



**TECHNICAL ADVISORY COMMITTEE
AGENDA**

DATE: **Thursday, September 24, 2020**
TIME: **10:00 a.m. – 12:00 p.m.**
LOCATION : **Zoom Meeting at ICTC Offices**

Chairperson: County of Imperial

Vice-Chair: City of Brawley

Individuals wishing accessibility accommodations at this meeting, under the Americans with Disabilities Act (ADA), may request such accommodations to aid hearing, visual, or mobility impairment by contacting ICTC offices at (760) 592-4494. Please note that 48 hours advance notice will be necessary to honor your request.

Due to the COVID-19 and Executive Order N-25-20, teleconferencing is recommended for the public, however measures will be taken to have access for those who wish to participate in person while still abiding by local, state and federal mandates. Following is teleconference information.

To join the Zoom Meeting by computer using video and audio, please click on the following link:
<https://zoom.us/j/93908660515?pwd=WXluQUNka0VET3kzdEIEVmtoeFkrZz09>

The meeting ID and Password are below in the event you may need them.

To join by phone please dial (669) 900-9128
Meeting ID: 939 0866 0515#
Password: 356739#

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 actions on items that are not on the agenda.

DISCUSSION/ACTION ITEMS

1. Introductions
2. Adoption of Minutes for August 27, 2020 *Action*
3. ICTC Updates / Announcements 10 minutes
Presented by ICTC Staff
 - a. Transit Planning Updates
 - b. Transportation Planning Updates

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

- c. FFY 2019-20 Programmed Project Updates
 - d. LTA Bond Updates: 2012 & 2018
4. SCAG Updates / Announcements 10 minutes
Presented by SCAG staff
 5. Cities and County Planning / Public Works Updates 10 minutes
All
 6. Caltrans Updates / Announcements 10 minutes
Presented by Caltrans Staff
 7. General Discussion / New Business 5 minutes

All
 8. Adjournment

The next meeting of the ICTC TAC meeting is tentatively scheduled for October 22, 2020. For questions you may call Marlene Flores at (760) 592-4494 or contact by email at marleneflores@imperialctc.org



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TECHNICAL ADVISORY COMMITTEE
DRAFT MINUTES

August 27, 2020

Present:

Guillermo Sillas	City of Brawley
Abraham Campos	City of El Centro
Veronica Atondo	County of Imperial
Jesus Villegas	City of Imperial
Lily Falomir	City of Calexico

Others:

Mark Baza	ICTC
Virginia Mendoza	ICTC
Marlene Flores	ICTC
Michelle Bastidas	ICTC
David Aguirre	ICTC
Daveline Villaseñor	IVRMA
David Salgado	SCAG
Andres Miramontes	City of Brawley
Gordon Gaste	City of Brawley
Juan Manuel Cabrera	City of Brawley
Oscar Escalante	City of Brawley
Ana Gutierrez	City of Brawley
Rosa Ramirez	City of Calipatria
Javier Luna	City of El Centro
Felix DeLeon	City of El Centro
Catherine Gutierrez	City of El Centro
Othon Mora	City of Imperial
Isabel Garcia	City of Imperial
Jose Castaneda	County of Imperial
Ed Delgado	County of Imperial
Alex Chavez	City of Holtville
Kariza Preciado	City of Holtville
Rachel Fonseca	City of Westmorland
George Galvan	Holt Group

Due to the COVID-19 and Executive Order N-25-20, teleconferencing is recommended for the public, however measures will be taken to have access for those who wish to participate in person while still abiding by local, state and federal mandates. Following is teleconference information.

The meeting was called to order at 10:06 a.m. A quorum was present, and introductions were made. There were no public comments made.

1. Introductions
2. A *motion* was made to adopt the minutes for July 23, 2020 (**Campos/Falomir**) **Motion Carried.**
3. **Establish a designated Technical Advisory Committee of the Imperial Valley Resource Management Agency (IVRMA)**

Committee Chair Veronica Atondo called the meeting to order and expressed appreciation for attendance and participation. Virginia Mendoza, ICTC staff, greeted the committee and welcomed everyone to the TAC meeting as well. She provided a brief description of the meeting which is to establish a designated Technical Advisory Committee (TAC) for the Imperial Valley Resource Management Agency.

Daveline Villaseñor, Project Manager for the Imperial Valley Resource Management Agency (IVRMA) greeted the committee. Her greeting further assured the committee of its importance to recommend a dedicated TAC comprised of all eight Jurisdictions, (Brawley, Calipatria, Calexico, El Centro, Holtville, Imperial, Westmorland, County of Imperial - unincorporated cities), and franchised hauler representatives.

The purpose of this new TAC is to create an opportunity for IVRMA, jurisdictions, and franchised hauler representatives to discuss CalRecycle mandates and requirements, monitor compliance and prepare for CalRecycle annual evaluations.

This new TAC for IVRMA will provide guidance on how to evaluate and subdue any challenges the jurisdiction might have. The plan will consist of a flow chart and timeline to follow. Each jurisdiction will be provided with the status and compliance of their city and what step will be taken to maintain or increase their compliance. The ultimate goal is to be prepared for the annual evaluation and increase compliance percentage.

Daveline Villaseñor indicated that this new IVRMA TAC will provide guidance, support, education and outreach on the current and upcoming CalRecycle's mandates and requirements listed below:

- Assembly Bill 341 (AB341) Mandatory Commercial Recycling (MCR)**
- Assembly Bill 1826 (AB1826) Mandatory Commercial Organics Recycling (MORe)**
- Senate Bill 1383 (AB1383) Organic Waste Reduction Programs**
- Assembly Bill 827 (AB827) Mandatory Commercial Organic Bins**

Ed Delgado, Deputy Director of Public Works mentioned that it would be great to have representation from the Local Enforcement Agency (LEA), a branch of the County's Division of Environmental Health. They handle local compliance review of solid waste operations, among other things. He mentioned that the LEA would be a valuable resource for this committee.

Virginia Mendoza provided a Draft IVRMA Contact List. This list will have primary and secondary contact names and numbers from each jurisdiction. The list will be revised and updated by Daveline Villaseñor and will be provided to TAC members.

TAC member Abraham Campos further emphasized the need to establish time and date for these meetings. Abraham Campos proposed to meet every fourth Thursday of the month right before the ICTC TAC meeting starts. It was the consensus of the committee that the IVRMA TAC begin at 8:30 a.m. to 10:00 a.m.

Abraham Campos from the City of El Centro made a motion to approve the new Technical Advisory Committee and Veronica Atondo from the County of Imperial, second that motion.

The first IVRMA TAC meeting will be on September 24, 2020 starting at 8:30 a.m. to 10:00 a.m. Further information in regards to the IVRMA TAC will be distributed by Daveline Villaseñor.

4. General Discussion / New Business

Next TAC meeting will be on September 24, 2020 via Zoom.

5. Meeting adjourned at 10:50 a.m.

FY2020/2021 Project List

Updated 9/3/2020

State and Federal funding Obligations: Beginning October 1, 2019, agencies are allowed to move forward with request for authorization (RFA) for Congestion Mitigation Air Quality (CMAQ), Surface Transportation Block Grant Program (STBG) and Active Transportation Program (ATP) programmed in FY 2020/2021								
Agency	Project ID	Project Name	Funding Type	Phase	Federal Amount in FY 2020/21	Local Match	Total Phase Cost	Status
Brawley	IMP190701	Pedestrian and street improvements (paving of dirt road) on Legion Street between State Route 86 and Western Avenue	CMAQ	CON	\$797,000	\$103,000	\$900,000	RFA Submittal
Brawley	IMP190702	Construct street improvements (paving of dirt road) along Western Avenue from Legion Street to Wildcat Drive	CMAQ	Engineering/Plans, Specifications and Estimates (PS&E)				RFA Submittal
Brawley	IMP190708	Street improvements (repavement) along Legion Street from East of Kelley Ave. to West St. deflection point near West City limits	STBG	CON				RFA Submittal
Brawley	IMP190709	Street improvement (repavement) along K Street from Highway 86 to 8th St.	STBG	Engineering/Plans, Specifications and Estimates (PS&E)				RFA Submittal
Calexico	IMP191001	Weakley Street between Scaroni Blvd. and Portico Blvd. (unpaved street)	CMAQ	CON	\$291,000	\$40,000	\$331,000	Working on RFA
Calipatria	IMP190703	Date Street between HWY 111/Sorenson Ave. and Railroad Ave. pedestrian improvements	CMAQ & STBG	CON				Ready to submit RFA for CON
El Centro	IMP190704	Traffic Signal Synchronization Dogwood Avenue and 8th Street	CMAQ	CON	\$367,000	\$48,000	\$415,000	E-76/Council approval
El Centro	IMP190710	Imperial Avenue Extension Phase II	STBG	CON	\$700,000	\$91,000	\$791,000	
Holtville	IMP190705	Cedar Avenue Sidewalk Improvements	CMAQ	CON	\$193,000	\$25,000	\$218,000	RFA process going to Council for approval
Holtville	IMP190706	9th Street Sidewalk Improvements from Beale Avenue to Oak Avenue	CMAQ	CON				RFA process
Holtville	IMP190711	Orchard Road from Alamo River Bridge to 4th Street	STBG	CON				RFA process
Imperial	IMP190707	Class I & Class II Bike Facility along the North side of Aten Blvd. from Dogwood Road to Puerto Vallarta Avenue.	CMAQ	CON				Already received state approval.
Imperial	IMP190712	LaBrucherie Rd. Widening from Aten Blvd to Treshill Rd.	STBG	CON	\$1,841,000	\$604,000	\$2,445,000	
County	IMP190713	Improvements on Main Street Such as widening of existing road t add bike lane, sidewalks, shoulder, curb and gutter from Highway 111 to Clark Road	CMAQ	Engineering/Plans, Specifications and Estimates (PS&E)	\$107,000	\$14,000	\$121,000	
County	IMP190714	Clark Road Improvements from Wahl Road to 0.5 miles north of SR-98	STBG	CON				Request for Authorization packet to Caltrans
						Regional Total FY2020/21	\$5,221,000	



SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
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Memorandum

Date: September 23rd, 2020
To: ICTC Committee Meeting
From: David Salgado, Regional Affairs Officer (RAO)
Re: **Southern California Association of Government's (SCAG) Report**

The following is a summary of the SCAG Executive Director's Report and/or Federal and State Legislature Staff Report for the Imperial County Transportation Commission's regular meeting for the month of September 2020.

- 1. 2020 SCAG Sustainable Communities Program (SCP) Grant Program:** SCAG has approved the 2020 SCP grant guidelines. The FY 2020/2021 program will fund projects in the following areas that support and implement the policies and initiatives of the 2020 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS), Connect SoCal: Active Transportation & Safety; Housing and Sustainability; Smart Cities, Mobility Innovation & Transportation Demand Management; and Green Region. The first Call prioritizes Active Transportation & Safety projects, and the second Call prioritizes efforts to increase housing production. More details and guidelines for subsequent supplemental Calls will be released as they become available.

Staff will promptly issue a Call for Applications for the Active Transportation & Safety Supplement, subject to authorization of the SCP guidelines by the Regional Council on September 3, 2020. Active Transportation & Safety applications will be due to SCAG by 5 p.m. on November 13, 2020, and staff will conduct a workshop at least one month before this due date in order to answer questions and foster SCP program understanding. There are currently 2 workshops scheduled for October 7th and 21st, 2020. Approval of application rankings will be sought from the Regional Council in May 2021, and individual project initiation schedules will be developed promptly thereafter.

Learn more about the SCP Active Transportation & Safety Call for Applications at one of our Application Webinars on Wednesday, Oct. 7, from 1 – 3 p.m., or Wednesday, Oct. 21, from 10 a.m. – noon. The webinars will assist agencies in preparing applications, provide a forum to answer questions, and provide additional information and examples for each project type.

- 2. Connect SOCAL Approval:** The Regional Council of Southern California Association of Governments (SCAG) on Thursday September 3, 2020 formally adopted a 25-year plan to meet the mobility needs of one of the most robust population and economic centers in the United States.

The plan, Connect SoCal, had previously been approved for conformity purposes by the Federal Highway Administration (FHWA). With Thursday's action, the 2020-2045 Regional Transportation Plan/Sustainable Communities Strategy provides a roadmap for sensible ways to expand transportation options, improve air quality and bolster Southern California's long-term economic viability. The press release is attached to the back up for this agenda for your reference.

- 3. GO HUMAN CAMPAIGN RE-LAUNCHES In August!!** SCAG's Go Human program re-launched its advertising campaign with new messaging to encourage drivers to slow down and watch for people walking. Residents across the region saw ads on billboards, gas pump toppers, and social and digital platforms, reaching 280 million impressions. The advertising campaign is just one of many strategies to support safety across the region, which also include a Safe Driver Twitter chat that was held on August 27. SCAG has also developed a Safe Driver Pledge that asks individuals to practice safe driving practices that create safe streets for vulnerable users, particularly those who walk and bike.

- 4. 2020 Local Early Action Planning Grant (LEAP) Program: The Local Early Action Planning (LEAP) grant program's deadline has been extended to January 31, 2021! You still have time to apply! Jurisdictions who did not apply:** For cities and counties that were not able to meet the July 1, 2020 deadline, you still have more time! You now have until January 31, 2021, to apply for LEAP funding. Remember, LEAP funding is non-competitive, flexible funding to help cities and counties plan for housing in their communities. **Jurisdictions who did apply:** If you have already applied for the LEAP program, you can still make modifications and adjustments to your application. HCD can make adjustments to the application during the review process or even after awards. HCD has dedicated an individual to assist cities in Imperial County.

Sample eligible projects include but are not limited to:

- Rezoning and encouraging development through updating ordinances and plans
- Establishing Prohousing policies
- CEQA
- Updating housing elements
- Updating ordinances to comply with state housing laws (e.g. ADU ordinances)
- Developing specific plans and other plans focused on housing
- Implementing processes that streamline the application process for housing developments
- and much more!



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For technical assistance such as help with brainstorming eligible activities, reviewing draft applications, adjusting existing applications, and answering questions, please contact me or earlyactionplanning@hcd.ca.gov.

- 5. SCAG Aerial Imagery Project 2020 Update:** After numerous meetings to discuss the potential for SCAG to facilitate a new Aerial Imagery flyover project, the County of Imperial has agreed to facilitate a procurement process. This will allow for more funds to be applied to the project to support the procurement. SCAG has set aside \$250,000 for the project and will increase the support by \$50,000 for a total of \$300,000. It's anticipated that once the procurement is completed there will be an opportunity to develop a cost share model moving forward. The County of Imperial has worked to identify some areas of savings (resolutions and coverage areas) which should help to reduce participants share of the overall project cost.

News Release

FOR IMMEDIATE RELEASE

September 3, 2020



Contact: Steve Lambert, The 20/20 Network
(909) 841-7527/ steve@the2020network.com

SCAG Regional Council formally adopts Connect SoCal

\$638.6 billion in long-term investments would expand transportation options, improve air quality, increase access to opportunity and support regional economic recovery

Los Angeles – The Regional Council of Southern California Association of Governments (SCAG) on Thursday formally adopted a 25-year plan to meet the mobility needs of one of the most robust population and economic centers in the United States.

The plan, Connect SoCal, had previously been approved for conformity purposes by the Federal Highway Administration (FHWA). With Thursday’s action, the 2020-2045 Regional Transportation Plan/Sustainable Communities Strategy provides a roadmap for sensible ways to expand transportation options, improve air quality and bolster Southern California’s long-term economic viability.

“Formal adoption of Connect SoCal is an important step forward for our region as we confront multiple challenges, from a public health crisis to unprecedented levels of unemployment to confronting longstanding racial inequities,” said SCAG President Rex Richardson, a Long Beach City Councilmember. “Transportation, housing, broadband – and access to opportunity – play a vital role in addressing each of these and improving the overall quality of life in the SCAG region.”

As the metropolitan planning organization for the region’s six counties and 191 cities, SCAG is mandated by law to develop a long-term regional transportation and sustainability plan every four years. Although Connect SoCal itself does not provide actual funding, state and federal dollars for many critical transportation projects are dependent upon having an approved regional plan.

The \$638.6 billion in transportation investments identified in Connect SoCal would create an annual average of 168,400 new jobs as a result of construction, maintenance and operations, and another 264,500 new jobs per year due to improved regional economic performance. Other highlights include:

- Reducing overall vehicle-miles traveled and achieving the region’s targets for reducing greenhouses gases from autos and light-duty trucks by 19% per capita, from 2005 levels, by 2035.
- A \$3.8 billion savings to local jurisdictions from reduced capital infrastructure and ongoing operations of maintenance costs due to the more efficient development patterns.
- Increased investment in active transportation from \$12 billion to \$22 billion, including safety improvements and safe routes to school investments.
- An overall return of \$1.54 for every \$1 spent.

“A key to building an effective regional transportation strategy that supports a resilient and equitable economy is understanding local growth patterns, allowing us to focus attention on those areas with unique opportunities for investments in the necessary multimodal transportation needs. Fully

implemented, this plan will create hundreds of thousands of jobs, generate billions of dollars of economic activity, and help us meet our regional goals of sustainability, transportation equity and improved public health and safety,” said Kome Ajise, SCAG Executive Director.

For more on Connect SoCal, visit www.connectsocial.org.

###

About SCAG

SCAG is the nation’s largest metropolitan planning organization, representing six counties, 191 cities and nearly 19 million residents. SCAG undertakes a variety of planning and policy initiatives to plan for a livable and sustainable Southern California now and in the future. For more information about SCAG’s regional efforts, please visit www.scag.ca.gov.



2020-2021

Sustainable Communities Program

CALL FOR APPLICATIONS



Active Transportation & Safety Call for Applications

SCAG is pleased to announce the [2020-2021 Sustainable Communities Program \(SCP\) – Active Transportation & Safety Call for Applications](#) is now open to eligible applicants.

The SCP provides planning resources and technical assistance to local agencies to support the implementation of Connect SoCal, a long-range vision for transportation and land use planning for the region. The Call for Applications includes three specific project types, each with a unique application, to fund planning and quick build projects that result in increased rates of walking and biking, promote traffic safety, expand opportunities for multimodal transportation options, and better position local jurisdictions to be competitive for implementation funds.

Now through Friday, Nov. 13, applicants can apply for support for any of these Active Transportation & Safety project types:

COMMUNITY-WIDE & AREA PLANS

Support the implementation of the "Core Vision": Complete Streets, Active Transportation and Transportation Safety strategies as outlined in Connect SoCal. [Apply here.](#)

Examples of eligible plans include:

- Community-wide Bicycle or Pedestrian Master Plans
- Community-wide Active Transportation Plans
- First-Last Mile Plans
- Vision Zero Plans
- Systemic Safety Analysis Reports
- Safe Routes Plans

INFRASTRUCTURE DEMONSTRATION PROJECTS (QUICK BUILD)

Provide opportunities for jurisdictions to test interim capital improvement projects that further the goals of the Active Transportation Program and serve as design/build opportunities centered on community-supported feedback. [Apply here.](#)

Examples of eligible projects include:

- Active transportation infrastructure
- Multi-modal infrastructure integration
- Public pedestrian plazas

NETWORK VISIONING AND IMPLEMENTATION

Conduct visioning and position cities to plan and install entire active transportation networks within a short- to mid-term timeframe, alongside thoughtful community engagement. The framework will identify and implement a phased approach for Quick Build pilot projects, identified through technical analysis and robust public engagement, before network construction, to take on the most “stressful” segment-first and set up the network build-out in phases. [Apply here.](#)

Program guidelines, application materials and key dates can be found at scag.ca.gov/scp.

APPLICATION WEBINARS

Learn more about the SCP Active Transportation & Safety Call for Applications at one of our [Application Webinars](#) on **Wednesday, Oct. 7, from 1 – 3 p.m.**, or **Wednesday, Oct. 21, from 10 a.m. – noon**. The webinars will assist agencies in preparing applications, provide a forum to answer questions, and provide additional information and examples for each project type.

[Register Here](#)



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**California Department of Transportation (Caltrans) District 11
DISTRICT LOCAL ASSISTANCE ENGINEER (DLAE) UPDATE
Imperial County Transportation Commission (ICTC)
Technical Advisory Committee (TAC)
September 24, 2020**

Inactive Projects

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

As of **September 10, 2020**, the INACTIVE and Future Inactive list was updated. Action is required by the City of Calexico.

November 20, 2020 is the deadline to submit Inactive invoices. District 11 must receive accurate and complete invoices to prevent de-obligation of federal funds! Verify on the “Inactive” link shown below for Inactive Project dates.

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

A complete list of Inactive Projects – <https://dot.ca.gov/programs/local-assistance/projects/inactive-projects>

October 19, 2020 – Highway Safety Improvement Program (HSIP) Cycle 10 Call for Projects (update)

Caltrans Division of Local Assistance (DLA) announced the local Highway Safety Improvement Program (HSIP) Cycle 10 Call for Projects on May 5, 2020. **The latest application deadline is October 19, 2020.**

For additional information on the HSIP Cycle 10, please see the following link –

<https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/hsip/2020/hsipcycle10announcement.pdf>

Resources and presentations from the recent Webinar are now posted through the following link –

<http://www.localassistanceblog.com/2020/06/13/new-resources-hsip-cycle-10-webinar>

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

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

These following links have details with instructions -

<https://dot.ca.gov/programs/local-assistance/projects/local-agency-invoice-process>

<https://forms.dot.ca.gov/v2Forms/servlet/FormRenderer?frmId=LAPM5A>

For questions, please contact either the Local Area Engineer, Ben Guerrero, or the Local Assistance Program Support Analyst, Alma Sanchez, via email Alma.Sanchez@dot.ca.gov or phone: 619-278-3735.

Temporary Exception for Requiring “Wet” Signatures on Invoices

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

For questions, please contact either the Local Area Engineer, Ben Guerrero, or the Local Assistance Program Support Analyst, Alma Sanchez, via email Alma.Sanchez@dot.ca.gov or phone: 619-278-3735.



**California Department of Transportation (Caltrans) District 11
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At-Risk Preliminary Engineering (PE) – Office Bulletin (OB) 20-03

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

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

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

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

<https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/ob/2020/ob20-03.pdf>

Federal Fiscal Year (FFY) 19/20 Requests for Authorization CLOSED! FFY 20/21 Obligations Due!

Funding Requests for Authorization (RFA) during this federal fiscal year were due by January 31, 2020. **Please continue to transmit all RFA submittals**, so that funding approval may continue in mid-October.

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

Preparation Schedule for California Transportation Commission (CTC) Allocation Requests

Please review the following schedule of deadlines to send allocation request packages for California Transportation Commission (CTC) approval by the December 2020 CTC meeting. When possible, do not wait to submit requests. All documents must be received by the Caltrans District 11 Office at least two months prior to the preferred CTC meeting date. Friday, **October 2**, 2020 is the next deadline (for the December 2-3, 2020, CTC meeting).

Per the Interim Timely Use of Funds Policy (officially adopted at the May 13-14, 2020 CTC meeting), project components that are programmed in Fiscal Year 2019-20 that have not yet allocated:

The deadline to request an allocation was extended from the June 24-25, 2020 CTC meeting to the December 2-3, 2020 CTC meeting.

Under this new Interim Timely Use of Funds Policy, **any agencies that need extensions past this extended December deadline must submit new time extension requests for consideration by the CTC in December.**

In addition, per the Interim Timely Use of Funds Policy, projects that received a construction allocation (capital and/or support) at the October 2019, December 2019, or January 2020 Commission meetings:

The contract award deadline will be revised to allow 12 months to award instead of six months. Agencies require no additional action for this extension.

Further information is in a list of “Frequently Asked Questions” available online at the following link –

<https://catc.ca.gov/-/media/catc-media/documents/reports-resources/resources/2020413-interim-timely-use-funds-policy-faq-all1y.pdf>

2020 PREPARATION SCHEDULE
CALIFORNIA TRANSPORTATION COMMISSION (CTC) MEETINGS
AGENDA ITEM(S) DUE DATES

Prepared by:
OFFICE OF CTC LIAISON
DIVISION OF TRANSPORTATION PROGRAMMING
CALIFORNIA DEPARTMENT OF TRANSPORTATION

As of:
August 2019

<p style="text-align: center;">2020 California Transportation Commission (CTC) Meeting Schedule</p>	<p style="text-align: center;">Local Agency Submits Off System Funds Requests, Program Amendments, and Time Extensions to Caltrans Districts</p>	<p style="text-align: center;">District Submits Off System and On System Requests to HQ Divisions</p>	<p style="text-align: center;">HQ Divisions Submit Final Off System and On System Requests to Budgets</p>	<p style="text-align: center;">Final Agenda Language Due From HQ Divisions to Office of CTC Liaison</p>	<p style="text-align: center;">Final Book Items Due from HQ Divisions to Office of CTC Liaison</p>
<p style="text-align: center;">Date and Location:</p>	<p style="text-align: center;">10:00 AM District & CTC</p>	<p style="text-align: center;">10:00 AM HQ Divisions</p>	<p style="text-align: center;">5:00 PM Budgets</p>	<p style="text-align: center;">10:00 AM CTC Liaison</p>	<p style="text-align: center;">10:00 AM CTC Liaison</p>
Jan 29-30 - Sacramento Area	Mon, Dec 2, 19	Mon, Dec 9, 19	Fri, Dec 13, '19	Fri, Dec 20, '19	Tue, Dec 24, '19
Mar 25-26 - Santa Barbara	Mon, Jan 27, 20	Mon, Feb 3, 20	Mon, Feb 10, '20	Wed, Feb 19, '20	Thu, Feb 20, '20
May 13-14 - San Diego	Mon, Mar 16, 20	Mon, Mar 23, 20	Mon, Mar 30, '20	Wed, Apr 8, '20	Thu, Apr 9, '20
June 24-25 - Sacramento Area	Mon, Apr 27, 20	Mon, May 4, 20	Mon, May 11, '20	Wed, May 20, '20	Thu, May 21, '20
Aug 12-13 - Oakland	Mon, Jun 15, 20	Mon, Jun 22, 20	Mon, Jun 29, '20	Wed, Jul 8, '20	Thu, Jul 9, '20
Oct 14-15 - Central Valley	Mon, Aug 17, 20	Mon, Aug 24, 20	Mon, Aug 31, '20	Wed, Sep 9, '20	Thu, Sep 10, '20
Dec 2-3 - Riverside	Mon, Oct 5, 20	Mon, Oct 12, 20	Mon, Oct 19, '20	Wed, Oct 28, '20	Thu, Oct 29, '20

* No Scheduled Meeting in: February, April, July, September and November



California Department of Transportation (Caltrans) District 11
DISTRICT LOCAL ASSISTANCE ENGINEER (DLAE) UPDATE
Imperial County Transportation Commission (ICTC)
Technical Advisory Committee (TAC)
September 24, 2020

Active Transportation Program (ATP) Cycle 5 Call for Projects – CLOSED!

The California Transportation Commission call for Active Transportation Program (ATP) projects began March 25, 2020. September 15, 2020, was the last deadline for all ATP applications.

Although financing projects statewide, the ATP is oversubscribed and cannot meet all needs. This following link opens a **list of additional programs that fund active transportation-related projects** –

<https://files.constantcontact.com/ca01ba7c601/abc996b7-fdc8-49ed-b9bc-1fdc2e918ca2.pdf>

Local Roadway Safety Plan (LRSP) Requirement

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

Details regarding this requirement are available through the following link –

<https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/highway-safety-improvement-program/local-roadway-safety-plans>

Construction Contract Administration Guidance

Construction on critical transportation infrastructure and most public works is designated an “essential service” by the U.S Department of Homeland Security.

Check this link for general guidance on potential impacts to current and upcoming (awarded) projects –

<http://www.localassistanceblog.com/2020/04/08/construction-contract-administration-guidance-covid-19/>

For questions, please contact the Local Area Engineer, Ben Guerrero: 619-220-5485.

Quality Assurance Program (QAP) – Renewals for 2021

The following schedule lists due dates for all eligible agencies in Imperial County:

Agency	QAP Current	QAP Expires	
BRAWLEY	10/10/2019	10/10/2024	
CALEXICO	4/9/2020	4/9/2025	
CALIPATRIA	7/14/2019	7/14/2024	
COUNTY OF IMPERIAL	9/14/2016	9/14/2021	
EL CENTRO	5/28/2020	5/28/2025	
HOLTVILLE	7/14/2019	7/14/2024	
IMPERIAL	1/9/2017	1/9/2022	
ICTC	9/14/2016	9/14/2021	
WESTMORLAND	4/21/2015	4/21/2020	

As a reminder, Quality Assurance Program (QAP) approval expires in 2021 for the County of Imperial. Westmorland must have QAP approval if federal funds are anticipated for future projects.

Updated QAP packages must be submitted to the assigned Local Area Engineer, Ben Guerrero. Otherwise, no *Construction* funding authorization requests will be processed.



**California Department of Transportation (Caltrans) District 11
DISTRICT LOCAL ASSISTANCE ENGINEER (DLAE) UPDATE
Imperial County Transportation Commission (ICTC)
Technical Advisory Committee (TAC)
September 24, 2020**

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

New Caltrans Architectural & Engineering (A&E) Oversight Videos Online

Now available are short videos about key topics on the A&E Resources website – <http://www.localassistanceblog.com/2020/08/11/ae-short-video-series-is-back>

Federal Aid Series Recordings Now Available for Project Contract Administration

This recording of a recently delivered class is now available online. Training focuses on both State and federal aid highway projects.

Click this link for the recording – <https://www.fhwa.dot.gov/federal-aidessentials/catmod.cfm?id=1>

PowerPoint presentation page – <https://apps.cce.csus.edu/portal/fileShareView.cfm?forumID=6217>

Subsidized Classes for Local Agencies – Many Are Now Presented Online

The California Local Technical Assistance Program is a jointly funded effort between Caltrans and the Federal Highway Administration to provide local governments with training, information, technology and direct assistance to help transportation infrastructure. Upcoming courses are listed at the following link – <http://californialtap.org/index.cfm?pid=1077>

Send any questions to the California Local Technical Assistance Program Center: californialtap@csus.edu

For questions about additional training opportunities, please contact the District 11 Local Assistance Training Coordinator, Alma Sanchez, via email at Alma.Sanchez@dot.ca.gov or by phone: 619-278-3735.

Title VI Nondiscrimination Program

A reminder that local agencies shall comply with all Title VI requirements. See *LAPM* Section 9.2, Title VI of the Civil Rights Act of 1964 (Title VI) and Related Statutes:

Title VI and the additional nondiscrimination requirements are applicable to all programs and activities administered by a recipient, in addition to programs receiving federal financial assistance, due to the Civil Rights Restoration Act of 1987. Nondiscrimination provisions apply to all programs and activities of federal-aid recipients, subrecipients, and contractors, regardless of tier (49 CFR part 21).

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

Note that an agency is subject to Title VI program and compliance review at any time.

Link to guidance for Title VI complaints - dot.ca.gov/programs/local-assistance/guidance-and-oversight/title-vi

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

Caltrans Division of Local Assistance OB 20-04, issued on September 4, 2020, has several updates to Disadvantaged Business Enterprise (DBE) procedures to better reflect federal regulation requirements.



Expires – Upon Issuance of LPP

DBE Procedure Updates for LAPM Chapter 9 and Related Exhibits

I. BACKGROUND

The local Disadvantaged Business Enterprises (DBE) Program was identified as a potential area of risk for non-compliance with the Code of Federal Regulations (CFR). A [DBE Evaluation Report](#) published by Caltrans in May 2020 indicated that the average compliance in the California local DBE program was only 43%. Compliance for the majority of Federal Regulations were below the average compliance rate, such as DBE goal setting, prompt payment, and performance monitoring. In order to improve the performance compliance of the local DBE program, it is necessary to update the Local Assistance Procedures Manual Chapter 9: Civil Rights and Disadvantaged Business Enterprise (LAPM Chapter 9) and related exhibits to reflect the requirements of 49 CFR 26 more clearly.

II. POLICY

Upon the publication of this Office Bulletin, local agencies are required to submit the updated Exhibit 9-A to the District Local Assistance Engineer (DLAE), and follow the updated DBE procedures in LAPM Chapter 9 and related exhibits for all Federal-Aid projects that have sub-contracting opportunities.

III. PROCEDURE

LAPM Chapter 9, Exhibit 9-A (DBE Implementation Agreement for Local Agencies), Exhibit 9-B (Local Agency DBE Annual Submittal Form), Exhibit 10-R (AE Sample Contract Language), Exhibit 12-G (Required Federal-Aid Contract Language) were updated on DBE policies and regulations.

1. LAPM Chapter 9

- (1) Section 9.6: Local Agency Responsibilities under Caltrans DBE Program Plan
 - Revised subsection of Race-Neutral Component
 - Added a section of Prompt Payment of the Agency to Contractors
 - Revised the section of Prompt Progress Payment to Subcontractors to include the fifteen (15) days requirement of California Civil Code to subconsultant after receipt of each progress payment
 - Revised the section of Prompt Payment of Withheld Funds to Subcontractors to include the regulations of California Laws.
 - Added a new section of Monitoring and Enforcement Mechanism for Prompt Payment



- (2) Section 9.7: DBE Participation on Contract
 - More explanations were added into the Section of Setting the DBE Contract Goal
 - Revised the subsection of Commercially Useful Function
 - Revised the subsection of Decertification
- (3) Section 9.8: Good Faith Efforts
 - A link to sample GFE procedures was listed
 - A new subsection of Bidder/Offeror's Requirements for Good Faith Efforts was added
 - The subsection of "Substitution" was renamed as "Termination and Substitution of DBE Subcontractors" and the context was revised
 - A link to sample reconsideration procedures was listed to the section of Administrative Review and Reconsideration
 - A new subsection of Monitoring and Enforcement Mechanism for DBE Termination and Substitution was added
2. Exhibit 9-A: DBE Implementation Agreement for Local Agencies
 - Revision was made to include California Regulations for Prompt Progress Payment to Subcontractors
 - Revised the section of Prompt Payment of Withheld Funds to Subcontractors to include requirements of California Laws
 - Added a new section of Prompt Payment from the Agency to the Contractors
3. Exhibit 9-B: Local Agency DBE Annual Submittal Form
 - Revised the Prompt Payment of Withheld Funds to subcontractors to include California regulations.
4. Exhibit 10-R: A&E Sample Contract Language
 - (1) Article X: Subcontracting
 - A new section of Prompt Progress Payment was added
 - A new section of Prompt Payment of Withheld Funds to Subconsultants was added
 - (2) Article XVI: Non-Discrimination Clause and Statement of Compliance
 - A new section I was added
 - (3) Under the Article XVIII Disadvantaged Business Enterprises (DBE) Participation
 - Deleted a portion of how to count DBE participation
 - Deleted subsection Nondiscrimination Statement
 - Added a subsection Contract Assurance
 - Deleted the subsection Prompt Progress Payment
 - Deleted the subsection of Prompt Payment of Withheld Funds to Subconsultants
 - Added a subsection of Termination and Substitution of DBE Subconsultants
 - Added a subsection of Commitment and Utilization
 - Deleted existing subsections I and F



- (4) Article XXXI Retention of Funds was deleted
- (5) Added an Article XXXI Prompt Payment of The Agency to Consultant
- 5. Exhibit 12-G
 - (1) Section of Disadvantaged Business Enterprises (DBE)
 - Added a subsection of Nondiscrimination Statement
 - Added a subsection of Contract Assurance
 - Added a subsection of Prompt Progress Payment
 - Added a subsection of Prompt Payment of Withheld Funds to Subcontractors
 - Added a subsection of Termination and Substitution of DBE Subcontractors
 - Added a subsection of Commitment and Utilization
 - (2) Deleted the previous section of Prompt Payment of Funds Withheld to Subcontractors
 - (3) Added a section of Prompt Payment of the Agency to the Contractors
 - (4) Revised the section of Federal Trainee Program
- 6. A sample procedure for Good Faith Efforts was developed.
- 7. A sample procedure for Reconsideration Hearing was developed.

DLA and local agencies will follow the new updated LAPM and related exhibits upon the OB's publication.

IV. APPLICABILITY/IMPACTS

This Office Bulletin applies to all Federal-aid projects that have sub-contracting opportunities.

Recommended:	Original Signature By	09/04/2020
	Wenyi Long, DBE Oversight Engineer Office of Guidance & Oversight	Date
Approved:	Original Signature By	09/04/2020
	Felicia Haslem, Chief (Acting) Office of Guidance & Oversight	Date

- Attachments
- 1) LAPM Chapter 9, Sections 9.6 to 9.8
 - 2) Exhibit 9-A, Revised September 2020
 - 3) Exhibit 9-B, Revised September 2020
 - 4) Exhibit 10-R, Revised September 2020
 - 5) Exhibit 12-G, Revised September 2020



CALIFORNIA
LTAP
Local Technical Assistance Program

Resident Engineers Academy - INTENT TO ATTEND

Date(s):

October 5-9, 2020

Time(s):

Monday-Friday, 9:00 AM - 3:30 PM

Location:

Online

Contact: California LTAP Center - californialtap@csus.edu

Please note that this does not confirm your registration. All REA applicants will be reviewed and selected by the local DLAE.

Please note: * (asterisk) Indicates a required field.

Course

This is a practical, interactive academy that provides core 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 Resident Engineers Academy also provides a unique learning environment designed to promote networking.