I. CALL TO ORDER AND ROLL CALL

II. EMERGENCY ITEMS
   A. Discussion/Action of emergency items, if necessary.

III. PUBLIC COMMENTS

Any member of the public may address the Committee for a period not to exceed three minutes on any item of interest not on the agenda within the jurisdiction of the Committee. The Committee will listen to all communication, but in compliance with the Brown Act, will not take any action on items that are not on the agenda.

IV. APPROVAL OF CONSENT CALENDAR

   A. Approval of Management Committee Draft Minutes: June 13, 2012
   B. Receive and File:
      1. ICTC Board Draft Minutes: June 27, 2012
      2. ICTC SSTAC Minutes: June 6, 2012
      3. ICTC TAC Minutes: June 28, 2012
   C. Legal Services Agreement – County of Imperial – Imperial County Transportation Commission (ICTC) FY 2012-13

   It is requested that ICTC Management Committee forward this item to the ICTC Commission for their review and approval after public comment, if any.
1. Authorize the Chairman to sign the agreement for the continuation of legal services between the County of Imperial and the Imperial County Transportation Commission for an annual cost not to exceed $10,000, effective July 1, 2012 through June 30, 2013.

2. Direct staff to forward the agreement to the County of Imperial.

D. Amendment to the Med-Express Operating Agreement, ARC – Imperial Valley FY 2012-13

It is requested that ICTC Management Committee forward this item to the ICTC Commission for their review and approval after public comment, if any.

1. Authorize the Chairman to sign an amendment document to the operating agreement with ARC-Imperial Valley for the continued operation of the Med-Express for the period effective July 1, 2012 through June 30, 2013, with an annual not to exceed operating subsidy ($161,737.00) with 3% marketing funding ($6,065.00), maintenance escalator ($7,500.00) and fuel escalator.

V. REPORTS

A. ICTC Executive Director
B. Southern California Association of Governments
C. California Department of Transportation – District 11
D. Committee Member Reports

VI. INFORMATIONAL ITEMS

A. State-Local Partnership Program (SLPP) Funding Opportunity for FY 2012-2013

VII. ACTION CALENDAR

A. ICTC and the City of Imperial Agreement for Human Resource Services, FY 2012-13

It is requested that ICTC Management Committee forward this item to the ICTC Commission for review and approval after public comment, if any.

1. Authorize the Chairman to sign the agreement for Human Resource Services with the City of Imperial for the not to exceed fee of $15,000.00, effective July 1, 2012 through June 30, 2013.

B. State Transportation Improvement Program (STIP) Transportation Enhancement (TE) Call for Projects for FY 2013-14 to FY 2015-16

It is requested that ICTC Management Committee forward this item to the ICTC Commission for review and approval after public comment, if any.

1. Direct staff to open a competitive call for projects for member agencies for estimated STIP-TE funds, effective August 1, 2012 through September 4, 2012
2. Direct staff to convene an evaluation committee to score and rank the projects
3. Direct staff to return with a list of recommended projects for approval by the Commission

C. ICTC Personnel Policies and Procedures Manual, DRAFT

It is requested that ICTC Management Committee forward this item to the ICTC Commission for review and approval after public comment, if any.

VIII. NEXT MEETING DATE AND PLACE

The next meeting of the Management Committee will be held on **Wednesday, August 8, 2012 at 10:30 a.m.**, at the City of Holtville, CA 92250

IX. ADJOURNMENT

A. Motion to Adjourn
IV. CONSENT CALENDAR

A. APPROVAL OF MANAGEMENT COMMITTEE
   DRAFT MINUTES:
   JUNE 13, 2012

B. RECEIVE AND FILE:
   1. ICTC BOARD DRAFT MINUTES: JUNE 27, 2012
   2. ICTC SSTAC DRAFT MINUTES: JUNE 6, 2012
   3. ICTC DRAFT TAC MINUTES: JUNE 28, 2012
VOTING MEMBERS PRESENT:

City of Brawley  Rosanna Bayon Moore
City of Calexico  Nick Servin for Oscar Rodriquez
City of Calipatria  Rom Medina
City of El Centro  Ruben Duran
City of Holtville  Alex Meyerhoff
City of Imperial  Jackie Loper for Marlene Best

(Non-voting) ICTC  Mark Baza

STAFF PRESENT:  Kathi Williams, David Salgado, Cristi Lerma, Virginia Mendoza

OTHERS PRESENT:  Sam Amen (Caltrans)

The following minutes are listed as they were acted upon by the Imperial County Transportation Commission Management Committee and as listed on the agenda for the meeting held Wednesday, June 13, 2012 together with staff reports and related documents attached thereto and incorporated therein by reference.

I. CALL TO ORDER AND ROLL CALL

Chair Medina called the Committee meeting to order at 10:39 a.m. Roll call was taken. Introductions were made.

II. EMERGENCY ITEMS

There were none.

III. PUBLIC COMMENTS

There were none.

IV. CONSENT ITEMS

A motion was made by Bayon Moore, seconded by Duran to approve consent items 4A through 4C. Motion carried unanimously.

A. Approved ICTC Management Committee Minutes for May 16, 2012.
B. Received and filed:
   1. ICTC Board Draft minutes for May 23, 2012
C. Authorized the Chairman to sign the resolution authorizing ICTC’s participation in the Employment Risk Management Authority (ERMA).
V. REPORTS

A. ICTC Executive Director

- Mr. Baza gave an update of the EPA sanctions. Mediation sessions have been continuous and recently had their 4th session. There have been regular meetings with SCAG, Caltrans, EPA and FHWA to work on a list of federal projects that will be affected by the sanctions. Currently, there are 7 projects with potential challenges for sanctions. They do not meet the criteria for an exemption. The recently approved CMAQ and RSTP projects for 2013 and beyond are not being taken into account at this time. ICTC will follow up with local agencies, EPA and FHWA. On June 21, 2012 an executive level meeting will be held in San Diego to prepare for the August 9th sanctions, assuming that the sanctions will be in effect by August 9th. Mr. Baza stated that his approach is to allow the process to go forward. ICTC has asked for a stay but probably will not be granted.
- A STIP TEA Call For Projects workshop is being held at the ICTC offices on Thursday, June 14, 2012. $2.5 million is available for FY’s 2014-2016 and the State funding may be used as match. No local match is required.
- ICTC requested that local agencies keep staff informed in advance of any road closures as the detours and closures have affected the transit routes and schedules dramatically this fiscal year.
- Mr. Baza stated that a relationship is being established with the Quechan Tribe and Yuma Transit agency. Bus stops in the Winterhaven area are under review by the County on behalf of a request from the Yuma County Intergovernmental Public Transportation Authority (YCIPTA), and the Quechan Tribe is requesting a review of a new routes that would come into the Imperial Valley. It appears to be less expensive for Yuma County Area Transit (YCAT) to provide the service and ICTC staff is agreeable as long as there are no spatial or temporal conflicts. This will require a three way agreement between ICTC, the Quechan Tribe and YCIPTA. Mr. Duran requested he be kept abreast of the location the YCAT buses that would be using facilities while in El Centro. He stated that a letter with the information should be sufficient. Ms. Williams stated that a mutually agreeable contract would be brought to the Commission.
- Mr. Baza stated that the Quechan Tribe is interested in participating as an ex-officio member and would like the opportunity to be a voting member in the future. If this is considered, a change in legislation will likely need to take place because currently the bylaws state that a member from a federally recognized tribal agency can have a seat as a non-voting member.
- Ms. Bayon Moore inquired in regards to the recently submitted grant for the IVC/SDSU transit partnership. Mr. Baza stated that we are waiting on approval.

B. Southern California Association of Governments

- Mr. Oliva was not present, however requested that ICTC staff give an announcement on his behalf.
- Ms. Lerma stated that SCAG will be hosting a Grant Writing Class on June 28 and 29, 2012 in their Los Angeles offices. A handout was given to those who were interested. For more information please contact Tomas Oliva at the Imperial County SCAG office.

C. California Department of Transportation – District 11

Mr. Amen had the following updates:
- The Brawley Bypass is 80% complete and the project remains on schedule.
- The final environmental document for the Dogwood Interchange Project will be available in early July, design is moving forward and about 50% complete. IID is heavily involved with this project due to a gas line that was in the IID right of way.
- Closure of the 2 rivers rest area on Hwy 111 is being considered by Caltrans maintenance due to heavy use of illegal drug activity taking place inside the facility. There was concern from the committee that closure would eliminate the only RV dumping site in the area that is utilized during the winter months by snow birds. Mr. Amen stated that he would share the committee’s concerns with Caltrans staff.

- The Winterhaven rest area public/private partnership is in the process of being cancelled because the rest area is no longer needed since services are now available 1 mile away. The concern is that the rest area in the median on Interstate 8 was a temporary solution until the Winterhaven rest stop was completed. This means that sand dune users will not have a rest stop to use in the future. Mr. Amen stated that this is still in question and further discussion is needed.

- Caltrans and all state agencies will be closed every Friday beginning July 1, 2012. Mr. Amen said that this may affect the workload. He also reminded all that all transportation agencies which include Caltrans, the DMV, CHP and High Speed Rail are now under one Secretary of Transportation.

- State Highway 78 will be temporarily closed for approximately 3 months due to sink holes found near the gold mine that will require repair.

- The following DLAE updates were read by Mr. Amen:
  1. Cycle 5 HSIP and Cycle 3 HR3 Calls for Projects, deadline to submit is by close of business Friday, July 20, 2012 and should be submitted to the attention of Caltrans District 11, District Local Assistance Engineer, Erwin Gojuangco.
  2. State funded Safe Routes To School (SR2S) Cycle 10 program received 29 applications and 7 were from the Imperial Valley region agencies. District 11 completed the review of the applications. The selection committee will recommend a final list of projects, which will be validated through an eligibility review by June 15, 2012. Caltrans will notify applicants by July 6, 2012 of the results which will be posted on the Caltrans website.
  3. District 11 received 6 BTA program applications and 3 were from Imperial Valley region agencies. These applications are currently being reviewed.
  4. The deadline to submit annual exhibit 9-B DBE certification and annual exhibit 9-C ADA certification is June 1, 2012.
  5. The Federal Aid Series was completed in San Diego on June 4-8, 2012. If agencies missed this training and would like to attend, other locations are available in San Bernardino, Oakland, Los Angeles, Stockton, Fresno, San Luis Obispo and Irvine. For more info or to register contact (800) 858-7743.
  6. Mr. Amen distributed the Obligation Plan FFY2012 dated 6/12/12.

D. Committee Member Reports

- There were none.

VI. ACTION CALENDAR

A. ICTC Overall Work Program (OWP) and Budget for the Allocation of Funds, FY 2012-2013 – DRAFT

Mr. Baza presented the Draft FY 2012/2013 Imperial County Transportation Commission (ICTC) Overall Work Plan (OWP) and Budget to the committee as an update to the last meeting. The Draft FY 2012-13 OWP and Budget is balanced and proposes to implement and address vital transportation projects and programs for the region, Mr. Baza said.

The previous fiscal year of 2011-2012 was a productive year for ICTC in our growth as an independent agency as well as our programs. The following are some of our key
milestones and accomplishments completed in partnership with our member agencies, Caltrans, California Transportation Commission (CTC), and the Southern California Association of Governments (SCAG):

- Completion and adoption of our Short Range Transit Plan (SRTP);
- Completed the employee transition from County to ICTC employees, complete with established salary and benefits structure;
- Completed the Imperial Valley region’s update for the 2012 State Transportation Improvement Program (STIP) that includes two key regional projects, the Interstate 8/Dogwood Avenue Reconstruction and Bridge Widening and the I-8/Imperial Avenue Interchange Reconstruction;
- Near completion of the 2013 Regional Transportation Improvement Program (RTIP) that includes local road and state highway improvements throughout our region;
- In partnership with the Caltrans and SCAG teams, and the five other County Transportation Commissions completed and adopted the 2012-2035 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS);
- Completed and approved the Call for Projects for the federal-aid programs of Regional Surface Transportation Program (RSTP) $7.4 Million and Congestion Mitigation and Air Quality (CMAQ) $7.4 Million for local projects throughout region, including road improvements and rehabilitation, and bicycle and pedestrian access improvements; and,
- On behalf of the Local Transportation Authority (Measure D Sales Tax Program) and participating agencies of Brawley, Calexico, Calipatria, Imperial and the County of Imperial completed bond financing issuance of $54 Million toward the acceleration of roadway improvements over next three years.

As in previous years, the OWP and Budget is divided into three sections: the Budget Summary, and the core programs of Regional Transportation Planning and Programming, and, Transit Planning and Program Management. Our Budget Summary contains all the program overviews and projections and is intended to provide a general understanding of ICTC’s budgeted activities and programs for the coming fiscal year. Within each of the other program sections, the key services and programs are also described. A summary description of the revenue sources, work activities, overall budget summary and work program elements are provided in the attached.

This budget proposes staffing of five full-time positions and one limited term office assistant to manage the programs and services described in this budget. The full-time positions, includes one Secretary/Clerk to Commission, three transportation planner positions from entry-level to senior-level in classifications and the Executive Director. The ICTC team is responsible for management and implementation of the core work programs of Regional Transportation Planning and Program Management, and Transit Planning and Program Management (Contracts and Transit Service Administration).

The budget includes funding for consultant services to continue to support the Commission’s administrative functions, i.e., accounts payable, accounts receivable, payroll, various program and fiscal audits, Human Resources (HR) activities and legal counsel. The consultant services and costs are identified within our Regional and Transit Planning and Programming work programs. The work program elements and budget are consistent with our action priorities identified in our 2011 ICTC Strategic Plan, 2012 Short Range Transit Plan, 2012 Unmet Transit Needs Process, and the SCAG 2012-2035 RTP/SCS.
Ms. Williams reviewed the budget financial tables and stated that the only change from last month’s presentation to the finance plan is the shifting of LTF funds for the West Shores Dial-A-Ride to LTA funds. The West Shores Dial-A-Ride has failed to meet the minimum farebox that is required to maintain LTF funds. In December staff recommended retirement of the service but the Commission did not approve the same. Instead they urged staff to find an alternative way to fund the service.

It was requested that ICTC Management Committee recommend that the ICTC Commission take the following actions:

1. Recommend approval of the draft ICTC Overall Work Plan and Budget for FY 2012-2013

A motion was made by Meyerhoff, seconded by Servin, Motion carried unanimously.

VII. NEXT MEETING DATE AND PLACE

The next meeting of the Management Committee will be held on July 11, 2012 at the City of El Centro, El Centro, CA.

VIII. ADJOURNMENT

A. Meeting adjourned at 11:48 a.m.
SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL

DRAFT MINUTES

June 6, 2012

Present

Voting Attendees:
Michael L. Hack Consumer Chair (Chair)
Rebecca Sanchez Area Agency on Aging (Vice Chair)
Kathi Williams CTSA – ICTC
David Salgado CTSA – ICTC
Erica Martinez ARC – Imperial Valley
Michelle Schenck-Soto Imperial County CCS

Non-Voting Attendees:
Marv Balin IVT/IVT Access/Calexico Dial-A-Ride
Liliana Falomir City of Calexico
John Andoh Yuma Co. Intergovernmental Public Trans. Authority
Allyson Collins Quechan Indian Tribe – Transit Manager
Tomas Oliva SCAG

1. Chair Hack called the meeting to order at 10:10 am. A quorum was present. Introductions were made.


3. CTSA Reports
   Mr. Salgado and Ms. Williams had the following updates:

   - Ms. Williams commented on the outcomes of the Unmet Transit Needs hearings which took place. The recommendations were approved by the Commission.
   - Ms. Williams covered her trip to the Orange County Transportation Authority ADA certification facility while she was at the Calact Conference in Newport Beach. A tour was given of the large facility that enables the “functional” approval of those who apply for the ADA paratransit service eligibility in Orange County. This was of particular interest to ICTC because IVT ACCESS and other services are experiencing capacity issues/denials that may be a symptom of the less formal certification process that has been in use for many years to certify clients and, as a result of agencies with smaller budgets seeking to transfer clients to public transit services.
     o Ms. Williams proposed that in the year ahead an ADA paratransit demand management assessment study should be conducted which would allow ICTC to address the capacity issues.
     o IVT ACCESS is experiencing capacity issues which may be due in part because of client transfers by the social services and schools.
Ms. Williams stated that the IVT website is still under construction.
- An extension to the Med-Express and West Shores Dial-A-Ride Contract should be on the July Commission agenda for approval.
- Ms. Williams stated that the RFP’s for the proposed Orange, Red, and Gold line circulators is currently 75% complete. Brawley Gold line has yet to be designed but is fully funded for three years. There will be a consultant hired to facilitate the process of creating the circulators.
- The participating cities have draft scopes of work for the consolidated paratransit RFP. It is anticipated that the RFP will be “on the Street” and should be complete in October.
- ICTC Capital Transit Projects were covered by Ms. Williams. The funding for most of the transfer terminals is in place and the agencies (Brawley, El Centro and Imperial) need to finalize plans and move towards construction. The El Centro Transfer Terminal is ready to release an RFP for construction. Imperial is going through site acquisition. Brawley is close to beginning construction.
- Mr. Salgado stated that new bus stops are being installed throughout the County. The County is proposing to upgrade a lot of the stops. The Heber area has recently had 3 new shelters and benches installed to replace old depleted wood stops.
- The IVC Transit Transfer Terminal Phase II is nearing completion and should be completed prior to the start of IVC in August. CTSGP Grant funds have been utilized to procure and install cameras at the site which is primarily for use by the IVT ACCESS buses.
- Ms. Williams went over the budget briefly outlining some of the costs and noting some of the fiscal challenges which may come up, such as the West Shores Dial-a-Ride termination. Some expenses and new projects mentioned as a part of the new budget are the Bus Stop Design Standards Guide which would be provided to the local agencies in order to provide a consistent standard for completing the bus stops regionally. Along with the guide, there would be the completion of a Bus Stop Information Program. The program would help to establish a uniform signage and information system which would benefit the passengers.
- The request from the City of Calexico from 3rd and Paulin to 3rd and Heber was also discussed. The City of Calexico has asked that ICTC move their bus operations down the street about 2 blocks to the East, to facilitate moving of the population which rides the bus. The current location is a spot where people are loitering.
- The mention of a possible July 2014 fare increase was discussed. It is possible that fares may be increased for the FY 2013/14.
- John Andoh was introduced from YCIPTA along with Allyson Collins from the Quechan Tribe. Mr. Andoh was present to promote his new blue line service to the Winterhaven area and Fort Yuma Indian Reservation. He provided handouts that will be included in the back-up documentation. He mentioned his website which has Google Trip Planner.

4. Operator Reports

- Mr. Balin stated that all is well with Calexico DAR and it continues operations. Mr. Balin also highlighted the New Gillig bus procurement which should have 10 new Gillig 40 ft. buses delivered to IVT in late August.
- Mr. Balin discussed the monitoring of the AC units which has taken place recently. Mr. Salgado mentioned that IVT has done a good job of prepping the buses for the summer months.
- Ms. Martinez stated that El Centro Dial-A-Ride continues its operations as well as the Imperial Dial-A-Ride.

5. General Discussion

- There was none.

6. Adjournment

- Next meeting of the SSTAC will be determined at a future date.
- Meeting adjourned at 11:23 a.m.
1. The meeting was called to order by Acting Chair Abraham Campos at 10:10 a.m. A quorum was present. Introductions were made.

2. A motion was made to adopt the March 29, 2012 minutes. (Arellano/Meyerhoff) Motion Carried.

3. EPA Sanctions – Review of Federal Aid Projects
   - Mr. Baza has been providing monthly updates on the possible sanctions occurring on August 9, 2012 due to the lawsuit between APCD and EPA. The court ordered mediation and at their 4th meeting there was a consensus in modifying the rules and because of this it may be possible to obtain a stay of the sanctions. The process will take a few months for the stay to take effect. Staff is very optimistic.
4. STIP-TE 2012 Call For Projects: Guidelines, Application and Scoring Criteria
   - Ms. Mendoza stated that a workshop was held on June 14, 2012 where Carlos Hernandez, the consultant assigned to all STIP projects was present and reviewed the guidelines, application and scoring criteria. Input and comments were welcomed as well. Mr. Hernandez via telephone was present during the TAC meeting and reviewed the changes requested during the workshop. The changes include the following:
      o The addition of a category called the “Scoring Committee” which states: The TE Scoring Committee will be comprised of one representative from each of the local jurisdictions in Imperial County (cities and the County), a Caltrans District 11 representative (preferably the local TE Coordinator), and maybe an ICTC staff member. The Committee is scheduled to meet to score projects applications on Monday, September 10, 2012;
      o A change in the timeline to move up the due date of project submittals by one month;
      o A change in the scoring criteria to increase livability to 30 points and decrease regional significance to 20 points.
   - The timeline is listed below:
     06/14/12 TE workshop
     06/28/12 TAC recommendation of TE program
     07/11/12 Management recommendation of TE program
     07/25/12 ICTC Board approval of TE program
     08/01/12 “Call For Projects” process begins
     09/04/12 Project submittals due
     09/10/12 TE scoring committee
     09/27/12 Scored projects presented to TAC
     10/10/12 Management Committee project approvals and recommendation
     10/24/12 ICTC project approvals
     11/01/12 Submit projects to Caltrans for review and approval
     12/01/12 Program projects in the STIP and FTIP
   - 12 hard copies are to be submitted of the application and one electronic on a CD in pdf. The application must include the locally adopted resolution in support of project applications.

   A motion was made by Meyerhoff and seconded by Gay to adopt the STIP TE Guidelines, Application and Scoring Criteria with stated amendments, Motion Carried.

5. ICTC Updates / Announcements (Presentation by ICTC staff)
   - Mr. Salgado stated that feedback for he scopes of work for the consolidated RFP are still needed from the cities of Brawley, El Centro and Imperial.
   - All CMAQ projects in FY 12/13 have been programmed in the FTIP and are pending approval from FHWA. Also, staff still needs revised applications from several agencies.
   - Mr. Baza stated that the OWP and budget for ICTC was approved at the Commission meeting the night before.
   - A conference report was submitted on the federal transportation bill, a vote will take place on Friday or Saturday. If it does not pass an extension of the current bill is probable.
   - Mr. Baza stated that a relationship is being established with the Quechan Tribe and Yuma Transit agency. Bus stops in the Winterhaven area are under review by the County on behalf of a request from the Yuma County Intergovernmental Public Transportation Authority (YCIPTA), and the Quechan Tribe is requesting a review of new routes that would come into the Imperial Valley. It appears to be less expensive for Yuma County Area Transit (YCAT) to provide the service and ICTC staff is agreeable as long as there are no spacial or temporal conflicts. This will require a three way agreement between ICTC, the Quechan Tribe and YCIPTA. This will require action to be taken by Management Committee and Commission.
   - Ms. Mendoza stated that the Regional DBE that is submitted by ICTC on an annual basis is
no longer needed according to Nicki Haynes, Caltrans District 11. Changes to DBE are currently taking place. Please see Caltrans updates.

6. Caltrans Updates / Announcements

- Mr. Medina had the following updates:

  - The DBE program waiver granted on August 7, 2008 has been rescinded. Contract goals for federally funded projects authorized on and after July 1, 2012 must include all DBE groups (African-American, Asian Pacific American, Native American, Women, Hispanic American, and Subcontinent Asian American and any other groups whose members are certified as socially and economically disadvantaged). As directed in the June 15, 2012, letter from the Federal Highway Administration (FHWA), Caltrans is transitioning to a New Race Conscious (RC) DBE program that will apply to Caltrans and Local Agency transportation projects funded with federal funds. An Office Bulletin providing specific guidance on the new program will also be released next week on the Local Assistance website. [http://www.dot.ca.gov/hq/LocalPrograms/DLA_OB/DLA_OB.htm](http://www.dot.ca.gov/hq/LocalPrograms/DLA_OB/DLA_OB.htm)

  - Cycle 5 Highway Safety Improvement Program (HSIP) and Cycle 3 High Risk Rural Road Program (HR3) Calls for Projects deadline to submit applications is COB Friday, July 20, 2012 and should be submitted to the attention of the District Local Assistance Engineer, Erwin Gojuangco. Applications received or postmarked later than July 20, 2012 will not be accepted. If an agency has active HSIP or HR3 projects that are flagged for not meeting delivery milestones, Caltrans will not accept HSIP or HR3 applications from your agency unless the flags have been resolved prior to the application due date. For delivery requirements and project delivery status, please click the link provided below: [http://www.dot.ca.gov/hq/LocalPrograms/HSIP/delivery_status.htm](http://www.dot.ca.gov/hq/LocalPrograms/HSIP/delivery_status.htm)

  - The SR2S award notification process has changed. Once the final project selection has been approved, Division of Local Assistance HQ’s will first notify successful applicants that they have received an award under Cycle 10 of SR2S in an email. The email will be followed up with the formal letter to the applicants. This process was changed because of the press release and legislative notification that occurs with this program and to ensure that successful applicants are notified promptly. Please note, when receiving your successful letter, please read carefully as it will contain a new paragraph which explains new policy for Cycle 10 of SR2S. [http://www.dot.ca.gov/hq/LocalPrograms/saferoutes/sr2s.htm](http://www.dot.ca.gov/hq/LocalPrograms/saferoutes/sr2s.htm)

  - District 11 received 6 Bicycle Transportation Account (BTA) program applications, 2 from the Imperial Region and 4 from the San Diego Region agencies. These applications were reviewed and then submitted to the BTA Program Manager in Sacramento on June 15, 2012. Headquarters will be performing a 2nd review, equivalent to 60% weighted average, on the final selection. Announcement of the successful BTA applications is contingent upon the approval of the State Budget. Local agencies will be notified of the result of their applications.

  - FHWA will be conducting a Final Project Review for the following ARRA projects:

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<th>Agency</th>
<th>Project No</th>
<th>Location</th>
<th>Date</th>
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<tbody>
<tr>
<td>Calexico</td>
<td>5168(013)</td>
<td>Emerson Ave-SR 98 to 3RD ST.</td>
<td>July 17, 2012</td>
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<tr>
<td>Holtville</td>
<td>5174(009)</td>
<td>Walnut Ave-5TH St to 4TH St</td>
<td>July 17, 2012</td>
</tr>
<tr>
<td>Holtville</td>
<td>5174(010)</td>
<td>Northside of Ninth St-Between Cedar Ave/Holt</td>
<td>July 17, 2012</td>
</tr>
<tr>
<td>Calipatria</td>
<td>5243(006)</td>
<td>Main ST SR 111/115 to Liverly</td>
<td>July 18, 2012</td>
</tr>
<tr>
<td>Brawley</td>
<td>5167(024)</td>
<td>Western Ave-State HWY 86 to</td>
<td>July 18, 2012</td>
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</table>
Local agencies that have bridge seismic bridge projects funded with Prop 1B are required to provide project update in the LA-ODIS on a quarterly basis. The next reporting deadline is July 13, 2012.

The Resident Engineers Academy provides core training in state and federal regulations for Local Agency Resident Engineers. The Academy, partially subsidized by Caltrans, is ideal for both seasoned and newly-hired Resident Engineers. This four-day course provides practical, hands-on training for Resident Engineers. The subject matter experts and instructors use a real-life approach to deliver information utilizing examples, problem-solving activities, and exercises. The Academy Date is scheduled for September 24-27, 2012 at the Caltrans District 11 Office in San Diego. The fees are $360 for State and Local Participants and $560 for all others. Due to limited seating in the Resident Engineers Academy, you must request admittance by sending an email to Sofia Reynoso at Sofia.Reynoso@dot.ca.gov by 12:00PM July 18, 2012. Other academy dates are available throughout California if this is full.

The Federal Aid Series was completed in San Diego on June 4-8, 2012. This Series was previously provided by UC Berkeley Tech Transfer and our training will now be provided by California State University at Sacramento (CSUS). If you missed the Federal Aid Series in San Diego you may attend other locations by registering online. Registration will be open until one week prior to the date of training. After that date, you must contact our registrar at (800) 858-7743. If the class is full, you can be added to the waiting list by contacting our registrar at www.cce.csus.edu/localassistance

Mr. Medina stated that District 11 Local Assistance would like to bring a specialized training to Imperial Valley to make agencies more successful in obtaining grant funds. Mr. Medina stated that these trainings can occur after the TAC meetings. A schedule will be developed to begin trainings tentatively in October 2012.

The Quarterly Review Period covering 01/01/2012 through 03/31/2012 is complete. The next Quarterly Review Period covering 04/01/2012 through 06/30/2012 will be posted to the Local Assistance website and disseminated to Local Agencies within the next couple of weeks. If there are questions, please contact Sofia Reynoso at 619-220-5386.

The projected FFY 2012 Target OA for RSTP and CMAQ scheduled for delivery is $2,661,400. As of April 30, 2012, the region gained a de-obligation of $37,891. The remaining balance of the targeted OA scheduled for delivery by September 30, 2012 increased to $2,699,291. Currently, there is $1,880,000 of RSTP and $1,713,000 of CMAQ programmed for delivery in FFY 2012. If the regional agencies deliver the combined RSTP and CMAQ amount of $3,593,000, they will exceed the targeted OA by $893,709. Thus, the region will be eligible to receive additional OA during the August redistribution. The challenge is for the region to secure the federal obligation by the sanction’s deadline of

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<th>Location</th>
<th>Project Number</th>
<th>Description</th>
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<td>N of Park VI</td>
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<tr>
<td>Imperial County</td>
<td>5958(064)</td>
<td>Barioni Rd-B St to P St</td>
<td>July 19, 2012</td>
</tr>
<tr>
<td>Imperial County</td>
<td>5958(065)</td>
<td>Baughman Rd-Forrester Rd to SR 78/86</td>
<td>July 19, 2012</td>
</tr>
<tr>
<td>Imperial County</td>
<td>5169(027)</td>
<td>Worthington Rd-Intersection at McConnel Rd</td>
<td>July 19, 2012</td>
</tr>
<tr>
<td>El Centro</td>
<td>5169(028)</td>
<td>Dogwood Rd-Intersection 8 to State St</td>
<td>July 20, 2012</td>
</tr>
<tr>
<td>El Centro</td>
<td>5169(028)</td>
<td>Adams Ave-Imperial Ave to La Brucherie</td>
<td>July 20, 2012</td>
</tr>
</tbody>
</table>
August 09, 2012. Otherwise, the opportunity to gain additional OA may not materialize. The Obligation Plan FFY 2012 and Sanction Project List spreadsheet was distributed to those at the meeting.

- If there are any questions with any of these announcements/updates please contact Mr. Luis Medina at luis_z_medina@dot.ca.gov

7. SCAG Updates / Announcements
- Mr. Oliva was absent however a handout was distributed of important items he requested to be announced to TAC members. They are as follows:
  o SCAG has a Clean Cities Program that is tasked with moving us away from fossil fuel dependency in our vehicles (cars, buses, trains, etc.) and implementing projects where we can use cleaner/renewable technologies to not only address our air quality but our energy dependency. With that said, SCAG welcomed and hosted a project called MINDRIVE on June 11th. This program has taken inner city youth and taught them different skills to which the students have played a major role in constructing an all-electric vehicle which they were able to show us during their cross country tour. The timing could not have been better as the County has been debating the idea of investing in electric vehicle charging stations throughout the County. SCAG would like to play a role in this endeavor and would like to ask you to please contact me if your cities/agencies would be interested in either having a charging station or upgrading your fleet to cleaner vehicles.
  o Every month on a given Tuesday SCAG hosts a workshop called Toolbox Tuesdays. The topics of discussion range from safe routes to schools, traffic calming, roundabouts, or bike lanes. This past Monday SCAG had an expert panel serving as resources and consultants on the Safe Routes to Schools grant process. These workshops are free and are open to you all. Anyone interested and would like to be added to a contact list for Toolbox Tuesdays contact Mr. Oliva directly.
  o Mr. Oliva in his handout apologized for his absence. He was in LA for a grant writing workshop. Mr. Oliva is hoping to learn how to search and apply for grants to benefit the cities and county of Imperial.
  o Mr. Oliva also stated that if anyone needs SCAG’s assistance he is more than willing to help in any way he can. Please send an email with comments, questions or concerns to oliva@scag.ca.gov.

- If you have any questions regarding this update please contact Tomás Oliva, Regional Affairs Officer at oliva@scag.ca.gov or via phone at 760.353.7800.

8. General Discussion / New Business
- Mr. Medina stated that the proposed budget is calling for all state agencies to be closed every Friday beginning July 1, 2012, if adopted.

9. Meeting adjourned at 11:28 a.m.
- The next meeting will be held on July 26, 2012 at 10 a.m. at the ICTC Offices.
IV. CONSENT CALENDAR

C. LEGAL SERVICES AGREEMENT – COUNTY OF IMPERIAL – IMPERIAL COUNTY TRANSPORTATION COMMISSION (ICTC), FY 2012-13
June 25, 2012

ICTC Management Committee
Imperial County Transportation Commission
1405 N. Imperial Ave, Suite 1
El Centro, CA 92243

SUBJECT: Legal Services Agreement – County of Imperial - Imperial County Transportation Commission (ICTC) FY 2012-13

Dear Members of the Committee:

On March 24th 2010, the Commission adopted a resolution that authorized consultant legal services for the Commission through the County Counsel’s office at the County of Imperial. The second year of the legal agreement has now ended and ICTC staff is recommending another extension of this agreement.

ICTC and County Counsel staff have developed an agreement for FY 2012-13. The requested reimbursement remains at $10,000.

Therefore, it is requested that the ICTC Management Committee forward this item to the ICTC Commission for their review and approval.

1. Authorize the Chairperson to sign the agreement for the continuation of legal services between the County of Imperial and the Imperial County Transportation Commission for an annual cost not to exceed $10,000, effective July 1, 2012 through June 30, 2013.

2. Direct staff to forward the agreement to the County of Imperial

Sincerely yours,

MARK BAZA
Executive Director

BY: [Signature]

Kathi Williams
Senior Transit Planner

Attachment
AGREEMENT FOR LEGAL SERVICES BETWEEN
IMPERIAL COUNTY AND
IMPERIAL COUNTY TRANSPORTATION COMMISSION

This Agreement is made by and between Imperial County, a political subdivision of the State of California, hereinafter referred to as “County”, and Imperial County Transportation Commission, hereinafter referred to as “ICTC”.

WITNESSETH:

WHEREAS, ICTC intends to function in compliance with California Public Utilities Code Section 132800 et. seq. as an independent agency while minimizing the costs of independence; and

WHEREAS, the ICTC desires to utilize the services most fiscally responsible including services available through County; and

WHEREAS, the County will employ its best efforts to ensure that legal services are provided in the most efficient and professional manner; and

WHEREAS, ICTC has in the past utilized services of the County to provide services as needed and the County and ICTC desire to maintain an arrangement whereby County provides such legal services as deemed necessary by ICTC, subject to reimbursement by ICTC.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereby agree as follows:

1. TERM. This Agreement shall become effective July 1, 2012 and remain in effect until June 30, 2013. It may be renewed upon the mutual, written, consent of both parties.

2. TERMINATION. This Agreement may be terminated by either party, without cause, upon ninety (90) days prior written notice to the other party.

3. SCOPE OF SERVICES. County Counsel shall provide ICTC with the following general legal services if such service is authorized by the Executive Director or his/her designee: act as legal advisor to ICTC; attend ICTC public and private meetings on an as-needed basis; provide legal opinions or analysis on issues that arise; draft contracts or other documents; attend
training sessions or conferences; provide any additional services necessary for general legal representation. Specifically excluded from the scope of services are matters pertaining to litigation. Any legal services for matters involving litigation shall be provided only after both parties have agreed in writing to such services being provided.

**4. COMPENSATION FOR SERVICES.** In consideration of all services rendered by the County Counsel, ICTC agrees to pay County Counsel for the performance of legal services described above. The annual cost of the services shall be ten thousand dollars ($10,000.00), to be paid on a quarterly basis of two thousand five hundred dollars ($2,500.00) per quarter. ICTC shall also pay for the cost of all appropriate training for attorneys and staff as approved by ICTC and County Counsel.

**5. DELEGATION AND ASSIGNMENT.** The County and the ICTC Executive Director may enter into such other subsidiary agreements as may be necessary to implement and effectuate the intention of this Agreement and fulfill its purposes; provided, however, no such agreement may change the total amount of obligation payable by ICTC without the prior approval of ICTC.

**6. INDEMNIFICATION.**

a. ICTC agrees to indemnify, defend, and hold County harmless from any and all claims or lawsuits that may be made against County which arise out of any action or decision made by County as part of its statutorily prescribed duties and which lawsuit may be premised upon the activities of an employee provided by County under this Agreement. If any judgment is rendered against County in any such lawsuit, ICTC shall, at its own expense, satisfy and discharge any judgment.

b. The foregoing duty to indemnify shall not be applicable if the action of the employee that gives rise to the claim or lawsuit is performed while the employee is acting on behalf of the County and not ICTC.

c. Notwithstanding the limitations of any insurance, County shall indemnify, protect and hold harmless ICTC and its authorized agents, officers, volunteers and employees from and against any and all claims, liabilities or actions arising from County’s negligent acts or
omissions in the administration of this Agreement and for any costs or expenses incurred by ICTC on account of any claim thereof.

7. **NOTICE.** All notices to either party shall be in writing and either sent through the United States Mail, certified and return receipt requested, or personally delivered. The notice shall be effective upon date of personal delivery or date of mailing. Notices shall be sent or delivered to:

**ICTC:**

Imperial County Transportation Commission  
1405 N. Imperial Avenue, Suite 1  
El Centro, CA 92243

**Imperial County:**

Imperial County Executive Office  
940 Main Street, Suite 208  
El Centro, CA 92243  
and  
Imperial County Office of the County Counsel  
940 Main Street, Suite 205  
El Centro, CA 92243

8. **WAIVER.** Waiver of any default shall not be considered a waiver of any subsequent default. Waiver of any breach of any provision of the Agreement shall not be considered a waiver of any subsequent breach. Waiver of any default or breach shall not be considered a modification of the terms of this Agreement.

9. **SEVERABILITY.** If any provision of this Agreement is for any reason held to be invalid, it should not affect the validity of any other provision of this Agreement.

10. **MODIFICATION.** This Agreement may not be modified except upon the mutual written consent of the parties.
11. **ENTIRE AGREEMENT.** This Agreement contains the entire and complete understanding of the parties and supersedes any and all other agreements, oral or written, with respect to the provision of administration of services under this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on behalf of the persons duly authorized by the governing boards of the parties hereto.

**IMPERIAL COUNTY:**

By: ___________________________
MICHAEL W. KELLEY
Chairman of the Board of Supervisors

**IMPERIAL COUNTY TRANSPORTATION COMISSION:**

By: ___________________________
SEDALIA SANDERS
Chair of the Board

**ATTEST:**

By: ___________________________
SYLVIA BERMUDEZ,
Clerk of the Board of Supervisors

**ATTEST:**

By: ___________________________
CRISTI LERMA
Secretary to the Commission

**APPROVED AS TO FORM AND CONTENT:**

MICHAEL L. ROOD
County Counsel

By: ___________________________
KATHERINE K. TURNER,
Senior Deputy County Counsel

MICHAEL L. ROOD
County Counsel

By: ___________________________
GEOFFREY P. HOLBROOK,
Senior Deputy County Counsel
IV. CONSENT CALENDAR

D. AMENDMENT TO THE MED-EXPRESS OPERATING AGREEMENT, ARC – IMPERIAL VALLEY, FY 2012-13
June 25, 2012

ICTC Management Committee
Imperial County Transportation Commission
1405 N. Imperial Ave. Suite 1
El Centro, CA 92243

SUBJECT: Amendment to the Med-express Operating Agreement, ARC-Imperial Valley FY 2012-13

Dear Members of the Committee:

Medexpress is the public non emergency transportation to medical facilities in the San Diego County area and is operated by ARC-Imperial Valley. The service has been in existence since 1994. The service operates four days a week for disabled and transit dependent persons.

The service is designed for access to facilities, medical clinics and services that are not available in Imperial Valley. The vehicle operated is a lift equipped minibus designed for the physically and/or mentally disabled passenger.

Funding for this service is derived from the Transportation Development ACT (TDA) Fund and passengers fares. Funding for this project is in the ICTC 2012-13 Budget.

Therefore, it is requested the Management Committee forward this item to the ICTC Commission for review and approval:

1. Authorize the Chairman to sign an amendment document to the operating agreement with ARC-Imperial Valley for the continued operation of the Medexpress for the period effective July 1, 2012 through June 30, 2013, with an annual not to exceed operating subsidy ($161,737.00) with 3% marketing funding ($6,065.00), maintenance escalator ($7,500.00) and fuel escalator.

Sincerely yours,

MARK BAZA
Executive Director

BY: [Signature]

Kathi Williams
Senior Transit Planner

Attachment

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL

T: Projects/ICTCmedexpress MC FY 2012-13
THIRD AMENDMENT TO AGREEMENT

This Third Amendment (the “Third Amendment”) dated ________________, 2012, amends the Agreement between Imperial County for and on behalf of Imperial Valley Association of Governments (“IVAG”) and ARC – Imperial Valley, a California nonprofit corporation, as PROVIDER, dated December 19, 2006, and amended on August 17, 2010 and July 27, 2011, for the MedExpress program.

WITNESSETH:

WHEREAS, Imperial County, on behalf of IVAG, and PROVIDER entered into that certain agreement for paratransit services dated December 19, 2006 and attached hereto as Exhibit “1” and incorporated by this reference; and

WHEREAS, on March 24, 2010, the Imperial County Transportation Commission (“ICTC”) assumed all of the assets and liabilities of IVAG as well as the authority to enter into contracts; and

WHEREAS, on August 17, 2010, that certain Agreement was amended, and is attached hereto as Exhibit “2” and incorporated by this reference;

WHEREAS, on July 27, 2011, that certain Agreement was amended, and is attached hereto as Exhibit “3” and incorporated by this reference;

NOW THEREFORE, the parties agree as follows:

1. Paragraph 1.1 of the Agreement is deleted and replaced by the following:

   “1.1 This Agreement shall commence on October 1, 2006 and shall continue until June 30, 2013.”

2. A new paragraph 8.1.6. is added as follows:

   “8.1.6 For the period July 1, 2012 through June 30, 2013, the cost is identified as Two Hundred Two Thousand One Hundred Seventy-One Dollars ($202,171.00). The fare box is established at twenty percent (20%); therefore the annual not-to-exceed subsidy shall be One Hundred Sixty-One Thousand Seven Hundred Thirty-Seven Dollars ($161,737.00).”
3. Paragraph 8.3 of the Agreement is deleted and replaced by the following:

"8.3 For the Term of this Agreement, COUNTY will pay to PROVIDER an amount for excessive wear and tear and mechanical repairs that exceed the line item budget amount annually. The additional mechanical subsidy will be calculated as follows: the full amount that maintenance and repair costs exceed the vehicle budget line item adjusted downward by any savings in any other budget line item which has not been fully utilized annually. PROVIDER shall submit request for the additional subsidy to COUNTY at the conclusion of the fiscal year in which the costs are incurred. The request shall state the reasons for the increased costs, and shall be accompanied by additional invoices substantiating said increases. This additional amount can be paid annually based on submitted documentation and will not exceed Five Thousand Dollars ($7,500) for fiscal year 2006-2007 and will not exceed Seven Thousand Five Hundred Dollars ($7,500) for fiscal years 2007-2008, 2008-2009, 2009-2010, 2010-2011, 2011-2012, and 2012-2013."

4. Paragraph 13.1 of the Agreement is deleted and replaced by the following:

"13.1 Approval. Not later than thirty (30) days after the execution of this Agreement and thirty (30) days prior to the end of the fiscal year thereafter, PROVIDER shall deliver a marketing plan to COUNTY for COUNTY's final approval. The marketing plan shall indicate all proposed activities with a corresponding budget of three percent (3%) of the total cost of the service for Fiscal Year 2006-2007; for Fiscal Years 2007-2008, 2008-2009, 2009-2010, 2010-2011, and 2011-2012, the marketing plan shall indicate all proposed activities with a corresponding budget of five percent (5%) of the total cost of the service for the fiscal year. For fiscal year 2012-2013, and any Extension Term, of this Agreement, the marketing plan shall indicate all proposed activities with a corresponding budget of three percent (3%) of the total cost of the service for the fiscal year, which shall not exceed an amount of Six Thousand Sixty-Five
Dollars ($6065.00). PROVIDER shall be responsible for development and preparation of all marketing materials for the services, subject to the approval of COUNTY. PROVIDER shall coordinate the placement, scheduling and distribution of all advertising and promotional materials designed to inform patrons of COUNTY services and to promote ridership. PROVIDER is strongly encouraged to subcontract the marketing services to a qualified marketing firm or agency."

5. All other terms and conditions are and will remain in full force and effect. There are no other modifications, express or implied except as herein provided.
IN WITNESS WHEREOF, the parties have executed this Amendment on the day and
year first above written.

IMPERIAL COUNTY
TRANSPORTATION COMMISSION:

By: ______________________
    Chair of the Board

ATTEST:

By: ______________________
    CRISTI LERMA
    Secretary to the Commission

PROVIDER:

ARC – IMPERIAL VALLEY

By: ______________________
    ART SANTOS
    Chief Executive Officer

APPROVED AS TO FORM:
ICTC COUNSEL

MICHAEL L. ROOD
County Counsel

By: ______________________
    GEOFFREY P. HOLBROOK
    Senior Deputy County Counsel
VI. INFORMATIONAL ITEMS

A. STATE-LOCAL PARTNERSHIP PROGRAM (SLPP) FUNDING OPPORTUNITY FOR FY 2012-2013
July 3, 2012

ICTC Management Committee
Imperial County Transportation Commission
1405 N. Imperial Ave Suite 1
El Centro, CA 92243

SUBJECT: State-Local Partnership Program (SLPP) Funding Opportunity for FY 2012-2013

Dear Committee Members:

ICTC staff was recently notified of the State-Local Partnership Program (SLPP) funding availability provided by the California Transportation Commission (CTC). Approximately $4.873 million is available for our region during fiscal year 2012/2013. The goal of the program is to support Self-Help Counties by providing a formula share of state funds with a local match requirement of 50% using local sales tax funds (Measure D – Imperial). The challenge is that we have only a limited time to identify and nominate projects to submit to the CTC as we have been informed that the funds must be allocated and approved by June 30, 2013.

Program funding is only available for the construction phase of projects. Construction awards will need to occur by December 31, 2013. SLPP funds will not be available for planning, environmental, design, or right-of-way phases. Eligible projects of SLPP must be publicly owned facilities. Some eligible projects are improvements to the state highway system, including, but not limited to, all of the following:

- Major rehabilitation of an existing segment that extends the useful life of the segment by at least 15 years
- New construction to increase capacity of a highway segment, improves mobility/reduces congestion on segment
- Safety or operational improvements on a highway segment that are intended to reduce accidents and fatalities or improve traffic flow on that segment

Additional information on program guidelines can be made available upon request. Due to the challenging timeline, ICTC staff will be reaching out to all local agencies regarding the available funding and eligibility criteria. ICTC staff will be working closely with the local agency staff to meet the August 15, 2012, project nomination submittal deadline to the CTC.

This is an information item and no action is being requested from the ICTC Management Committee.

Sincerely,

MARK BAZA
Executive Director

Attachment

MB/vm

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
VII. ACTION CALENDAR

A. ICTC AND THE CITY OF IMPERIAL AGREEMENT FOR HUMAN RESOURCE SERVICES, FY 2012-13
July 2, 2012

ICTC Management Committee
Imperial County Transportation Commission
1405 N. Imperial Avenue, Suite 1
El Centro, CA 92243

SUBJECT: ICTC and the City of Imperial Agreement for Human Resource Services, FY 2012-2013

Dear Management Committee:

The Imperial County Transportation Commission staff is requesting approval for an agreement with the City of Imperial for Human Resource Staff Support. The City of Imperial will provide professional Human Resource services as needed to assist ICTC in the ongoing development and operation of the agency for the not to exceed fee of $15,000.00. Funding for these services has been identified in the ICTC OWP and Budget, FY 2012-13.

It is requested that ICTC Management Committee forward this item to the ICTC Commission for review and approval for the following:

1. Authorize the Chairman to sign the agreement for Human Resource Services with the City of Imperial for the not to exceed fee of $15,000.00, effective July 1, 2012 through June 30, 2013.

Sincerely yours,

MARK BAZA
Executive Director

MB/cl

Attachment
AGREEMENT FOR SERVICES

THIS AGREEMENT FOR SERVICES ("Agreement"), made and entered into this ______ day of __________, 2012 by and between IMPERIAL COUNTY TRANSPORTATION COMMISSION ("ICTC"), and the CITY OF IMPERIAL, a municipal corporation ("CITY").

WITNESSETH

WHEREAS, ICTC desires to retain CITY to provide professional Human Resource services to assist ICTC with the agency's ongoing development and operations; and

WHEREAS, ICTC desires to engage CITY to provide services by reason of its qualifications and experience for performing such services, and CITY has offered to provide the required services on the terms and in the manner set forth herein;

NOW, THEREFORE, in consideration of their mutual covenants, ICTC and CITY have and hereby agree to the following:

1. PARTIES TO AGREEMENT

This Agreement is by and between ICTC and CITY. ICTC and CITY are individually referred to as "Party" and collectively as "Parties."

2. CONTRACT COORDINATION

2.1. The ICTC Executive Director, or his designated representative, is hereby designated as the Contract Manager for ICTC and shall supervise the progress and execution of this Agreement.

2.2. CITY shall assign a single Contract Manager to have overall responsibility for the progress and execution of this Agreement. Should circumstances or conditions subsequent to the execution of this Agreement require a substitute Contract Manager for any reason, the Contract Manager designee shall be subject to the prior written acceptance and approval of ICTC’s Contract Manager.

///
3. DESCRIPTION OF WORK

CITY will provide professional Human Resource services as needed to assist ICTC in the ongoing development and operation of the agency. CITY shall provide all materials and labor to provide ICTC with work generally referred to as Human Resources.

4. WORK TO BE PERFORMED BY CITY

4.1. CITY shall comply with all terms, conditions and requirements of this Agreement.

4.2. Any videotape, reports, information, data or other material given to, or prepared or assembled by, CITY under this Agreement shall be the property of ICTC and shall not be made available to any individual or organization by CITY without the prior written approval of ICTC’s Contract Manager.

4.3. Any work which is not set forth in Paragraph 3 or which would cause total payment to exceed the amount set forth in Paragraph 6 must be agreed to in writing by the parties and will be billed at the rate of $75 per hour.

5. REPRESENTATIONS BY CITY.

5.1. CITY has represented itself to be expert in these fields and understands that ICTC is relying upon such representation.

5.2. CITY represents and warrants that any employee, contractor and/or agent who will be performing any of the duties and obligations of CITY herein possess the required experience and training to perform such tasks.

5.3. CITY understands that ICTC considers the representations made herein to be material and would not enter into this Agreement with CITY if such representations were not made.

6. COMPENSATION

The total compensation payable under this Agreement shall not exceed $15,000.

7. METHOD OF PAYMENT

CITY shall at any time prior to the fifteenth (15th) day of any month, submit to ICTC’s Contract Manager a written claim for compensation for services performed based upon a rate of $75.00 per hour. The claim shall be in a format approved by ICTC. No payment shall be made
by ICTC prior to the claims being approved in writing by ICTC's Contract Manager or designee. CITY may expect to receive payment within a reasonable time thereafter and in any event in the normal course of business within thirty (30) days after the claim is submitted.

8. **TERM**

   The term of this Agreement shall be from July 1, 2012 through June 30, 2013.

9. **TERMINATION**

   9.1 Either Party retains the right to terminate this Agreement for any reason by notifying the other in writing seven (7) days prior to the effective date of termination; provided, however, if this Agreement is terminated for fault of CITY, ICTC shall be obligated to compensate CITY only for that portion of CITY's services which conform to the terms of this Agreement. Said compensation is to be arrived at by mutual agreement between ICTC and CITY, should the Parties fail to agree on said compensation, an independent arbitrator shall be appointed and the decision of the arbitrator shall be binding upon the Parties.

   9.2. Upon such termination, CITY shall immediately turn over to ICTC any and all copies of videotapes, studies, sketches, drawings, computations and other data, whether or not completed, prepared by CITY in connection with this Agreement. Such materials shall become the permanent property of ICTC.

   9.3. This agreement is valid and enforceable subject to for the period of time covered by this contract as stated in the contract term section and subject to authorization and appropriation of sufficient funds pursuant to the State's Budget Act. In the event the United States Government and/or the State government do not authorize and appropriate sufficient funds for the State to allocate amounts to the ICTC to enable it to comply with the payment provisions of the Agreement, it is mutually agreed that ICTC will compensate for any services performed.
10. **INSPECTION**

   CITY shall furnish ICTC with every reasonable opportunity for ICTC to ascertain that the services of CITY are being performed in accordance with the requirements and intentions of this Agreement. All work done and materials furnished, if any, shall be subject to ICTC’s Contract Manager’s inspection and approval. The inspection of such work shall not relieve CITY of any of its obligations to fulfill its agreement as prescribed.

11. **OWNERSHIP OF MATERIALS**

   All original drawings, videotapes and other materials prepared by or in possession of CITY pursuant to this Agreement shall become the permanent property of ICTC and shall be delivered to ICTC upon demand.

12. **INDEMNIFICATION**

   The parties agree to indemnify defend and hold the other harmless according to principles of comparative fault established under California law.

13. **INDEPENDENT CONTRACTOR**

   This Agreement shall not render CITY an employee, partner, or joint venture with ICTC for any purpose. The CITY is and will remain an independent contractor in its relationship to ICTC. ICTC shall not be responsible for withholding taxes with respect to the CITY’S compensation hereunder. The CITY shall have no claim against ICTC for vacation pay, sick leave, retirement benefits, social security, workers' compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind.

14. **ASSIGNMENT**

   Neither this Agreement nor any duties or obligations hereunder shall be assignable by CITY without the prior written consent of ICTC. CITY may employ other specialists to perform services as required with prior approval by ICTC.

15. **NON-DISCRIMINATION**

   During the performance of this Agreement, CITY shall not unlawfully discriminate against any employee or applicant for employment or employee of ICTC or member of the
public because of race, religion, color, national status, age, or sex. CITY shall ensure that the
evaluation and treatment of its employees and applicants for employment and employees and
members of the public are free of such discrimination. CITY shall comply with all provisions
of the Fair Employment and Housing Act (Government Code §12900, et seq.). The applicable
regulations of the Fair Employment Housing Commission implementing Government Code
§12900 set forth in Chapter 5 of Division 4 of Title 2 of the California Administrative Code are
incorporated into this Agreement by reference and made a part hereof as if set forth in full.
CITY shall abide by the Federal Civil Rights Act of 1964 and all amendments thereto, and all
administrative rules and regulations issued pursuant to said Act. CITY shall also abide by the
American Disabilities Act and all amendments thereto, and all administrative rules and
regulations issued pursuant to said Act. CITY shall give written notice of its obligations under
this clause to labor organizations with which it has a collective bargain or other agreement.
CITY shall include the non-discrimination and compliance provision of this paragraph in all
subcontracts to perform work under this Agreement.

16. NOTICES AND REPORTS

16.1. All notices and reports under this Agreement shall be in writing and may be
given by personal delivery or by mailing by certified mail, return receipt
requested, addressed as follows:

ICTC
ICTC
Attn: Executive Director.
1405 North Imperial Ave, Suite 1
El Centro, CA 92243

CONTRACTOR
City of Imperial
Attn: Human Resources Department
420 South Imperial Ave
Imperial CA 99251

16.2 Any notice given by mail shall be considered given when deposited in the United
States Mail, postage prepaid, addressed as provided herein.

17. ENTIRE AGREEMENT

This Agreement contains the entire agreement between ICTC and CITY relating to the
transactions contemplated hereby and supersedes all prior or contemporaneous agreements,
understandings, provisions, negotiations, representations, or statements, either written or oral.
18. **MODIFICATION**

   No modification, waiver, amendment, discharge, or change of this Agreement shall be valid unless the same is in writing and signed by both Parties.

19. **SEVERABILITY**

   If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will continue in full force and effect.

20. **WAIVER**

   No waiver of any breach or of any of the covenants or conditions of this Agreement shall be construed to be a waiver of any other breach or to be consent to any further or succeeding breach of the same or any other covenant or condition.

21. **CHOICE OF LAW**

   The laws of the State of California shall govern this Agreement. This Agreement is made and entered into in Imperial County, California. Any action brought by either Party with respect to this Agreement shall be brought in a court of competent jurisdiction within said County.

22. **ATTORNEY’S FEES**

   If either Party herein brings an action to enforce the terms thereof or declare rights hereunder, the prevailing Party in any such action, on trial or appeal, shall be entitled to his reasonable attorney’s fees and actual costs to be paid by the losing Party as fixed by the court.

23. **AUTHORITY**

   Each individual executing this Agreement on behalf of CITY represents and warrants that:

   23.1. He is duly authorized to execute and deliver this Agreement on behalf of CITY;

   23.2. Such execution and delivery is in accordance with the terms of the Articles of Incorporation or Partnership, any by-laws or Resolutions of CITY and;

   23.3. This Agreement is binding upon CITY accordance with its terms.
24. INTERPRETATION AND ENFORCEMENT OF AGREEMENT TERMS

This Agreement has been reviewed and revised by legal counsel for both ICTC and CITY, and no presumption or rule that ambiguities shall be construed against the drafting Party shall apply to the interpretation or enforcement of the same or any subsequent amendments thereto.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year first above written.

IMPERIAL COUNTY TRANSPORTATION COMMISSION:

By: __________________________
Sedalia Sanders, Chairperson
Imperial County Transportation Commission
State of California

ATTEST:
Cristi Lerma,
Secretary to the Commission

PROVIDER: CITY OF IMPERIAL

By: __________________________
Doug Cox, Mayor
City of Imperial,
State of California

ATTEST:
City Clerk Debra Jackson
City of Imperial, State of California

APPROVED AS TO FORM:

MICHAEL L. ROOD
County Counsel

By: __________________________
Geoffrey P. Holbrook
Senior Deputy County Counsel

By: __________________________
Dennis Morita
City Attorney, City of Imperial
VII. ACTION CALENDAR

B. STATE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) TRANSPORTATION ENHANCEMENT (TE) CALL FOR PROJECTS FOR FY 2013-14 TO FY 2015-16
July 2, 2012

ICTC Management Committee
Imperial County Transportation Commission
1405 N. Imperial Ave Suite 1
El Centro, CA 92243

SUBJECT: State Transportation Improvement Program (STIP) Transportation Enhancement (TE) Call for Projects for FY 2013-14 to FY 2015-16

Dear Committee Members:

ICTC staff was notified of State Transportation Improvement Program’s (STIP) Transportation Enhancement (TE) funding and revenue estimates provided by the California Transportation Commission (CTC). Approximately $2.5 million may be available for our region over a three year period.

Therefore, ICTC staff recommends that a competitive call for projects be conducted for member agencies under the local program guidelines approved by ICTC. The attachment summarizes the revenue estimates, the eligibility criteria under the STIP-TE program, the proposed schedule, the selection criteria and a draft application.

ICTC staff held a funding workshop on June 14, 2012 to review and provide input to the program guidelines and subsequently with the ICTC Technical Advisory Committee on June 28, 2012. The TAC’s recommendation is to proceed with a Call for Projects, using the attached local program guidelines that list the open and closing dates of August 1, 2012 through September 4, 2012.

It is requested that ICTC Management Committee forward this item to the ICTC Commission for review and approval for the following:

1. Direct staff to open a competitive call for projects for member agencies for estimated STIP-TE funds, effective August 1, 2012 through September 4, 2012
2. Direct staff to convene an evaluation committee to score and rank the projects
3. Direct staff to return with a list of recommended projects for approval by the Commission

Sincerely yours,

MARK BAZA
Executive Director

Attachment

MB/vm

CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND, IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL
Transportation Enhancement (TE) 2012 Call for Projects

Guidelines, Application and Scoring Criteria

Imperial County Transportation Commission

July 2, 2012
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Introduction

These guidelines describe the standards, criteria, and procedures for the development and submittal of Transportation Enhancement (TE) project applications in Imperial County. The purpose of the TE program is to fund projects that are over and above a normal project, have a direct relationship to the surface transportation system, and are consistent with one or more of twelve activity categories listed in US Code Title 23 Section 101 (a) described in the next section.

The Intermodal Surface Transportation Efficiency Act of 1991 (1991 ISTEA, Public Law 102-240) established the Surface Transportation Program, including the TE program (Section 1107). Under 23 U.S.C.133 (d)(2), 10 percent of the STP funds apportioned every fiscal year to states may only be used for transportation enhancement activities. The TE program was continued by the Transportation Equity Act for the 21st Century (TEA-21, Public Law 105-178) and the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) under 23 U.S.C. 149. SAFETEA-LU was scheduled to expire on September 30, 2009; however, Congress has continued the programs in SAFETEA-LU because a new transportation reauthorization bill has not been approved.

In August 2003, the California Transportation Commission (CTC) approved the Transportation Enhancement Activities Program Reform, under Resolution G-03-13, which authorized the programming of TE projects into the State Transportation Improvement Program (STIP). The STIP Guidelines allow regional transportation planning agencies (RTPA), such as the Imperial County Transportation Commission (ICTC), to fund TE projects through the STIP – Regional Transportation Improvement Program (STIP-RTIP).

Senate Bill 286 (Chapter 373, Statutes of 2008) added Sections 2370-2374 to the Streets and Highways Code which requires the selection of all TE projects to be based on projects which partner with, or commit to employ the services of a Community Conservation Corps or the California Conservation Corps. Caltrans developed the criteria listed below to assist project sponsors to comply with this law.

1. TE eligible projects whose sponsor is partnering with, or has agreed to employ the services of a Community Conservation Corps or the California Conservation Corps (collectively referred to as corps), shall be selected first for funding (the scope of the work performed by the corps will be identified in page 6 of the TE application);

2. After all TE eligible projects described in paragraph (1) have been selected for funding, the remaining eligible TE projects may be selected.
TE Project candidates that meet the following specific categories are exempt from
the above selection criteria and may compete on an equal basis with all project
candidates in category (1) above:

(a) Projects for which no corps will partner with the sponsor or agree to provide
services. A project sponsor can request this exemption only by certifying on
the TE Application, with the concurrence of the California Conservation Corps
and the California Association of Local Conservation Corps, which the
sponsor notified both organizations about the available project, but that no
corps in the state was prepared to serve as a partner or provide services.

Section 2370(a) of the Streets and Highways Code is specific as to which organizations can be
considered as a Community Conservation Corps or the California Conservation Corps.
“Community Conservation Corps” shall have the same meaning as defined in Section 14507.5
of the Public Resources Code. Information regarding these organizations is available on the
web at:

http://www.consrv.ca.gov/dor/grants/Pages/lccc.aspx
http://www.ccc.ca.gov
www.calcc.org

TE Funding Overview

ICTC, acting in its role as the RTPA for Imperial County, has issued this call for projects to
program a total of $2,522,000 in TE funds available over a three-year period (FY 13/14 through
FY 15/16) as listed in the table below.

<table>
<thead>
<tr>
<th>FY 2013/14</th>
<th>FY 2014/15</th>
<th>FY 2015/16</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$872,000</td>
<td>$871,000</td>
<td>$779,000</td>
<td>$2,522,000</td>
</tr>
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</table>

A local match is not required because State Highway Account funds will be used to match the
federal funds. However, up to 10 points will be assigned to projects that include a local match.

Transportation enhancement activity funds are reimbursable federal-aid moneys, subject to all
the requirements of Title 23, United States Code. They are for capital improvements including
preliminary engineering (including environmental studies), real property acquisition, and
construction costs associated with conducting an eligible activity. These funds are not to be
used for program planning; however, they may be used for bicycle and pedestrian safety
activities and archaeological planning projects as further described in the next section.

Improvements to private property and commercial facilities are not eligible, but may include
properties for public use, owned by a public not-for-profit corporation. Feasibility study
projects are ineligible, which of themselves provide no enhancement to the public.
Once projects have been selected and approved by ICTC, the projects will be forwarded to Caltrans for an eligibility review. Projects approved by Caltrans will be programmed in the STIP and the Federal Transportation Improvement Program (FTIP) by ICTC. Projects cannot begin until the CTC has allocated (voted) the TE funds and Caltrans has approved the E-76. Project sponsors submit their request for allocation of funds by the CTC and the E-76 through Caltrans Local Assistance.

Scoring Committee

The TE Scoring Committee will be comprised of one representative from each of the local jurisdictions in Imperial County (cities and the County), a representative from Caltrans District 11 (preferably the local TE Coordinator), an ICTC staff member and maybe a Caltrans Non-motorized Group staff person. The Committee is scheduled to meet to score project applications on Monday, September 10, 2012. The complete schedule is listed below.

Timetable

The tentative schedule for this call for projects is listed below:

06/14/12     TE workshop
06/28/12     Technical Advisory Committee (TAC) recommendation of TE program
07/11/12     Management Committee recommendation of TE program
07/25/12     ICTC Board approval of TE program
08/01/12     “call for projects” process begins
09/04/12     Project submittals due*
09/10/12     TE scoring committee
09/27/12     Scored projects presented to TAC
10/10/12     Management Committee project approvals and recommendation
10/24/12     ICTC project approvals & executed resolutions
11/01/12     Submit projects to Caltrans for review and approval
12/01/12     Program projects in the STIP and FTIP

Please submit 12 hard copies of the application, and one electronic copy on a computer disk (CD). The application must include a locally adopted resolution in support of project applications. The electronic copy should include a “pdf” copy of the entire application including the resolution, and excel version of the main application.
Contact Information

If you have any questions related to the TE program or this call for projects, please contact David Salgado at (760) 592-4494.

Please submit all applications by 5:00 PM Tuesday, September 4, 2012 via mail, or delivered to:

Imperial County Transportation Commission
1405 N. Imperial Avenue, Suite 1
El Centro, CA 92243
ATTN: David Salgado
Eligible Projects

TE projects must meet three basic criteria established by the Federal Highway Administration.

"What is the direct relationship to the surface transportation system?"

Projects must have at least one direct relationship to the surface transportation system, which consists of all forms of the intermodal transportation system, exclusive of aviation. This relationship may be one of function, proximity, or impact. For example:

- A bikeway is a functional component of the surface transportation system.
- Removal of outdoor advertising in the viewshed of a highway is justified in light of its proximity. When the relationship is by proximity, how does the activity significantly enhance the transportation experience?
- Water pollution control alongside an existing highway to protect or improve a drinking water supply would qualify based on the impact of the highway in terms of water pollution.

"Is this over and above a normal project?"

Enhancement activities are over and above normal transportation projects. Typically, a normal transportation project may include mitigation, standard landscaping, other permit requirements and provisions negotiated as a condition of obtaining a permit for a normal [non-enhancement] transportation project. If this proposal is an enhancement to a larger project, check the environmental document for these items – Is the proposed enhancement part of the project description? Is it listed as mitigation? If so, the activity is not "over and above" a normal project. Is it a permit requirement? Permitting agencies might include federal agencies such as U.S. Forest Service, Bureau of Land Management, or U.S. Corps of Engineers. State permitting agencies might include State Department of Fish and Game. Regional permitting agencies might include a regional water quality control board. Maintenance activities are not eligible. Projects to retrofit existing sidewalks for compliance with Americans with Disabilities Act requirements are not eligible.
"Which category or categories encompass the transportation enhancement activities?"

Projects must be selected from one or more of the twelve activities categories. Only those activities listed in U.S. Code, Title 23 Section 101(a) are eligible to be accounted for as transportation enhancement activities. If project eligibility in these twelve categories is not clear, the applicant will provide reasoning for including it, and a determination will be made by Caltrans and the Federal Highway Administration. The funded activities must be accessible to the general public or targeted to a broad segment of the general public. The twelve categories are:

1. Provision of facilities for pedestrians and bicycles.
2. Provision of safety and educational activities for pedestrians and bicyclists.
3. Acquisition of scenic easements and scenic or historic sites.
4. Scenic or historic highway programs (including the provision of tourist and welcome center facilities).
5. Landscaping and other scenic beautification.
6. Historic preservation.
7. Rehabilitation and operation of historic transportation buildings, structures or facilities (including historic railroad facilities and canals).
8. Preservation of abandoned railway corridors (including the conversion and use thereof for pedestrian or bicycle trails).
10. Archaeological planning and research.
11. Mitigation of water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity.
12. Establishment of transportation museums.

Eligibility of projects has been interpreted broadly by Caltrans and the Federal Highway Administration. The following discussion presents the thinking behind decisions to define eligibility of the twelve categories.

1. **Provision of facilities for pedestrians and bicycles**

This category provides an opportunity to create linkages in the existing transportation system by funding bicycle and pedestrian modes of travel. The bicycle and pedestrian modes connect people to activity centers, such as businesses, schools, shopping and recreation areas, and to other modes.

Projects accommodate bicyclists or pedestrians beyond or in addition to what is necessary for safe accommodation. This includes activities that enhance the transportation system through more aesthetic routing or design or improving other existing facilities to make them more usable for pedestrians and bicyclists, such as adding bicycle parking at a rail station. The purpose of the project must be for transportation but if a recreation experience is gained as a
result of the transportation facility, this does not exclude the activity from consideration under this program.

Activities are not eligible where they are conducted as an incidental and routine part of new transportation projects in order to accommodate routine use by pedestrians and bicycles. Paved shoulders, wide curb lanes, sidewalks, and curb cuts are not eligible if incidental and routine to road construction or reconstruction; however, Class II bicycle lanes are eligible. Projects may not be for maintenance activities or other replacement facilities; for example, pavement overlays on the same alignment and same width are not eligible.

While all projects must meet the Americans with Disabilities Act (ADA) mandate of accessibility, projects to retrofit existing facilities solely for conformance to accessibility standards in the California Building Code do not qualify. Construction of neighborhood sidewalks is regarded as normal work.

Projects for parking lots for future bicycle or pedestrian facilities are not eligible. Projects for standard-type bus shelters are considered normal work. Bus shelters may be funded as a necessary and incidental part of a streetscape project, or when they are artist-designed.

Questions about standards for bikeway designs or for bicycle facilities such as lockers and parking facilities can be addressed by the Caltrans Bicycle Coordinator at (916) 653-0036. Bikeway Planning and Design (Section 1000 of the Highway Design Manual) is available from the Caltrans Publications Unit, 1900 Royal Oaks Drive, Sacramento, CA, 95815. An unofficial copy is available on the Caltrans website at www.dot.ca.gov/hq/oppd/hdm/hdmtoc.htm.

Project examples:
- Bicycle lockers at rail stations, bus depots, and recreation facilities. Bicycle lockers over and above standard policy at park and ride lots.
- Bikeways: Class I (bike paths); Class II (bike lanes); Class III (bike routes).
- Bikeways or pedestrian paths that separate these modes of travel from the motorized transportation system.
- Bike racks on transit systems.
- Acquisition, development, and construction of separate pedestrian or bicycle facilities on or off road rights-of-way or in relation to transit facilities.
- Improvements to facilities that go beyond basic access and mobility.

2. Provision of safety and educational activities for pedestrians and bicyclists

This category includes non-construction safety-related activities and the reasonable costs to provide safety and educational activities such as bike/pedestrian safety training, cost of facilitators and classes. It may also include related training materials such as brochures, videotapes, other training aids, as well as rent for leased space and limited staff salaries. Long-term salary participation is not eligible.
The funded activities must be accessible to the general public or targeted to a broad segment of the general public. The activities must show a relationship to the surface transportation system.

Project sponsors are encouraged to integrate safety messages and educational opportunities for bicyclists and pedestrians into enhancement projects through the development of campaigns, programs, educational materials including maps and brochures, and pedestrian and bicycle enforcement activities. Project sponsors are encouraged to coordinate these activities with the National Highway Traffic Safety Administration and other modal administrations. This category is not intended to replace or duplicate existing Section 402 funding opportunities currently available through the State and Community Traffic Safety Program.

Bicycle maps are an eligible activity, and are encouraged as part of bicycle facilities funded as Transportation Enhancement Activities.

School crossing guards, speed trailers and radar are not eligible activities.

**3. Acquisition of scenic easements and scenic or historic sites**

This category may be applied to purchase, donation, transfer, or trade of lands, which possess significant aesthetic, historic, natural, visual, or open space values, acquisition of which enhances the transportation experience as part of the transportation system, or as a substantial contribution to the transportation viewshed.

Funds may be used for transaction costs including appraisals, surveys, legal costs, or purchase costs. Acquisition of scenic or historic sites includes expenditure of funds for the purchase or the use of funds to accept the donation, transfer, or trade of (a) less than fee interests, for example, easements, in land which possess significant scenic, historic, or cultural values and (b) fee title acquisition of such lands and any property listed in the California Register of Historic Resources or eligible for listing in the National Register of Historic Places.

Land acquired for its scenic qualities must be maintained for its scenic qualities. Mechanisms must be in place to enforce significant scenic or historic values, and the project sponsor must agree to enforce mechanisms to preserve them. The owner of any property acquired must be willing to participate in a preservation covenant attached to the deed of the property. Such a covenant ensures that future work on the property will respect the scenic or historic integrity of the property.

Lands acquired for scenic purposes may not be developed in a manner that degrades the scenic character and quality of the site. Public access is allowed.

The purpose of the project must be for scenic or historic acquisition, but if a wildlife habitat or corridor is gained as a result of the acquisition, this does not exclude the activity from consideration under this program.

*ICTC 2012 TE Call for Projects (version 120702)*
Scenic acquisition of a degraded area may be eligible on condition that the agency restores the site to scenic status within this or a later project phase. (Restoration does not have to be done using federal enhancement funds.)

Where proposed projects appear to be primarily park improvements with incidental transportation enhancement activities incorporated into the park improvement project, the transportation enhancement will be eligible, but not the park improvement.

Project examples:
- Acquisition of viewsheds.
- Acquisition of a historic bridge, historic transportation terminal, land around a historic site adjacent to a scenic highway.
- Acquisition of historic properties that qualify for protection under the National Register or California Register or are designated in a local register.

4. Scenic or historic highway programs (including the provision of tourist and welcome center facilities)

This category covers protection and enhancement of designated state scenic highways or federally designated scenic byways and state or federally eligible or designated historic highways. Funds may be used only for activities that will protect and enhance the scenic and historic integrity and visitor appreciation of an existing highway and adjacent area.

Tourist or welcome centers do not have to be on a designated scenic or historic byway, but must have a clear link to scenic or historic sites. Activities eligible under the National Scenic Byways Program are generally eligible under this category. A historic site should have evidence of documented consultation and concurrence with the State Historic Preservation Officer or similar authority for determining the historicity of a particular site.

Funding may be used for the construction of a new facility or the restoration of an existing facility. This includes those related construction actions necessary to provide the facility, such as interior fixtures and parking areas. Funds can be used to purchase and install items, which support or interpret the scenic or historic highway program or site including brochure racks for interpretive materials or maps or kiosks. Funds cannot be used for statewide programs, marketing, or promotion not related to the scenic or historic highway program. Staffing, operation costs and maintenance are not eligible. Items such as racks for advertising or brochures for local or national businesses are not eligible.

The visitor or welcome centers are to be publicly owned and open to the public.

Project examples:
- Historic bridge signing,
- Interpretive plaques or restoration of historic lighting standards,
- Historic aesthetic treatment on retaining walls and guardrails.
- Visually sensitive bridge rails (guardrails on bridges) which meet Caltrans and FHWA safety requirements, for use on scenic highways and in areas of high visual sensitivity.

5. Landscaping and other scenic beautification

This category includes landscape planning, design and construction activities, which enhance the aesthetic or ecological resources along transportation corridors, points of access, and lands qualifying for other categories of transportation enhancement activities.

Architectural treatment, applied or integrated, of transportation structures, including bridges and highways beyond Caltrans’ utilitarian design may be considered an enhancement activity, as long as it is beyond mitigation required to comply with CEQA, NEPA, and other permitting agencies' requirements. The primary purpose must be to enhance the scenic view.

Projects which blend the transportation system into the surroundings, making the system less intrusive, or otherwise enhance the aesthetic resources or beauty of the transportation system may include planning, design and construction of scenic vistas and overlooks, restoration of historic landscapes, and public art and design enhancements. Projects which enhance the ecological balance along a transportation corridor include planning, testing and planting for restoration or reintroduction of native plant communities and appropriate adaptive species, and the provision of interpretive information about the federal and state agency programs through which ecological resources are preserved.

Projects on the National Highway System must be consistent with Caltrans’ overall landscape program and policies, and will be approved by the Caltrans District 11 Landscape Architect.

Projects may not be for temporary, routine, incidental or maintenance activities such as grass cutting, tree pruning or removal, erosion control, screen planting, construction of noise barriers, drainage improvement or post-construction finish work such as replanting and reseeding.

Plantings on the State Highway System may only be for that portion which is over and above Caltrans’ policy no. 3.5.1, dated July 1990, for standard planting in warranted areas.

Projects mainly for museum facility or park development work are not eligible, although park development elements that are necessary for and incidental to the eligible transportation enhancement activity, such as interpretation elements, may be considered eligible.

Graffiti-resistant coatings do not qualify as scenic beautification because they do not change the appearance of the surface, they must be reapplied at least every three to five years (a maintenance activity) and they do not preclude the reapplication of graffiti.
Project examples:
- 'Gateway' plantings to communities.
- Rockwork in existing landscaping.
- Replacement of a utilitarian bridge with one of appropriate architectural qualities in a setting that calls for more than a utilitarian design.
- Landscaping transplants to move trees outside of clear zones and into more attractive, safer locations.
- Sculpture or other artwork at gateway entrance to communities or in California "Main Street" projects.
- Roadside Ecological Viewing Areas.
- Design and installation of visually sensitive bridge rails (guardrails on bridges), which meet Caltrans and FHWA safety requirements.

6. Historic preservation

Historic, cultural properties, and archaeological resources determined eligible for or listed in the California Register of Historical Resources or a locally designated resource, if the local designation is based on locally-adopted, written criteria, are eligible for transportation enhancement activity funding. Section 5024.1 of the California Public Resources Code defines the California Register as an authoritative guide in California to be used by state and local agencies, private groups, and citizens to identify the state’s historical resources. The California Register includes properties determined eligible for or listed on the National Register of Historic Places, most California State Historical Landmarks, and State Points of Historical Interest. In addition, the California Register may include locally designated historic and prehistoric resources as well as local survey inventories using the National Register standards.

This category includes acquisition, protection, rehabilitation, interpretation, restoration, and stabilization or any combination of the foregoing, of any prehistoric or historic district, site, building, structure, landscape, or object (and artifacts and records related to it) listed or eligible for inclusion in the California Register or the National Register of Historic Places.

All work must be done in compliance with the Secretary of the Interior’s Standards and Guidelines for Archeology and Historic Preservation, the Secretary of the Interior’s Standards for Treatment of Historic Properties, or the State Historic Building Code and must be managed under the direction of professionals meeting the standards published in the Code of Federal Regulations, 36 CFR, Part 61. The qualifications define minimum education and experience required to perform eligible historic preservation activities. In some cases, additional areas or levels of expertise may be needed depending on the complexity of the task and the nature of the historic properties involved.

A substantial transportation linkage is required for a project to be considered eligible.

Projects should enhance the transportation system by improving the ability of the public to appreciate the historic significance of the project itself or the area to be served by the project.
In some circumstances, the cultural and sacred values of Native American or other ethnic community sites may require the inclusion of additional viewpoints. Proposals referring to such sites must be accompanied by evidence that appropriate Native American and ethnic community representatives have been consulted.

Incidental Americans with Disabilities Act (ADA) compliance elements are eligible only as required by the transportation enhancement project.

This category does not include reconstruction, i.e., building replicas of historic structures or buildings. It does not include the creation of museums, or of visitor centers; however, restoration of a building that will later be modified and used as a public museum is eligible. Maintenance activities are not eligible.

A preservation project arising from the deferring of maintenance – which was to have been done as a condition of a previous agreement for its preservation – will not be eligible.

Tenant improvements are not eligible costs.

Project examples:
- Rehabilitation of historic buildings that serve the transportation system as multi-modal centers.
- Roadside Rest areas.
- Restoration of a historic landscape on a highway.
- Rehabilitation of historic places.
- Activities that encourage or facilitate historic interpretation for the public of sites associated with roads and other transportation facilities.
- Preservation or improvement of the appearance or quality of a historic property, district, or landscape.
- Assistance in providing research and educational opportunities or related services on individual or related historical resources.

7. Rehabilitation of historic transportation buildings, structures or facilities (including historic railroad facilities and canals)

Historic transportation buildings are buildings or related structures associated with the operation, passenger and freight use, construction or maintenance of any mode of transportation where such building is listed or eligible for listing in the California Register or the National Register of Historic Places.

Structures and facilities include tunnels, bridges, trestles, embankments, rails or other guideway, non-operational vehicles, canal viaducts, tow paths and locks, stations and other built transportation features integrally related to the operation, passenger and freight use, construction, or maintenance of any mode of transportation.
Rehabilitation means the process of returning the property to a state, which makes possible a contemporary use while preserving the significant historic features of that property. Subsequent conversion costs or tenant improvements are not eligible.

Project examples:
- Restoration of historic railroad depots and train stations
- Restoration of historic ferry terminals.
- Interpretive displays as part of historic bridge replacement projects.
- Costs on historic bridges over and above normal mitigation.

8. Preservation of abandoned railway corridors (for conversion to pedestrian or bicycle trails)

This category includes the acquisition, rehabilitation and development of corridors for public bicycle or pedestrian use. In some cases it could allow preservation without capital improvements, although emphasis is placed on current enhancement value. This category permits the development and rehabilitation of privately owned rail corridors to bicycle or pedestrian facilities open to the general public without charge. This may not be used solely for rail preservation. A declaration of intent for future bike or pedestrian use is required. Failure to open the lands acquired for bicycle and pedestrian use within ten years from the start of the right of way phase means the administering agency will have to reimburse the Federal Highway Administration.

9. Control and removal of outdoor advertising

This includes the control and removal of existing nonconforming outdoor advertising signs, billboards, displays, and devices, which are in addition to removal of illegal signs required to exercise effective control of outdoor advertising under Section 131 of Title 23. "Nonconforming" is defined in the California Administrative Code, Title 4 Chapter 6. In general, a nonconforming sign was placed lawfully, but does not conform to subsequent enacted laws. Priority shall be given to the removal of outdoor advertising signs, displays, and devices in conjunction with other enhancement activities, and nonconforming displays along scenic highways. This category may include compilation of an accurate inventory of nonconforming outdoor advertising displays.

If displays are conforming, the agency with jurisdiction must have effective controls in place, such as an ordinance or other mechanism, to preclude replacement displays in the same transportation corridor.

Project examples:
- Purchase and removal of nonconforming billboards on designated scenic highways.
- Purchase of scenic easements along transportation corridors or viewsheds to prevent visual degradation.

ICTC 2012 TE Call for Projects (version 120702)
10. Archaeological planning and research

This includes, but is not limited to, research on sites qualified for transportation enhancement funds; experimental activities in archaeological site preservation and interpretation; planning to improve identification, evaluation and treatment of archaeological sites; problem-oriented synthesis using data derived from (though not limited to) transportation-related archaeological activities; local and regional research designs to guide future surveys, data recovery, and synthetic research; and activities having similar purposes carried out in partnership with other federal, state, local and tribal government agencies and non-governmental organizations.

This category includes rehabilitating archaeological dig records and curation of artifacts previously recovered along the transportation corridor to enhance significance and public appreciation for the site through interpretative signs, displays, and publications.

Projects primarily for data entry into geographic information systems to accommodate future normal transportation projects are not eligible.

All work must be done in compliance with the Secretary of the Interior’s Standards and Guidelines for Archeology and Historic Preservation or Secretary of the Interior’s Standards for Historic Preservation Projects and must be managed under the direction of professionals meeting the standards published in the Code of Federal Regulations, 36 CFR, Part 61. The qualifications define minimum education and experience required to perform eligible historic preservation activities. In some cases, additional areas or levels of expertise may be needed depending on the complexity of the task and the nature of the historic properties involved.

In some circumstances, the cultural and sacred values of Native American or other ethnic community sites may require the inclusion of additional viewpoints. Proposals referring to such sites must be accompanied by evidence that appropriate Native American and ethnic community representatives have been consulted.

This category is not for excavations.

Project examples:

- Regional or statewide research.
- Upgrade or expansion of regional curation facilities to meet federal and state guidelines, in order to regionalize archaeological collections and facilitate regional archaeological research.
- Statewide or regional archaeological study for State Routes in archaeologically sensitive areas, developing an Archaeological Inventory similar to the existing Bridge Inventory.
- Rehabilitation of archaeological dig records and artifacts previously recovered along a highway to enhance significance and public appreciation for the site through interpretive signs and publications.
- Construction of traveling displays of artifacts for schools.
11. Mitigation of water pollution due to highway runoff or reduce vehicle-caused wildlife mortality while maintaining habitat connectivity

These projects are for facilities and programs reducing or eliminating pollution from storm water runoff from highway facilities in addition to current requirements and procedures for such mitigation. The pollution must be due to materials washing off of the roadway surface. Projects that demonstrate aesthetic and ecological methods for mitigation and enhance recharge are encouraged.

Projects may have groundwater recharge, multiple resource benefits, and aesthetic preservation components, but only when secondary to the purpose of mitigating water pollution due to highway runoff.

No activity that has been identified as a requirement of a stormwater permit is eligible for enhancement funding.

Acquisition of land in and of itself is not considered an eligible mitigation of water pollution unless the acquisition itself fulfills the mitigation objective. Projects to acquire degraded land to rehabilitate into mitigation for highway runoff must have absolute commitments of funds and completed plans for the mitigation work prior to application.

This category is not limited to threatened and endangered species, but includes any wildlife mortality directly caused by vehicles. Fish passage is not eligible.

Projects to reduce wildlife mortality on new highway construction are not eligible.

If non-motorized human use will be one result of the project to reduce wildlife mortality, this does not exclude the activity from consideration under this program.

Project examples:
- Water pollution control alongside an existing highway to protect or improve a drinking water supply.
- Storm drain stenciling projects.
- Wildlife underpasses or overpasses, measures at areas identified as crossings for wildlife, which include the necessary fencing and other markings and techniques associated with movement or wildlife across transportation corridors.
- Bridge extensions to provide or improve wildlife passage and wildlife habitat connectivity. Monitoring and data collection on habitat fragmentation and vehicle-related wildlife mortality.
12. Establishment of transportation museums Transportation museums must meet the following definition of a museum.

The facility must:

a) Be a legally organized not-for profit institution or part of a not-for-profit institution or government entity;
b) Be essentially educational in nature;
c) Have a formally stated mission;
d) Have one full-time paid professional staff member who has museum knowledge and experience and is delegated authority and allocated financial resources sufficient to operate the museum effectively;
e) Present regularly scheduled programs and exhibits that use and interpret objects for the public according to accepted standards;
f) Have a formal and appropriate program of documentation, care, and use of collections and/or tangible objects; and

g) Have a formal and appropriate program of presentations and maintenance of exhibits.

Establishment of transportation museums means funding of capital improvements. Funds are not intended to reconstruct, refurbish, or rehabilitate existing museums, nor portions of museums, that are not for transportation purposes. It does not cover operations or maintenance of the facility. The museum must be related to surface transportation. Establishment of transportation museums includes the costs of the structure and the purchase of artifacts necessary for the creation and operation of the facility. Displays, segments of buildings, or objects not directly related to transportation are not eligible. Funds may be used to build a new facility, add on a transportation wing to an existing facility, or convert an existing building for use as a transportation museum.

The museum must be open to the public and run by a public, non-profit or not-for-profit organization meeting the definition of museums stated above in this section. If entrance fees are charged for the museum, a portion of the fee should be provided for the long-term maintenance and operation of the facility.

TE funds may not be used to preserve aircraft or create an airport or air museum. Objects or structures related to aviation are not eligible.

Activities, which are not explicitly on the list of 12 categories, might qualify if they are an integral part of a larger qualifying activity. For example, if the rehabilitation of a historic railroad station required the construction of new drainage facilities, the entire project could be considered a transportation enhancement activity. Similarly, environmental analysis, project planning, design, land acquisition, and construction activities necessary for implementing qualifying transportation enhancement activities are eligible for funding. For example, costs for environmental mitigation required for the enhancement project itself are reimbursable.
Transportation enhancement activities may not in themselves be routine or customary elements of transportation projects or mitigation for project impacts in compliance with the requirements of environmental, or other federal, state, or local laws, even if those aspects will otherwise constitute a specified transportation enhancement. Project funding under the transportation enhancement program is not available for a non-applicant agency to perform its normal required review and permit functions. Convict labor is not a reimbursable cost. Costs involved in applying for funds are not eligible. Any costs incurred prior to written approval to proceed by Caltrans are not eligible.
The ICTC regional TE scoring criteria is summarized in the table below. The metrics “livability” was added to incorporate SB 375-related strategies into the TE program project selection process. Because State regulations require TE projects that partner with or employ the services of a Community Conservation Corps or the California Conservation Corps to be given priority, these projects will be funded first as long as they are eligible for TE funds.

**Funding Priority Categories**

1) Projects that partner with or will employ the services of a Community Conservation Corps or the California Conservation Corps.
2) All other eligible TE activities.

<table>
<thead>
<tr>
<th>Up to 30 Points</th>
<th><strong>Livability</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Supports livable communities.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Up to 20 Points</th>
<th><strong>Regional Significance</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Improves, enhances or provides access to a regional facility or facilities.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Up to 20 Points</th>
<th><strong>Safety &amp; Security</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Improves the safety/security of existing transportation choices through improvements or enhancements of existing modal assets.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Up to 10 Points</th>
<th><strong>Project Readiness</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Project schedules should be fully identified in the project submittal with target dates, including any proposed capital purchases.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Up to 10 Points</th>
<th><strong>Local Match</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Project provides a local match.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Up to 10 Points</th>
<th><strong>Factors of Overriding Concern</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Consider factors of overriding concern, including but not limited to promotes energy conservation, improves quality of life, leverage other funds, etc.</td>
</tr>
</tbody>
</table>

| 100 | **TOTAL POSSIBLE POINTS** |
**TE ICTC Scoring Criteria Description**

### Livability

Projects will be evaluated based on whether and how the project provides the four benefits listed below:

1. Enhances or reduces the average cost of user mobility through the creation of more convenient transportation options for travelers;
2. Improves existing transportation choices by enhancing points of modal connectivity, increasing the number of modes accommodated on existing assets, or reducing congestion on existing modal assets;
3. Improves travel between residential areas and commercial centers or jobs;
4. Improves accessibility for economically disadvantaged populations, non-drivers, senior citizens, and/or persons with disabilities.

<table>
<thead>
<tr>
<th>Ranking Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project provides all four of the listed benefits</td>
<td>30</td>
</tr>
<tr>
<td>Project provides three of the listed benefits</td>
<td>25</td>
</tr>
<tr>
<td>Project provides two of the listed benefits</td>
<td>20</td>
</tr>
<tr>
<td>Project provides one of the listed benefits</td>
<td>15</td>
</tr>
</tbody>
</table>

### Regional Significance

Projects will be evaluated on a relative basis (i.e., how they compare to each other) based on whether and how projects improve, enhance or provide access to a regional facility or facilities.

### Safety & Security

Projects will be evaluated on a relative basis (i.e., how they compare to each other) based on whether and how projects improve the safety/security of existing transportation choices through improvements or enhancements of existing modal assets.

### Project Readiness

Project schedules should be fully identified in the project submittal with target dates, including any proposed capital purchases such as bike racks, pedestrian seating, etc.
### Local Match

<table>
<thead>
<tr>
<th>Ranking Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project provides a local match of at least 20%</td>
<td>10</td>
</tr>
<tr>
<td>Project provides a local match of at least 11.47%</td>
<td>5</td>
</tr>
</tbody>
</table>

**Factors of Overriding Concern**

The Evaluation Committee may use this category to consider factors of overriding concern.
Transportation Enhancement (TE) Application (PSR Equivalent)

TE funds are federal funds and must follow federal funding guidelines and environmental (NEPA) processes. All projects must have an approved eligible application prior to programming in the RTIP.

**PART ONE: GENERAL PROJECT INFORMATION**

Is the project within Caltrans Right of Way? Yes ☐ No ☐

Are you using Recovery Act TE funds? Yes ☐ No ☐

Does this project partner with or commit to employ the services of a Community Conservation Corps or the California Conservation Corps? Yes ☐ No ☐

If you answered yes to the above question please list the contact information for the corps.

- Corps Name: ___________________________
- Contact Name: ______________________
- Phone number: ______________

**PROJECT TITLE:**

**IMPLEMENTING AGENCY**  Administrator/person with day-to-day responsibility for implementing project (Name, title, agency, address, phone, fax, email)

<table>
<thead>
<tr>
<th>(Round dollars to nearest thousands)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TE FUNDS REQUESTED $_______________</td>
</tr>
<tr>
<td>State Match (11.47%) $_____________</td>
</tr>
<tr>
<td>Local Match (if included) $_________</td>
</tr>
<tr>
<td>TOTAL TE PROJECT COST $____________</td>
</tr>
</tbody>
</table>

☐ TE is a stand-alone project.

☐ TE is part of a larger project.

**Person who can answer questions about this application (Name, title, phone, fax, email)**

**PARTNER(S) (Name, title, agency, address, phone, fax)**

IF TE IS AN ENHANCEMENT TO A LARGER PROJECT, DESCRIBE LARGER PROJECT (if larger project is programmed, provide PPNo, EA, Project Title; if not currently programmed, describe the project)

Total Project Cost $______________

**PROJECT SCOPE OF PROPOSED TRANSPORTATION ENHANCEMENT ACTIVITIES**
(Describe the project’s location, limits of work, size, etc. Not the justification or benefits).
NEED AND PURPOSE (Describe how is project above and beyond a standard transportation project)

RELATIONSHIP (TE projects must have a relationship to surface transportation; describe relation to surface transportation)

CONFORMANCE (Describe conformance with Route Concept Report or Transportation Corridor Report and District System Management Plan - ITIP projects only)

CONTEXT SENSITIVE SOLUTIONS (Describe how project reflects Director's policy - ITIP projects only)
WHICH OF THE 12 TE CATEGORIES DOES THE PROJECT ENCOMPASS? (May be more than one.)
http://www.dot.ca.gov/hq/TransEnhAct/TransEnact.htm

1. ☐ Provision of facilities for pedestrians and bicycles
2. ☐ Provision of safety and educational activities for pedestrians and bicyclists.
3. ☐ Acquisition of scenic easements and scenic or historic sites (including historic battlefields).
4. ☐ Scenic or historic highway programs (including the provision of tourist and welcome center facilities).
5. ☐ Landscaping and other scenic beautification.
6. ☐ Historic preservation.
7. ☐ Rehabilitation and operation of historic transportation buildings, structures, or facilities (including historic railroad facilities and canals).
8. ☐ Preservation of abandoned railway corridors (including the conversion and use of the corridors for pedestrian or bicycle trails).
9. ☐ Inventory, control, and removal of outdoor advertising.
10. ☐ Archaeological planning and research.
11. ☐ Environmental mitigation
   (i) To address water pollution due to highway runoff; or
   (ii) Reduce vehicle-caused wildlife mortality while maintaining habitat connectivity.
12. ☐ Establishment of transportation museums.

PROJECT LOCATION MAPS (Provide Location Map of project in State/Region and Area Specific Map)
PART TWO: FUNDING

Prepared by ________________________________  Title ________________________________
Agency ________________________________  Phone ____________________  FAX ______________________

PROJECT COMPONENT COSTS (round to nearest $1,000s)

<table>
<thead>
<tr>
<th>Component</th>
<th>RTIP</th>
<th>ITIP</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>E&amp;P (PA&amp;ED)</td>
<td>$______</td>
<td>$______</td>
<td>$______</td>
</tr>
<tr>
<td>PS&amp;E</td>
<td>$______</td>
<td>$______</td>
<td>$______</td>
</tr>
<tr>
<td>Right of Way Capital</td>
<td>$______</td>
<td>$______</td>
<td>$______</td>
</tr>
<tr>
<td>Right of Way Support*</td>
<td>$______</td>
<td>$______</td>
<td>$______</td>
</tr>
<tr>
<td>Construction Support*</td>
<td>$______</td>
<td>$______</td>
<td>$______</td>
</tr>
<tr>
<td>Construction Capital</td>
<td>$______</td>
<td>$______</td>
<td>$______</td>
</tr>
</tbody>
</table>

TOTAL PROJECT COSTS $__________

*Right of way and construction support are for Caltrans implemented projects only

PRELIMINARY ITEM ESTIMATE - CONSTRUCTION CONTRACT ITEMS

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Unit</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contingency (%)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL CONSTRUCTION CONTRACT ITEMS

MAINTENANCE (The enhancement must be maintained in a functional and operational manner as its intended purpose for the expected life cycle for the type of project. If it is not maintained in such a manner, reimbursement of all or a portion of the enhancement funds may be required).

Who will maintain?

What is the source of maintenance funds?

If project is within Caltrans right of way, must be signed by Deputy District Director, Maintenance

DDD Maintenance: _____________________________ Date: ____________

ICTC 2012 TE Call for Projects (version 120622)
PART THREE: INFORMATION AND ASSURANCES

Please note the application must be signed by the TE project sponsor below for the project to be considered for funding. The information below is provided to notify all project sponsors of the criteria that shall be used in the selection of eligible TE projects.

For TE projects proposed for funding from American Recovery and Reinvestment Act of 2009
Assembly Bill X3-20 added Sections 2420-2423 to the Streets and Highways Code which requires that transportation projects proposed for transportation enhancement activities using federal funds provided specifically by the American Recovery and Reinvestment Act of 2009 be programmed and allocated based on the following priorities:

(1) In programming and allocating these funds, the department and the metropolitan planning organizations, county transportation commissions, and regional transportation agencies shall give priority to the sponsors of eligible projects that partner with, or commit to employ the services of, a Community Conservation Corps or the California Conservation Corps to construct or undertake the project, provided those projects meet the requirements of the American Recovery and Reinvestment Act of 2009.

(2) After all eligible projects have been selected pursuant to paragraph (1), the department and the metropolitan planning organizations, county transportation commissions, and regional transportation agencies shall next give priority to projects that provide facilities for pedestrians and bicyclists, provided those projects meet the requirements of the American Recovery and Reinvestment Act of 2009.

(3) After all eligible projects have been selected pursuant to paragraph (2), the department and the metropolitan planning organizations, county transportation commissions, and regional transportation agencies may fund any project eligible in accordance with paragraph (35) of subdivision (a) of Section 101 of Title 23 of the United States Code.

For projects proposed for funding with all federal TE funds
Senate Bill 286 (Chapter 373, Statutes of 2008) added Sections 2370-2374 to the Streets and Highways Code which requires the selection of all TE projects to be based on projects which partner with, or commit to employ the services of a Community Conservation Corps or the California Conservation Corps. The department, in consultation with Community Conservation Corps, the California Conservation Corps, the commission, regional transportation planning agencies, county transportation commissions or authorities, and congestion management agencies, developed the following criteria that give priority in the selection of TE projects. The information below is provided to project sponsors to assist them in understanding how projects will be selected. Regional transportation planning agencies, county transportation commissions or authorities, and congestion management agencies, when selecting candidates for transportation enhancement projects, shall utilize the selection criteria below.

The RTPAs are required to use the following criteria in prioritizing and selecting TE projects for programming in the Regional Transportation Improvement Programs (RTIP):

(1) TE eligible projects whose sponsor is partnering with, or has agreed to employ the services of a Community Conservation Corps or the California Conservation Corps (collectively referred to as corps), shall be selected first for funding (the scope of the work performed by the corps will be identified in page 6 of the TE application);

(2) After all TE eligible projects described in paragraph (1) have been selected for funding; the remaining eligible TE projects may be selected.

TE Project candidates that meet the following specific categories are exempt from the above selection criteria and may compete on an equal basis with all project candidates in category (1) above:

(a) Projects that have been selected and programmed in a RTIP prior to June 25, 2009.

(b) Projects for which no corps will partner with the sponsor or agree to provide services. A project sponsor can request this exemption only by certifying on the TE Application, with the concurrence of the California Conservation Corps and the California Association of Local Conservation Corps, which the sponsor notified both organizations about the available project, but that no corps in the state was prepared to serve as a partner or provide services.
The department, regional transportation planning agencies, county transportation commissions or authorities, or congestion management agencies shall be authorized to enter into cooperative agreements, grant agreements, or procurement contracts with Community Conservation Corps pursuant to the simplified contract requirements authorized by Section 18.36(j) of Title 49 of the Code of Federal Regulations in order to enable community conservation corps to utilize transportation enhancement project funds.

Section 2370(a) of the Streets and Highways Code is specific as to which organizations can be considered as a Community Conservation Corps or the California Conservation Corps. “Community Conservation Corps” shall have the same meaning as defined in Section 14507.5 of the Public Resources Code. Information regarding these organizations is available on the internet at:
http://www.consrv.ca.gov/dor/grants/Pages/lccc.aspx
http://www.ccc.ca.gov/PARTNER/PARTNERS.HTM
www.calcc.org

For the RTPA: Conservation Corps Partner Contact use only:

☐ A corps can participate on the following items of work:

Name of corps: ________________________ and the contact for the corps is: ________________________ (Name)
(Phone number)

☐ This project is exempt under category (b) above. This exemption allows the project to compete on an equal basis with all other project candidates in the region. Concurred in by:

California Conservation Corps contact (Print Name) (Signature) Date
California Association of Local Conservation Corps contact (Print Name) (Signature) Date

RTPA Conservation Corps Partner Contacts
For Transportation Enhancement Projects

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>CCC Contact Title and Name</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>California Conservation Corps</td>
<td>Regional Deputy for Region 2 Virginia Clark</td>
<td>916-341-3147</td>
<td><a href="mailto:virginia.clark@ccc.ca.gov">virginia.clark@ccc.ca.gov</a></td>
</tr>
<tr>
<td>California Association of Local Conservation Corps (representing the Community Conservation Corps)</td>
<td>Association Manager Scott Dosick</td>
<td>916-285-8743</td>
<td><a href="mailto:manager@calcc.org">manager@calcc.org</a></td>
</tr>
</tbody>
</table>

Project Implementing Agency possesses legal authority to nominate this transportation enhancement and to finance, acquire, and construct the proposed project; and by formal action (e.g., a resolution) the Implementing Agency’s governing body authorizes the nomination of the transportation enhancement, including all understanding and assurances contained therein, and authorizes the person identified as the official representative of the Implementing Agency to act in connection with the nomination and to provide such additional information as may be required.

Project Implementing Agency will maintain and operate the property acquired, developed, rehabilitated, or restored for the life of the resultant facility (ies) or activity. With the approval of the California Department of Transportation, the Implementing Agency or its successors in interest in the property may transfer the responsibility to maintain and operate the property.

Project Implementing Agency will give the California Department of Transportation’s representative access to and the right to examine all records, books, papers, or documents related to the transportation enhancement activity.

Project Implementing Agency will comply where applicable with provisions of the California Environmental Quality Act, the National Environmental Policy Act, the Americans with Disabilities Act, the Secretary of the Interior’s Standards and Guidelines for Archaeology and Historic Preservation, CTC Guidelines, FHWA Transportation Enhancement Guidance and any other federal, state, and/or local laws, rules and/or regulations.

ICTC 2012 TE Call for Projects (version 120622)
If TE funds or projects are used for other than the intended enhancement purposes as defined by federal or state regulations or guidelines, the implementing agency may be required to remit all state and federal enhancement funds back to the state. I certify that the information contained in this transportation enhancement activity application, including required attachments, is accurate and that I have read and understand the important information and agree to the assurances on this form.

Signed______________________________________________________          Date__________________
(TEA Administering Agency Representative)

Printed (Name and Title) ________________________________________________________________

Administering Agency ________________________________________________________________

For State Projects:
Upon receiving an eligibility determination, a Project Nomination Sheet must be submitted to the District for programming.
PART FOUR: ICTC TE REGIONAL RANKING QUESTIONS

1. Livability

Please describe whether and how the project provides the four benefits listed below (limit response to half page per question):

- Enhances or reduces the average cost of user mobility through the creation of more convenient transportation options for travelers;
- Improves existing transportation choices by enhancing points of modal connectivity, increasing the number of modes accommodated on existing assets, or reducing congestion on existing modal assets;
- Improves travel between residential areas and commercial centers or jobs;
- Improves accessibility for economically disadvantaged populations, non-drivers, senior citizens, and/or persons with disabilities.

2. Regional Significance

Please describe whether and how the project improves, enhances or provides access to a regional facility or facilities; and why the project is important to the region (limit response to one page).

3. Safety and Security

Please describe whether and how the project would improve the safety/security of existing transportation choices through improvements or enhancements of existing modal assets. Please include historical facts and data in your response such as the number of incidents, complaints, public comments, accidents or accidents rates as applicable.
Resolution Supporting Delivery Schedule

TE projects selected for funding will be programmed in the STIP and the FTIP; therefore, STIP “Timely Use of Funds” requirements apply to TE projects. “Timely Use of Funds” requirements in the STIP are more stringent than requirements for projects not programmed in the STIP. This means that TE projects must be awarded and completed based on the following timelines to prevent funds from lapsing:

Funds allocated for local project development or right of way costs must be expended by the end of the second fiscal year following the fiscal year in which the funds were allocated (between 24 to 36 months). Project sponsors must invoice Caltrans for these costs no later than 180 days after the fiscal year in which the final expenditure occurred.

Funds allocated for construction or the purchase of equipment must be encumbered by the award of a contract within six months from the date of approval unless the California Transportation Commission (CTC) approves an extension as described below. After the award of the contract, the local agency or Caltrans has up to 36 months to complete (accept) the contract. At the time of fund allocation, the CTC may extend the deadline for completion of work and the liquidation of funds if necessary to accommodate the proposed expenditure plan for the project. For local grant projects, the local agency has 180 days after contract acceptance to make the final payment to the contractor or vendor, prepare the final Report of Expenditure and submit the final invoice to Caltrans for reimbursement.

To avoid TE funds allocated by ICTC from lapsing, up to 10 points will be assigned to projects that demonstrate the project can be delivered as scheduled under the metrics “Project Readiness.” More importantly, each agency will be required to submit an adopted and certified Council/Board resolution ensuring their project(s) will be delivered as proposed in the application(s). A sample Council/Board resolution is provided on the next page to assist agencies with developing the required resolution.
Sample Council/Board Resolution

BEFORE THE
(NAME OF CITY/COUNTY/COUNCIL/BOARD)
RESOLUTION NO.:__

In the Matter of:

ICTC RESOLUTION SUPPORTING
TE Funds Project Delivery Schedules and Timely Use of Funds

WHEREAS, section 65 of the 2012 State Transportation Improvement Program (STIP) Guidelines requires the “timely use of funds” to improve project delivery and to prevent federal funds from lapsing to Imperial County and the state; and

WHEREAS, the (City/County) is able to apply for and receive Federal and State funds under the SAFETEA-LU and State requirements; and,

WHEREAS, the (City/County) desires to ensure its projects are delivered in a timely manner to prevent funds from lapsing from Imperial County due to non-delivery; and,

WHEREAS, it is understood by the (City/County) that failure for not meeting project delivery dates for any phase of a project may jeopardize TE funding to the Region; and,

NOW THEREFORE BE IT RESOLVED, that the (City/Council) hereby agrees to ensure all project delivery deadlines for all project phases will be met or exceeded.

BE IT FURTHER RESOLVED, that failure to meet project delivery deadlines may be deemed as sufficient cause for the Imperial County Transportation Commission (ICTC) to terminate an agency’s project and reprogram TE funds as deemed necessary.

BE IT FURTHER RESOLVED, the (City/County) does direct its management and engineering staffs to ensure all STIP and SAFETEA-LU projects are carried out in a timely manner as per the requirements of section 65 of the 2012 State Transportation Improvement Program (STIP) Guidelines.

THE FOREGOING RESOLUTION was passed and adopted by the (Council/Board) on September __, 2012.

AYES: ________ Signed: __________________________
NOES: Mayor, City of (-----)
ABSTAIN: Chair, Board of (-----)
ABSENT Chair, (-----) Board
ATTEST: __________________________

I hereby certify that the foregoing is a true copy of a resolution of the (Council/Board) duly adopted at a regular meeting thereof held on the _______ day of September 2012.

Signed: __________________________

(----------------, City/County Clerk)

ICTC 2012 TE Call for Projects (version 120702)
VII. ACTION CALENDAR

C. ICTC PERSONNEL POLICIES AND PROCEDURES MANUAL, DRAFT
July 3, 2012

ICTC Management Committee  
Imperial County Transportation Commission  
1405 N. Imperial Ave Suite 1  
El Centro, CA  92243

SUBJECT:  ICTC Personnel Policies and Procedures Manual, DRAFT

Dear Management Committee:

As a public agency, we are required to have a Personnel Policies and Procedures Manual. After having researched policies from several organizations, ICTC with the assistance of the Human Resource Manager are in the process of developing a document that would be consistent with the rules and regulations of the State of California.

It is requested that ICTC Management Committee forward this item to the ICTC Commission for review and approval after public comment, if any.


Sincerely yours,

MARK BAZA  
Executive Director

MB/cl