report (EIR) • Prepare Final 2050 RTP	Monthly Monthly June 2026 June 2026 June 2026 June 18, 2026	SBCOG

Task Category 2020: Active Transportation System Planning

Lead Agency: SBCOG

Project Manager: Transportation Planning Staff



Objective

Plan for a comprehensive regional bikeway and pedestrian system that serves the needs of county-wide residents, with particular emphasis on promoting walking and bicycling as an integral part of the transportation network.

Previous Work and Ongoing Work

The Council of San Benito County Governments (SBCOG) provided technical assistance to the Cities and County's Active Transportation Program grant applications. SBCOG also successfully nominated the Hollister SR 25 /Pinnacles National Park Highway Beautification Project to the California Department of Transportation (Caltrans) for inclusion in the Clean California Program. The Hollister SR 25 /Pinnacles National Park Highway Beautification Project and the Washington Street Bridge Pedestrian Enhancements Project were awarded Clean California Program funding in 2022. Implementation and construction of the two projects will take place through the year 2024.

	Task	Deliverable	Deadline	Responsible Party
	Rural Planning Assistance			\$29,735
	Rural Planning Assistance FY 24-25 Carryover			\$1,520
			Total	\$31,255
1.	SBCOG serves on the State of California Walk and Bike Technical Advisory Committee made up of external partners to provide regular strategic input and technical guidance on Caltrans' complete streets and active transportation efforts.	• Participate in meetings and discussions • Review and comment on Caltrans developed technical reports	June 2026	SBCOG
2.	San Benito County Bikeway and Pedestrian Master Plan Implementation. Conduct planning activities to improve bikeway and pedestrian facilities.	• Amendments • Local agency coordination • Funding applications support to local agencies	June 2026	SBCOG

3.	Assist in planning of Safe Routes to School concepts.	• Public outreach with schools and community partners	Quarterly	SBCOG
4.	Provide planning assistance to local jurisdictions for implementation of Complete Streets concepts.	• Planning and stakeholder meetings • Attend County and City of Hollister Development Review Committees and provide development reviews comments.	Monthly	SBCOG
5.	Provide grant application assistance to local jurisdictions. Funded with Rural Planning Assistance (RPA). Ensure that all transportation projects funded or overseen by Caltrans provide comfortable, convenient, and connected complete streets facilities for people walking, biking, and taking transit or passenger rail unless an exception is documented and approved.	• Grant applications. • Traffic Data, technical reports. • Grant application review assistance. • Letters of support. • Public outreach.	Quarterly	SBCOG
6.	Participate and attend local Safe Kids California San Benito Partners.	• Outreach activities. • Attend meetings. • Lead event planning. • Kids at the Park event planning and helmet fittings. • Walk to School Day. • Bicycle and pedestrian safety campaigns.	Monthly	SBCOG

Task Category 2030: Road System Planning



Lead Agency: SBCOG

Project Manager: Binu Abraham, Executive Director

Objective

To plan for and finance improvements to and preservation of the road systems within the San Benito County region with the assistance of the Cities and County, Caltrans, and the Association of Monterey Bay Area Governments (AMBAG).

Previous and Ongoing Work

Continue to conduct traffic monitoring activities and technical studies on specific projects and coordination with Caltrans on regionally significant projects. SBCOG allocated Measure G funding to the local Cities and County for maintenance of the local streets and roads in accordance with the voter approved Benito County Roads and Transportation Safety Investment Plan.

SBCOG distributes Surface Transportation Block Grant Program (STBG) funds, which provides flexible funding that may be used by localities for projects to preserve and improve the conditions on any public road, pedestrian and bicycle infrastructure, and transit capital projects, including intercity bus terminals. SBCOG also works with local jurisdictions to plan for local roadway improvements.

Task		Deliverable	Deadline	Responsible Party
Rural Planning Assistance				\$83,393
Planning, Programming, and Monitoring				\$7,618
Rural Planning Assistance FY 24-25 Carryover				\$4,102
Total				\$95,113
1.	Assist local agencies with technical data and planning support on future street and road realignments and traffic circulation improvements. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	• Technical data (RPA & PPM) • Comment letters (RPA & PPM) • Meetings (RPA & PPM)	Monthly	SBCOG
2.	Distribute state Local Partnership Planning (LPP) and Surface Transportation Block Grant Program (STBG) funds to	• Track STBG funding allocations and expenditures (RPA & PPM)	Monthly	SBCOG

	the cities of Hollister and San Juan Bautista, San Benito County, and to special projects based on SBCOG Board approved policies. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	• Special projects assessments (RPA & PPM) • Local agency funding request (RPA & PPM) application assistance (RPA & PPM) • Track invoicing (RPA & PPM)		
3.	Continue planning and monitoring of projects on the State Highway System. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	• Project development team meetings (RPA & PPM)	Monthly	SBCOG
4.	Initiate discussion on the Regional Transportation Impact Mitigation Fee Nexus Study update. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	• Meetings with local jurisdictions. (RPA & PPM)	July 2025	SBCOG
5.	Coordinate with Caltrans on Statewide planning efforts. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	• Coordinate and meet with California Transportation Commission staff and Board (RPA & PPM) • Review and comment on California Transportation Plan (RPA & PPM) • Review and Comment on Transportation concept reports (RPA & PPM) • Review and Comment on Statewide bicycle plans (RPA & PPM) • Review and Comment on Statewide freight plans (RPA & PPM)	Monthly June 2026	SBCOG
6.	Coordinate with San Benito County on development to enhance GIS capabilities for Road System Planning. Funded	• GIS coordination (RPA & PPM) • Meetings (RPA & PPM) • Data review (RPA & PPM)	Quarterly	SBCOG

	with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).			
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Task Category 2040: Transit System Planning and Administration



Lead Agency: Local Transportation Authority
Project Manager: Transportation Planning Staff

Objective

To develop and maintain a comprehensive regional transit system that will serve the needs of county residents, with particular emphasis on serving transit dependent populations and improving the transit component of the multimodal transportation network.

Previous and On-going Work

LTA staff continues to collaborate with SBCOG in preparing funding and grant applications for FTA and Caltrans funds. Funds include operational, capital and planning activities for County Express and Specialized Transportation services. Funding for the monitoring and preparation of such applications is funded through the TDA Local Transportation Fund (LTF)

Staff will continue various activities that would improve current bus service levels and the size of its vehicle fleet, service efficiency, increase accessibility of services, and develop a flexible plan for the future of its public transportation services.

	Task	Deliverables	Deadline	Responsible Party
	TDA- LTF (LTA transit services)			\$2,249,161
	State Transit Assistance (STA) & State of Good Repair (SGR)			\$928,770
	SB125 TIRCP & ZETCP			\$1,410,879
	Low Carbon Transit Operations Program (LCTOP)			\$174,980
				Total \$4,763,790
1.	Communicate with AMBAG, Caltrans, VTA, local agencies in the county, and other stakeholders to help ensure regional transit planning coordination. Funded with RPA	• Meetings (RPA) • Comments (RPA) • Plans (RPA)	Quarterly	SBCOG
2.	Coordinate with SBCOG during the Unmet Transit Needs process. ⁶ Funded with RPA	• Attend all public meetings. • Comment on draft reports. • Assist in the distribution of flyers on social media, buses,	December 2025 - June 2026	Lead SBCOG in coordination with the LTA

⁶ See Work Element 1010

		and throughout the community. • Assist with response to comments received. • Work on the implementation of Board approved recommendations		
3.	Ensure project consistency with Regional Transportation Plan (RTP) policies for improved access to elderly and disabled individuals. Funded with Rural Planning Assistance (RPA).	• Project comments. • Input on Transit RTP narrative and projects.	Monthly	Lead SBCOG in coordination with the LTA
4.	Work with the Social Services Transportation Advisory Council (SSTAC) to ensure that transportation planning and programming considers and incorporate the needs of the elderly, disabled, and low-income communities. (Funded with TDA funds)	• Staff reports • Planning & Programming documents • Presentations • Grant Applications & Budgets	Quarterly	SBCOG in coordination with the LTA
5.	Prepare planning grant applications for feasibility studies and implementation plans for various types of transit services; work done with grants from successful applications may be performed under separate work elements. (Funded with TDA funds.)	• Grant Applications • Capital, Operational & Planning Grants.	As Necessary	SBCOG in coordination with the LTA
6.	Conduct Transit Needs Assessments and prepare Transit Development Plans and Marketing Plans as appropriate. (Funded with TDA funds)	• Needs Assessments • Development & Marketing Plans	Monthly	SBCOG in coordination with the LTA
7.	Identify funding sources for and implementing the Accessible Connections Promoting Active Transportation: A Bus Stop Improvement Plan. (Funded with TDA funds)	• Grant Applications • Implementation of bus stop amenities (i.e., benches, signs, etc.	Quarterly	SBCOG in coordination with the LTA
8.	Implement 2022 Short-Range Transit Plan recommendations. Funded with Rural Planning assistance (RPA).	• Project and service implementation, per funding availability	Quarterly	SBCOG in coordination with the LTA

9.	Identify funding sources for and implementing transit Intelligent Transportation Systems (ITS) for LTA services.	• Grant Applications • ITS improvements, per funding availability • Monitor Electronic fare media (i.e., Token Transit) • Monitor RouteMatch dispatch software	Quarterly	SBCOG in coordination with the LTA
10.	Implement and update as required the Federal Transit Administration (FTA) mandated Transit Asset Management Plan. (Funded with TDA funds)	• Transit Project List of existing and projected needs (i.e., vehicles, equipment, etc.) • Project Schedule • Transit project needs shall be evaluated, and project will be implementation, per funding availability. • Monitor and process Plan Updates	Quarterly	SBCOG in coordination with the LTA
11.	Manage LTA's County Express and Specialized Transportation public transportation operations contracts. (Funded with TDA funds)	• Monthly Operator Meetings to address system improvements and complaints. • System Performance Review & Reports for Board and Committee review. • Contractor Coordination • Attend driver safety meetings. • SBCOG oversees LTA contracts	Monthly	SBCOG in coordination with the LTA

Task Category 2050: Transportation System Modeling



Lead Agency: SBCOG

Contact: Binu Abraham; Executive Director and Planning Staff

Objective

Continue to coordinate with AMBAG to develop and refine the regional traffic model to enhance transportation planning activities.

Previous and Ongoing Work

Staff aided AMBAG in the development of its Regional Travel Demand Model. SBCOG will continue to aid with AMBAG's current model update process and for transit and goods movement studies. SBCOG requests AMBAG perform periodic project reviews for processing in the Regional Travel Demand Model. The Regional Travel Demand Model is designed to support long range transportation planning and programming decisions.

	Task	Deliverable	Deadline	Responsible Party
	Rural Planning Assistance			\$44,129
	Rural Planning Assistance FY 24-25 Carryover			\$5,520
	Planning, Programming, and Modeling			\$6,380
			Total	\$56,029
1.	Review Model Framework. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	• Comments to AMBAG (RPA & PPM)	June 30, 2026	SBCOG
2.	Model Impacts of Development while conducting update to the Regional Traffic Impact Fee Program. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	• Model analysis reports (RPA & PPM)	Monthly review	SBCOG
3.	Work with local jurisdictions to facilitate model Development. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	• Model development reports (RPA & PPM)	June 30, 2026	SBCOG

Task Category 2060: Travel Demand Management



Lead Agency: SBCOG

Project Manager: Transportation Planning Staff

Objective

To provide a countywide program aimed at promoting ridesharing via carpooling, vanpooling, biking, public transit, walking, telecommuting, and outreach efforts to employers. SBCOG recognizes that these alternatives to driving alone can play a significant factor in reducing vehicle emissions, vehicle miles traveled and improve sustainability.

Previous and Ongoing Work

The Rideshare Program has been a continuous activity of SBCOG since January 1987. Ongoing activities will include providing Safe Routes to Schools outreach, bicycles, and pedestrian encouragement, planning of Bike Week and Kids at the Park events. Staff will also continue to serve as a partner agency to Safe Kids Coalition of San Benito County on various activities related to active transportation and safety.

	Task	Deliverable	Deadline	Responsible Party
Travel Demand Management (TDM)				\$10,256
Local Funds				\$18,705
Rural Planning Assistance FY 24-25 Carryover				\$2,098
Total				\$31,059
1.	Use District 5's Active Transportation Plan to identify future projects for implementation.	• Grant applications	June 30, 2026	SBCOG
2.	Data entry for carpool and vanpool.	• Match list	Daily	SBCOG
3.	Administer Vanpool Program.	• Process lease fees • Administer driver applications • Track maintenance records • Process payments	Daily	SBCOG
4.	Serve as a member of the Safe Kids Coalition of San Benito County.	• Partner agency coordination • Bicycle & Ped. event planning	Ongoing	SBCOG

5.	Promote annual Bike Week and Walk to School/Workday events.	• Promotional materials • Helmets fittings	May 2026	SBCOG
6.	Promote public transit.	• Marketing & promo campaigns • On-bus rider surveys & online surveys and English and Spanish	Ongoing	SBCOG/LTA
7.	Provide Rideshare Support for Inter-County Travel	• Rideshare Matchlist (RPA) • Ridesharing campaigns (RPA) • Ridesharing materials and website updates. (RPA)		

Task Category 2070: State Programming: Regional Transportation Improvement Program (RTIP)

Lead Agency: SBCOG

Project Manager: Transportation Planning Staff



Objectives

Planning activities associated with the preparation of the State Transportation Improvement Program (STIP), including the Regional Transportation Improvement Program (RTIP) and the Transportation Alternatives Program.

The RTIP is a five-year planning and programming document that is adopted every two years (even years) and commits transportation funds to road, transit, bike, and pedestrian projects. Funding comes from a variety of federal, state, and local sources. Regional and local projects cannot be programmed or allocated by the California Transportation Commission without a current RTIP.

Previous and Ongoing Work

This work element is a continuing activity. The primary objective of this work element is to:

- Ensure the RTIP is consistent with the Regional Transportation Plan (RTP) and the State Transportation Improvement Program (STIP) guidelines.
- Coordinate with statewide, regional, and local planning agencies for future projects.
- Amend existing RTIPs if projects have a change in scope, cost and/or delivery.
- Participate in quarterly STIP related meetings with Caltrans.
- Preparation of final RTIP and Manage and monitor RTIP Projects.

Task		Deliverable	Deadline	Responsible Party
Rural Planning Assistance				\$33,862
Planning, Programming, and Monitoring				\$18,560
			Total	\$52,422
1.	Coordinate with statewide, regional, and local planning agencies for future projects. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	• Staff reports to committees/board. (RPA & PPM) • Coordination with Caltrans. (RPA & PPM)	June 2026	SBCOG

2.	Amend existing RTIPs if projects have a change in scope, cost and/or delivery. Funded with Rural Planning Assistance (RPA) and Planning, Programming and Monitoring (PPM).	• Amendments, staff reports, resolutions, draft RTIP. (RPA & PPM)	June 2026	SBCOG
3.	Quarterly STIP meetings with Caltrans. Funded with Rural Planning Assistance (RPA).	• Provide project updates. (RPA)	Quarterly	SBCOG
4.	Attend planning meetings for STIP Guidelines updates. Funded with Rural Planning Assistance (RPA).	• Meeting notes & staff reports (RPA)	Monthly	SBCOG

Task Category 2080: Federal Programming: Metropolitan Transportation Improvement Program (MTIP)

Lead Agency: SBCOG

Project Manager: Transportation Planning Staff



Objective

To work with the Metropolitan Planning Organization, Association of Monterey Bay Area Governments (AMBAG) is required to produce a long range (20+ years) Metropolitan Transportation Plan (MTP) that maintains the region's eligibility for transportation assistance. The MTP is built on a set of integrated policies, strategies, and investments to maintain and improve the transportation system to meet the diverse needs of the region. AMBAG coordinated the development of the MTP with the Regional Transportation Planning Agencies in San Benito, Monterey, and Santa Cruz Counties and organizations having an interest in or responsibly for transportation planning and programming.

Another objective is to continue work with AMBAG on program development, and adoption of regionally significant or federally funded transportation projects for inclusion in the Metropolitan Transportation Improvement Program (MTIP) through amendments and updates. The MTIP is a four-year program of surface transportation projects that receive federal funds, which are subject to a federally required action, or are regionally significant.

Previous and Ongoing Work

The Association of Monterey Bay Area Governments (AMBAG) updates the MTIP every two years and is currently preparing the MTIP for FFY 2023 to FFY 2026. AMBAG works closely with the San Benito SBCOG in the development of the MTIP. SBCOG, on behalf of the San Benito region, submits project updates for inclusion into the MTIP.

	Task	Deliverable	Deadline	Responsible Party
	Rural Planning Assistance			\$8,255
	Planning, Programming, and Monitoring			\$6,302
	Total			\$14,557
1.	Consult with the local jurisdictions to add or edit transportation projects in the AMBAG's Metropolitan Transportation Improvement Program (MTIP). Projects that are regionally significant or have been approved by SBCOG, Caltrans, and/or other agencies for	Identify <i>regionally significant</i> projects and those funded with federal funds. (RPA & PPM)	Ongoing	SBCOG/ AMBAG

	Federal transportation funds are included in the Federal Transportation Improvement Program (FTIP) that is managed by AMBAG and called the MTIP. Funded with RPA and PPM. An annual SBCOG Obligation Plan is developed in partnership with local member agencies to recommend the timing of projects in the five-year MTIP for fund obligations each fiscal year.	• Assist local jurisdictions with project applications (i.e., meetings and coordination) (RPA & PPM) • MTIP Amendments (RPA & PPM) • SBCOG Obligation Plan		
2.	Federal Obligation Authority Plan. Federal legislation requires AMBAG to publish an annual listing of obligated transportation projects for which federal funds have been given in the prior year. SBCOG coordinates this effort with local agencies that receive federal funds for their projects. Funded with RPA	• List federally funded projects obligated within the requested time frame (RPA)	June 30, 2026	SBCOG/AMBAG

Task Category 2090: Public Participation

Lead Agency: SBCOG

Project Manager: Binu Abraham; Executive Director



Objectives

To enhance public knowledge, understanding and participation in the state and regional transportation planning process as required by the federal transportation bill.

Previous and Ongoing Work

SBCOG holds public hearings and meetings throughout the year to receive information and gather input on projects and planning activities. SBCOG provides technical data and assistance regarding federal and state programs, traffic volumes, and finances to interested members of the public and organizations, including traditional and nontraditional stakeholders. SBCOG also collaborates with AMBAG on its update to the Monterey Bay Area Public Participation Plan, which outlines public participation best practices for the Monterey Bay Area region.

	Task	Deliverable	Deadline	Responsible Party
Rural Planning Assistance				\$53,124
Total				\$53,124
1.	Hold public hearings and meetings to provide information and gather input and comments on SBCOG's various projects and work elements. Funded with Rural Planning Assistance (RPA) funds.	• Online meetings • Public meetings • Public hearings • Flyers, newsletters • Social media updates	Monthly	SBCOG
2.	Provide information, reports, and presentations to stakeholder groups to increase public awareness of regional issues and activities. Funded with RPA	• Consultant Contract • Outreach Materials • Website Update	Monthly	SBCOG
3.	Provide technical data to interested members of the public and organizations on regional issues, as it relates to federal and state programs, traffic volumes, and financial data. Funded with RPA	• Technical data • Reports	Upon request	SBCOG

4.	Maintain up-to-date SBCOG's website to inform the public about current and upcoming projects and activities. Funded with RPA	SBCOG website	Monthly	SBCOG
5.	Prepare news releases, newsletters, social media posts, and public service announcements on key transportation issues and accomplishments. Funded with RPA	- Press releases - Public service announcements	Quarterly	SBCOG
6.	Publicize SBCOG Board meetings, including agendas, and staff reports. Funded with RPA.	Agendas	Monthly	SBCOG
7.	Serve on various community organizational committees. Funded with RPA	Meetings	Monthly	SBCOG
8.	Meet with community groups, including the Amah Mutsun Land Trust, regarding key transportation issues. Funded with RPA	Meetings	Quarterly	SBCOG
9.	Support Caltrans efforts to hold equitable, meaningful, and collaborative partner agency and community engagement meetings associated with highway projects and planning studies within the San Benito Region. This includes facilitating effective collaboration between local jurisdictions (i.e., City of Hollister, City of San Juan Bautista, and the County of San Benito). Funded with RPA	- Meeting updates - STIP Quarterly meetings - Phone calls - Emails - Reports - SR 156 Improvement Project Interagency Stakeholder Meeting - Technical data	Monthly Quarterly Weekly Weekly Monthly Monthly Quarterly	SBCOG SBCOG SBCOG SBCOG SBCOG SBCOG SBCOG

Task Category 2100: Regional Coordination



Lead Agency: SBCOG

Project Manager: Binu Abraham; Executive Director

Objectives

Improve coordination among local jurisdictions and state or regional partners on issues of concern, to serve as a coordinating agency for dissemination of technical information regarding federal and state guidelines and programs. SBCOG ensures that regional transportation planning activities are responsive to federal and state requirements and are coordinated with other planning efforts at the local, regional, state, and federal levels. SBCOG facilitates effective interaction between the staff and policy boards of other agencies involved with transportation, land-use, air quality, and related planning activities.

Previous and Ongoing Work

This task category consists of coordination with various local, regional, state, federal agencies, and other stakeholders as needed. In 1993, a Memorandum of Understanding between the SBCOG, Caltrans, and AMBAG was adopted for meeting the federal transportation bill requirements related to Metropolitan Planning Organization (MPO) boundaries, planning and programming for non-attainment⁷ areas.

Other ongoing work includes collaborating with Caltrans and VTA on the San Benito/Santa Clara Mobility Partnership, which is tasked with reviewing the operational continuity of the highway transportation system between Santa Clara and San Benito Counties.

SBCOG continues to also partner with the Central Coast Coalition, which is comprised of the six regional transportation planning agencies and metropolitan planning organizations for the counties of Monterey, San Benito, San Luis Obispo, Santa Barbara, and Santa Cruz who are committed to making multi-modal investments and improving infrastructure within the Central Coast region.

SBCOG also coordinates at the state level with other Regional Transportation Planning Agencies (RTPAs), MPOs, and COGs through participation at various statewide groups, including the California Regional Transportation Planning Agencies (CalRTPA) working group and the Rural Counties Task Force.

⁷ A non-attainment area is an area considered to have air quality worse than the National Ambient Air Quality Standards as defined in the Clean Air Act Amendments of 1970.

	Task	Deliverables	Deadline	Responsible Party
Rural Planning Assistance				\$59,655
Planning, Programming, and Monitoring				\$13,920
Total				\$73,575
1.	Participate in Statewide Policy & Planning Coordination Activities, SBCOG staff involved in groups, including Self-Help Counties, the Rural County Task Force (RCTF) and California Council of Governments (CALCOG) funded with state Rural Planning Assistance (RPA) funds.	• Meeting notes (RPA) • Staff updates • Attend meetings (RPA) • Distribute relevant updates to the SBCOG Technical Advisory Committee (TAC)	Ongoing	SBCOG
2.	Participate in Central Coast and South Bay regional coordination groups, including the Central Coast Coalition, the San Benito/Santa Clara Mobility Partnership. Funded with RPA and Planning, Programming and Monitoring (PPM) funds.	• Meetings & updates to the SBCOG TAC (RPA & PPM) • Correspondence (RPA) • Legislative Day (RPA & PPM) • Comment letters & general communications (RPA & PPM) •	Ongoing	SBCOG
3.	SBCOG Technical Advisory Committee (TAC) meeting agenda items coordination with AMBAG and Caltrans. Funded with RPA and PPM.	• Meetings (RPA & PPM) • Staff reports (RPA & PPM) • Presentations (RPA & PPM) • Technical documents (RPA & PPM)	Monthly	SBCOG

		• Participate in meetings with AMBAG and local agency public works and planning staff to maximize collaboration opportunities. Includes updates to the SBCOG TAC and policy board. (RPA)		
4.	Regional Growth Forecast monitoring and information dissemination. Funded with RPA.	• Review technical documents and provide comments to AMBAG for consistency with local land use policies, plans, and growth forecasts (RPA)	Ongoing	SBCOG
5.	Review and participate in the development of technical studies and programs of regional significance. Funded with PPM.	• Collaborate with AMBAG on various planning grant opportunities. (PPM) • Provide technical assistance and policy recommendations on planning studies that benefit SBCOG and local member agency partners. (PPM) • Utilize planning studies to improve planning	Ongoing	SBCOG

		efforts, such as: the Public Participation Plan updates, Monterey Bay Area Coordinated Public Transit Human Services Transportation Plan, Rural Transit Plan, etc. (PPM)		
6.	Coordinate with local jurisdictions to mitigate transportation impacts resulting from land-use decisions. Review and comment on the transportation and land use element of proposed developments to ensure maximum efficiency in the regional transportation network. Funded with PPM	• Support local development review committee work, planning commission meetings, and provide comments on relevant local policy actions. (PPM) • Provide technical assistance and data. (PPM)	Ongoing	SBCOG
7.	Review transportation related governmental planning, policy, legislation, ordinances, etc. Funded with RPA.	• Comment on local General Plan Circulation Element recommendations that are relevant to SBCOG (RPA) • Ensure local plans are consistent with the adopted San Benito RTP (RPA) • Provide technical assistance and comments on	Ongoing	SBCOG

		proposed local agency plans and policies that relate to SBCOG responsibilities. (RPA)		
8.	Coordinate with Caltrans, AMBAG, VTA, and local jurisdictions on grant opportunities to improve transportation access, safety, and mobility in the county. Funded with RPA.	• Prepare grant applications that SBCOG will lead (RPA) • Provide technical data and support to grant applicants	Ongoing	SBCOG
9.	Coordinate with stakeholders, local jurisdictions, the California Highway Patrol (CHP), and Caltrans to support improved goods movement throughout the county. Funded with RPA and PPM.	• Lead or Support planning efforts and meetings with agency partners and engaged stakeholders (RPA & PPM) • Provide comments on policies and proposed investments (RPA & PPM)	Ongoing	SBCOG
10.	Research methods to reduce vehicle miles traveled (VMT) and promote mobility alternatives to driving alone. Funded with RPA.	• Rideshare Matchlist (RPA) • Ridesharing campaigns (RPA) • Ridesharing materials and website updates. (RPA) • Technical documentation (RPA)	Ongoing	SBCOG
11.	Staff support to procure and manage SBCOG's contract with a qualified professional service to update the Transportation Impact Mitigation Fee (TIMF) program consistent with the CEQA threshold for SB 743. Funded with RPA.	• Professional Services Contract	June 2026	SBCOG

		• Regional Traffic Impact Mitigation Fee Nexus Study		
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Task Category 2110: Airport Land Use Commission

Lead Agency: San Benito County Airport Land Use Commission

Project Manager: Samuel Borick, Transportation Planner



Objective

The role of the San Benito Airport Land Use Commission (ALUC) is to ensure the orderly expansion of the land surrounding the public use airports, Hollister Municipal Airport and Frazier Lake Airpark, by guiding future development.

Previous and Ongoing Work

In 2012, the ALUC adopted the Hollister Municipal Airport Land Use Compatibility Plan. The basic function of this Compatibility Plan is to promote compatibility between Hollister Municipal Airport and the land uses surrounding it to the extent that these areas have not already been devoted to incompatible uses. In 2019, ALUC adopted the Airport Land Use Compatibility Plan for Frazier Lake Airpark.

Airport Land Use Commission staff will continue to conduct development reviews, that are referred by the City of Hollister and County of San Benito, for compatibility determinations and ensure that the local General Plans are made consistent with the Compatibility Plan.

	Task	Deliverable	Deadline	Responsible Party
Local Funds				\$2,000
Total				\$2,000
1.	Conduct Site and Architectural Reviews in accordance with the 2012 Hollister Municipal Airport Land Use Compatibility Plan.	• Staff report, maps, comment letters, presentations	Monthly	ALUC
2.	Conduct Site and Architectural Reviews in accordance with the Frazier Lake Airpark's Comprehensive Land Use Plan.	• Staff report, maps, letters, and presentations	Monthly	ALUC
3.	Coordinate with the GIS analyst for precise project reviews and mapping.	• GIS mapping	Monthly	ALUC
4.	Review environmental documents (i.e., Initial Studies, Environmental Impact Reports, etc.).	• Comment letter	Monthly	ALUC

5.	Refer projects to the FAA for review.	• Correspondence	Monthly	ALUC/FAA
6.	Coordinate with Caltrans Division of Aeronautics for topics related to engineering, land use, noise, environment, and compatible land use planning.	• Attend Caltrans sponsored training. • Submit draft and final Compatibility plan amendments or updates to Caltrans Department of Aeronautics for review	Monthly	ALUC/Caltrans
7.	Administer ALUC Fee Structure.	• Invoices	Monthly	ALUC
8.	Attend the California Airport Land Use Consortium (Cal-ALUC).	• Attend workshops	June 30, 2026	ALUC
9.	Process amendments and updates to the Airport Land Use Compatibility Plans for the Hollister Municipal Airport and Frazier Lake Airpark.	• Amendments • Resolutions • Staff reports	June 30, 2026	ALUC/Caltrans

Element 3000: Planning Activities Funded with Grants or External Agency Contributions



Element 3000 Funding Sources	Totals
Local Funds	\$108,070
RMRA and SHA, LPP, and FHWA SPR	\$180,000
FHWA SPR	\$250,000
LPP	\$100,000
Rural Planning Assistance Competitive Grant- Awarded	\$120,000
External Agency Contributions – Funds Requested	\$100,000
Grand Total	\$858,070

Task Category 403: Travel Behavior Analysis Grant (Award)

Lead Agency: SBCOG

Project Manager: Transportation Planning Staff



Project Objective: The purpose of this project is to collect and interpret travel behavior data from across the San Benito Region. The project was identified because there is currently a lack of dependable and detailed post pandemic travel data for rural communities such as San Benito County. The data collected will offer insights into the behavior of San Benito County travelers and help shape future transportation planning activities.

Previous and Ongoing Work: SBCOG applied for and was awarded the RPA Discretionary Grant in the FY 23-24. SBCOG began executing the grant in FY 24-25 and will continue working on it in FY 25-26.

Task		Deliverable	Deadline	Responsible Party
Rural Planning Assistance- Discretionary Grant Awarded				\$120,000
Local Funds				\$5,670
Total				\$125,670
1	Project Administration. Funded with RPA Discretionary Grant Program Funds and Local Funds.	Kick-off meeting with Caltrans Quarterly Invoices Progress Review	Completed Quarterly Monthly through June 30, 2026	SBCOG
2	Consultant Procurement. Funded by Local Funds.	Release RFQ to on call bench and execute contract with selected firm.	October 31, 2025	SBCOG
3	Project Kick Off. Funded by RPA Discretionary Grant Program Funds.	Scope of work, detailed project schedule, establish data collection and analysis approach, establish deliverable report style an design.	November 30, 2025	SBCOG
2	Summary of Existing Data and Data Procurement. Funded with RPA	List of data to be procured Formatting Data San Benito County Travel Behavior Database	January 31, 2026	SBCOG

	Discretionary Grant Program Funds.			
3	Data Analysis. Funded with RPA Discretionary Grant Program Funds.	Preliminary Findings Report	March 31, 2026	SBCOG
4	Final Report & Board Presentation. Funded with RPA Discretionary Grant Program Funds.	Board agenda Meeting notes Staff report Presentation materials	May 31, 2026	SBCOG

Task Category 3020: Zero-Emission Bus Clean Fuel Path Strategy Grant (placeholder)

Lead Agency: Local Transportation Authority
Project Manager: Transportation Planning Staff



Project Objective: The purpose of this project is to assist LTA in implementing the California Air Resources Board (CARB) Innovative Clean Transit (ICT) regulation by performing fleet, facilities, and operational analysis and creating a detailed plan to assist LTA in reaching a zero-emission bus fleet. The ICT regulation was adopted in December 2018 and requires all public transit agencies to gradually transition to a 100 percent zero-emission bus (ZEB) fleet. Beginning in 2029, 100% of new purchases by transit agencies must be ZEBs, with a goal for full transition by 2040.

Previous and Ongoing Work: This Plan is consistent with the adopted Short Range Transit Plan, San Benito Regional Transportation Plan and AMBAG Metropolitan Transportation Plan/Sustainable Communities Strategy.

Task		Deliverable	Deadline	Responsible Party
RMRA and SHA				\$180,000
Local Funds- Match				\$42,400
			Total	\$222,400
1	Project Administration	Quarterly Progress Reports Kick-off Meeting with Caltrans	Quarterly August 1, 2025	SBCOG
2	Existing Conditions Assessment	Existing Conditions Summary Report	December 15, 2026	SBCOG
3	Vehicle and Infrastructure Analysis	Operations Cost Summary Vehicle and Infrastructure Needs Analysis Report	February 1, 2026 March 1, 2026	SBCOG

4	Final Report and Board Approval	Draft Zero-Emission Bus Clean Fuel Path Study Final Zero-Emission Bus Clean Fuel Path Study Staff Report and Agenda	April 1, 2026 May 1, 2026 June 18, 2026	SBCOG
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Task Category 3030: State Route 25 Comprehensive Multimodal Corridor Plan Grant (placeholder)



Lead Agency: SBCOG

Project Manager: Transportation Planning Staff

Project Objective: The State Route (SR) 25 Comprehensive Multimodal Corridor Study (CMCP) will develop detailed, long-term improvement strategies for a 10.8-mile segment of SR 25 within San Benito and Santa Clara Counties. These strategies will align with and enhance a recently initiated environmental planning process while also increasing the eligibility of collaborating partner agencies to secure state transportation grant funding.

Previous and Ongoing Work: This Plan is consistent with the adopted San Benito Regional Transportation Plan and AMBAG Metropolitan Transportation Plan/Sustainable Communities Strategy.

Task		Deliverable	Deadline	Responsible Party
FHWA SPR				\$250,000
Local Funds- Local Match				\$60,000
				Total \$310,000
1	Project Administration	Kick-off Meeting with Caltrans Quarterly Progress Reports	August 1, 2025 Quarterly	SBCOG
2	Existing Conditions Assessment	Summary of existing planning documents Existing Conditions Report	August 30, 2025 September 31, 2025	SBCOG
3	Public Outreach	Public Meeting Materials Summary of Public Engagement	December 1, 2025 December 30, 2025	SBCOG
4	Advisory Committee Meetings	Meeting Agendas and Notes	April 1, 2026	SBCOG

5	Final Report and Board Approval	Draft State Route 25 Comprehensive Multimodal Plan Final State Route 25 Comprehensive Multimodal Plan Board Agenda and Staff Report	May 1, 2026 June 1, 2026 June 18, 2026	SBCOG
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Task Category 3040: State Route 25 Traffic Study & Vehicle Miles Traveled (VMT) Study (placeholder)

Lead Agency: SBCOG

Project Manager: Transportation Planning Staff

Project Objective: The State Route (SR) 25 Traffic Study is needed to evaluate base and future year travel volumes and modal splits for the highway between Hollister and Gilroy. Additional data on VMT generation will be completed as well. The data and analysis will be helpful for active planning efforts, including the environmental analysis for alternatives included in the SR 25 Corridor Improvement Project. The VMT and traffic data will also be used to comply with state requirements from Senate Bill 743.

Previous and Ongoing Work: This Plan is consistent with the adopted San Benito Regional Transportation Plan and AMBAG Metropolitan Transportation Plan/Sustainable Communities Strategy. Prior SR 25 studies and data will provide background and methodologies to use in the analysis.

Task		Deliverable	Deadline	Responsible Party
Local Partnership Program (LPP)				\$100,000
				Total \$100,000
1	Project Administration	SBCOG leads the procurement and management of a consultant team hired to complete the work.	June 2026	
2	Consultant Procurement	Proposals are solicited from eligible consultants pre-qualified by SBCOG. SBCOG hires the most qualified consultant team, in coordination with Caltrans involvement.	June 2026	
3	Project Initiation	Kick-off Meeting with Caltrans and consultant team hired	June 2026	SBCOG

4	Data Collection & Analysis	After completing an assessment of existing SR 25 planning & data, the consultant team completes the tasks in coordination with SBCOG and Caltrans	June 2026	SBCOG
4	Advisory Committee Meetings	Meeting Agendas and Notes	June 2026	SBCOG
5	Final Report and Board Approval	Draft State Route 25 Traffic Study & VMT Analysis Final State Route 25 Traffic Study & VMT Analysis	June 2026	SBCOG

Task Category 3050: San Benito Traffic Impact Fee Program (TIMF) - Nexus Study Update (placeholder)

Lead Agency: SBCOG

Project Manager: Transportation Planning Staff



Project Objective: The selected consultant will prepare a TIMF Nexus Study Update that will serve as the basis for continuing to require impact fees under state AB 1600 legislation. The established procedures under AB 1600 require that a nexus exists between the traffic infrastructure improvements required to mitigate the traffic impacts and the proposed development project. The last comprehensive TIMF Nexus Study was completed in 2016, with an amendment completed in 2019 to add the City of San Juan Bautista to the TIMF program. SBCOG will be responsible for leading the procurement process to hire a technical consultant and managing the study update work, in cooperation with local agency staff from the cities of Hollister and San Juan Bautista, along with the County of San Benito, participating in a study update working group. The working group will be involved in the procurement process and will provide feedback to the consultant team on all deliverables produced as part of the study update.

Previous and Ongoing Work: This Plan is consistent with the adopted San Benito Regional Transportation Plan and AMBAG Metropolitan Transportation Plan/Sustainable Communities Strategy.

Task		Deliverable	Deadline	Responsible Party
External Agency Contribution- Funds Requested				\$100,000
Total				\$100,000
1	Project Administration	SBCOG leads the procurement and management of a consultant team hired to complete the work.	June 2026	SBCOG
2	Consultant Procurement	Proposals are solicited from eligible consultants pre-qualified by SBCOG. SBCOG hires the most qualified consultant team, in coordination with the TIMF study update working group.	June 2026	SBCOG
4	Data Collection & Analysis	After completing an assessment of existing TIMF program transportation projects & data, the consultant team completes the tasks in coordination with the TIMF study update working group.	June 2026	SBCOG

4	TIMF Working Group Meetings	Meeting Agendas and Notes	June 2026	SBCOG
5	Final Report and TIMF fee program update approvals from the SBCOG board and the involved local agencies.	Draft TIMF Nexus Study Update Final TIMF Nexus Study Update SBCOG Board Approval City of Hollister City Council Approval City of San Juan Bautista City Council Approval County of San Benito Board of Supervisors Approval	June 2026	SBCOG

Appendices



Appendix A

Certifications and Assurances

Certifications and Assurances

Fiscal Year 2024

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature  Date: May 20, 2024

Name Binu Abraham Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): Council of San Benito County Governments

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature  Date: May 20, 2024
Osman Mufti (May 20, 2024 12:14 PDT)

Name Osman Mufti Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

Appendix B

FHWA and FTA State and Metropolitan
Transportation Planning Process Self-Certification

To be inserted after adoption

Appendix C

Department of Transportation
Department and Suspension Certification

Appendix D

Overall Work Program Agreement

To be inserted after adoption

Appendix E

Resolution

To be inserted after adoption

Appendix F

**OWP Budget Revenue Summary
Breakdown**

