



**1503 N. IMPERIAL AVENUE, SUITE 104  
EL CENTRO, CA 92243-2875  
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## **TRANSPORTATION COMMISSION AGENDA**

**LARGE CONFERENCE ROOM  
1503 N. IMPERIAL AVE., SUITE 104  
EL CENTRO, CA 92243**

**WEDNESDAY, MARCH 26, 2025  
6:00 PM**

**CHAIR: ROBERT AMPARANO**

**VICE CHAIR: KARIN EUGENIO**

In compliance with the Brown Act and Government Code Section 54957.5, agenda materials distributed 72 hours prior to the meeting, which are public records relating to open session agenda items, will be available for inspection by members of the public prior to the meeting on the Commission's website: [www.imperialctc.org](http://www.imperialctc.org).

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2 and the Federal Transit Administration Title VI, please contact the Secretary to the Commission at (760) 592-4494 if special assistance is needed to participate in a Commission meeting, including accessibility and translation services. Assistance is provided free of charge. Notification of at least 48 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

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Meeting ID: 828 5793 8327

Passcode: 116230

### **I. CALL TO ORDER AND ROLL CALL**

### **II. EMERGENCY ITEMS**

A. Discussion / Action of emergency items, if necessary.

### **III. PUBLIC COMMENTS**

This is an opportunity for members of the public to address the Commission on any subject matter within the Commission's jurisdiction, but not an item on the agenda. Any action taken because of public comment shall be limited to direction to staff. Each speaker should contact the Secretary to the Commission at (760) 592-4494 or by email to [cristilerna@imperialctc.org](mailto:cristilerna@imperialctc.org). When addressing the Commission, state your name for the record prior to providing your comments. Please address the Commission as a whole, through the Chairperson. Individuals will be given three (3) minutes to address the Commission; groups or topics will be given a maximum of fifteen (15) minutes. Public comments will be limited to a maximum of 30 minutes. If additional time is required for public comments, they will be heard at the end of the meeting. Please remember to follow the Public Comment Code of Conduct: No profanity or obscenity, yelling or screaming, no slander or defamatory statements, no personal threats, or attacks, no hateful or demeaning language based on hate of a person's race, religion, sexual orientation, ethnicity, gender, or disability, respect all people that are present or watching, obey the direction of the Chair and Secretary to the Commission.

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

**IV. CONSENT CALENDAR**

- A. ICTC Commission Minutes: February 26, 2025 Pages 5-21
- B. Receive and file:
1. ICTC Management Committee Minutes: February 12, 2025
  2. ICTC TAC Minutes: January 23, 2025
  3. ICTC SSTAC Minutes: January 02, 2025
- C. Title VI amendment Federal Highway Administration (FHWA) Title VI Program amendment for Federal grant funds Page 23
- ICTC staff forwards this item to the Commission for their review and approval after public comment, if any:
1. Approve the amended Imperial County Transportation Commission Title VI Plan which incorporates FHWA Title VI regulations and submit the program to FHWA.

**V. REPORTS (Up to 5 minutes per staff report)**

- A. ICTC Executive Director Page 69
- Executive Director Report
- B. Southern California Association of Governments Page 78
- See attached report
- C. California Department of Transportation – District 11 Page 81
- See attached report
- D. Commission / Committee Member Reports (if any)

**VI. ACTION CALENDAR**

- A. ICTC Fiscal Audit for FY 2023-24 Page 89
- The ICTC Management Committee met on March 12, 2025, and forwards this item to the Commission for their review and approval after public comment, if any:
1. Receive and file the fiscal audit for the Imperial County Transportation Commission, for FY 2023-24.
  2. Direct staff to transmit the fiscal audit to the State Controller's Office and Federal Audit Clearinghouse.
- B. 2025 Call for Projects - Project Prioritization Framework- Congestion Mitigation and Air Quality (CMAQ) and Surface Transportation Block Grant (STBG) – FFY 2026/27 to FFY 2027/28 Page 186
- The ICTC Technical Advisory Committee met on February 27, 2025, and the Management Committee met on March 12, 2025, and both forward this item to the Commission for review and approval after public comments, if any:
1. Approve 2025 Congestion Mitigation Air Quality (CMAQ) and Surface Transportation Block Grant (STBG) Call for Projects Nominations Schedule;
  2. Approve the Project Prioritization Framework for the 2025 Congestion Mitigation Air Quality (CMAQ) and Surface Transportation Block Grant (STBG) Call for Project Nominations;
  3. Direct staff to convene an evaluation committee to score and rank the projects; and,
  4. Direct staff to return with a list of recommended projects for approval by the Commission.
- C. Appointment(s) to ICTC delegated SCAG Policy Committees Page 220
- It is recommended that the ICTC Commission take the following actions after public comment, if any:

1. Appoint two ICTC Commission Members or other nominated elected officials to the SCAG Policy Committee of Community, Economy and Housing Development Committee (CEHD)
- D. Imperial County Transportation Commission (ICTC)/Imperial Valley Transit (IVT) Page 223  
Administration Operations and Maintenance Center – Property Acquisition APN 064-450-076 – 2204  
LaBrucherie Road, El Centro, CA 92243

ICTC Staff forwards this item to the ICTC Commission for their review and approval after public comment, if any:

1. Approve the acquisition of real property identified as APN 064-450-076 – 2204 LaBrucherie Road, El Centro, CA 92243 in the amount of \$2,250,000.00, in addition to any applicable closing costs. Said acquisition is contingent upon obtaining FTA concurrence.
2. Authorize the Executive Director to sign any applicable escrow documentation, Certificate of Acceptance and any other documents required to complete the acquisition on behalf of ICTC.

## **VII. INFORMATION CALENDAR**

- A. E-Bikes, Scooters and Street Racing Safety Discussion

## **VIII. MEETING DATE AND PLACE**

- A. The next meeting of the **Imperial County Transportation Commission** is scheduled for **Wednesday, April 23, 2025, at 6:00 p.m.**, at the ICTC Offices located at 1503 N. Imperial Ave., Suite 104, El Centro, CA 92243 and remotely via Zoom Meeting for the public and non-voting members.

## **IX. ADJOURNMENT**

## IV. CONSENT CALENDAR

- A. ICTC Commission Minutes: February 26, 2025
  
- B. Receive and file:
  - 1. ICTC Management Committee Minutes: February 12, 2025
  - 2. ICTC TAC Minutes: January 23, 2025
  - 3. ICTC SSTAC Minutes: January 02, 2025

**IMPERIAL COUNTY TRANSPORTATION COMMISSION**  
**MINUTES FOR February 26, 2025**  
**6:00 p.m.**

**VOTING MEMBERS PRESENT:**

City of Brawley	Gil Rebollar
City of Calipatria	Javier Amezcua
City of Calexico	Lisa Tylenda
City of El Centro	Tomas Oliva
City of Imperial	Robert Amparano
City of Holtville	Mike Goodsell
City of Westmorland	Laura Fischer
County of Imperial	John Hawk
County of Imperial	Martha Cardenas-Singh
Imperial Irrigation District	Absent

**STAFF PRESENT:** David Aguirre, Cristi Lerma, Marlene Flores, Gustavo Gomez, Esperanza Avila

**OTHERS PRESENT:** Eric Havens: Counsel; Davis Salgado: SCAG; Ann Fox, Melina Pereira, Sylvia R. Chavez, John Garcia: Caltrans

**PUBLIC:** None.

The following action minutes are listed as they were acted upon by the Imperial County Transportation Commission and as listed on the agenda for the meeting held Wednesday, February 26, 2025, together with staff reports and related documents attached thereto and incorporated therein by reference.

**I. CALL TO ORDER AND ROLL CALL**

[Chair Amparano](#) called the Commission meeting to order at 6:01 p.m. Roll call was taken, and a quorum was present.

**II. EMERGENCY ITEMS**

There were none.

**III. PUBLIC COMMENTS**

There were none.

**IV. CONSENT CALENDAR**

- |    |                                    |                   |
|----|------------------------------------|-------------------|
| A. | ICTC Commission Minutes:           | January 22, 2025  |
| B. | Receive and file:                  |                   |
| 1. | ICTC Management Committee Meeting: | January 08, 2025  |
| 2. | ICTC TAC Minutes:                  | December 19, 2024 |
| 3. | ICTC SSTAC Minutes:                | December 04, 2024 |

A motion was made by [Goodsell](#) and seconded by [Cardenas-Singh](#) to approve the consent calendar as presented, roll call:

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Yes
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Hawk	Absent

County of Imperial Singh	Yes
City of Westmorland	Yes
Imperial Irrigation District	Absent

## V. REPORTS

### A. ICTC Executive Director

Mr. Aguirre had the following updates:

- Unmet Transit Needs Survey and hearing/meeting information: In recent years, the public hearings have been held in the March to May time frame at the ICTC Offices in El Centro, at approximately 3:00 p.m. ICTC is required to select the Hearing Panel from the elected official members of the Commission. Additionally, staff is collecting the public's feedback by completing a survey on the ICTC by 5 p.m. on March 17, 2025. The feedback collected will be stated on the record at the hearing date and time established by the Commission. Flyers for the survey are attached to the report. The proposed public hearing is anticipated to take place on April 7 or April 14, 2025, and the findings meeting is proposed to take place on April 29, 2025.
- CMAQ and STBG Call for Projects: ICTC in accordance with SCAG guidelines will be implementing a call for projects for the Congestion Mitigation Air Quality (CMAQ) and Surface Transportation Block Grant (STBG). SCAG is anticipated to approve its CMAQ and STBG at its February 2025 Regional Council Meeting. The funding years associated with this call for projects is FFY 2026-27 and FFY 2027-28. ICTC will be updating its program guidelines to incorporate SCAG guideline provisions and is anticipating beginning its call for projects in March 2025. ICTC is anticipating adopting its scoring framework at the March 2025 Commission Meeting. SCAG's is anticipated to open its call for project nominations on March 31, 2025, and its project submittal deadline is May 16, 2025. SCAG is anticipating adoption of the CMAQ/STBG Guidelines at its March 6, 2025, Regional Council Meeting. This item will be on the ICTC TAC agenda in February, and on the Management Committee and Commission agendas respectively in March 2025.
- Calexico Intermodal Transportation Center (ITC): It is anticipated that the project will start construction in early March 2025. The project is anticipated to take a year to complete. A groundbreaking ceremony is scheduled to take place on February 28, 2025, at 11 a.m. at the project site. Several of our partners will be present to give remarks about the project including Congressman Raul Ruiz, MD.
- Calexico East Port of Entry Intermodal Transportation Center: . ICTC is working with Caltrans Staff on project award document completion. More information to come in the coming months.
- All ICTC Executive Directors' updates can be found on page 23

### B. Southern California Association of Governments (SCAG)

Mr. Salgado had the following updates:

- 2025 SCAG Scholarship Program Now Open- The 2025 SCAG Scholarship Program is now open. The program, in partnership with the California Transportation Foundation, provides nine \$4,000 scholarship awards for high school or community college students from the SCAG region. Students of any field of study are invited to apply; however, preference is given to applications that demonstrate a commitment to community planning, regional planning, urban planning, civil engineering, political science, public administration, sustainable development, or other related fields.
- 2025 Regional Conference & General Assembly- SCAG will host the 60th annual Regional Conference and General Assembly on May 1-2, 2025, at the JW Marriott Desert Springs Resort & Spa in Palm Desert. Celebrating its diamond anniversary, the 2025 conference is a unique opportunity to gather with other local and regional leaders

to collaborate on fundamental issues such as mobility, housing and communities, the environment, and the economy. Subscribe to updates from SCAG for information about registration as we get closer to the event. Please be on the lookout for notices regarding selecting your cities representative to the 2025 Regional Conference and General Assembly and contact SCAG GAO David Salgado with any questions.

- All other updates can be found on the SCAG report on page 35 of the agenda.

C. California Department of Transportation (Caltrans)- District 11

Mr. Garcia had the following updates:

- Lithium Valley Projects by County of Imperial: Currently working on an MOU draft between ICTC and County of Imperial to incorporate District 11 Modeling findings to be used.
- A list of completed projects is listed in the report on page 40.
- Stakeholder engagements are listed in the report on page 42.
- City of Calexico and District 11 staff met on November 17, 2024 to go over the short-term alternative proposes travel circulation improvements near West Port of Entry.
- All other updates can be found on page 40

D. Commission Member Reports

- Updates were provided by various commissioners.

## VI. ACTION CALENDAR

A. Active Transportation Program Award

The Technical Advisory Committee met on January 23, 2025, and the ICTC Management Committee met on February 12, 2025, and forwarded this item to the Commission for review and approval after public comments, if any:

1. Approved the Project Nomination List for the year 2025 Active Transportation Program (ATP).
2. Approved the recommendation of funding for the project listed in Table 2 in the amount of \$338,000.
3. Directed staff to submit a Formal Nomination List to SCAG and proceed with the State/Federal programming and documentation.

A motion was made by [Oliva](#) and seconded by [Goodsell](#) to approve the consent calendar as presented, roll call:

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Yes
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Hawk	Yes
County of Imperial Singh	Yes
City of Westmorland	Yes
Imperial Irrigation District	Absent

**Motion Carried.**

B. Appointment(s) to ICTC delegated SCAG Policy Committees

It is recommended that the ICTC Commission take the following actions after public comment, if any:

1. Appointed two ICTC Commission Members or other nominated elected officials to the SCAG Policy Committees of Community, Economy and Housing Development Committee (CEHD) and Transportation Committee (TC).

A motion was made by [Oliva](#) and seconded by [Rebollar](#) to nominate Mr. Javier Amezcua for the SCAG Policy Committee for Transportation Committee (TC):

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Yes
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Hawk	Yes
County of Imperial Singh	Yes
City of Westmorland	Yes
Imperial Irrigation District	Absent

**Motion Carried.**

A motion was made by [Cardenas-Singh](#) and seconded by [Amezcua](#) to nominate Mr. Tomas Oliva for the SCAG Policy Committee of Community, Economy and Housing Development Committee (CEHD) :

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Yes
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Hawk	Yes
County of Imperial Singh	Yes
City of Westmorland	Yes
Imperial Irrigation District	Absent

**Motion Carried.**

- C. Approval of Reimbursement Agreement between the Imperial County Transportation Commission (ICTC) and the County of Imperial – Imperial County Transportation Model (ICTM) Updates – Lithium Valley Programmatic Environmental Impact Report (PEIR)

The item was introduced after the completion of the Management Committee meeting in the month of February 2025. Therefore, ICTC Staff forwarded this item to the Commission for their review and approval after any public comment, if any:

1. Authorized the Chairman to sign the Reimbursement Agreement between the County of Imperial and ICTC to reimburse ICTC for any cost associated with the completion of the required transportation modeling services. Said services are to be completed by Caltrans.

A motion was made by [Goodsell](#) and seconded by [Amezcua](#) to approve the consent calendar as presented, roll call:

Agency	Roll Call
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City of Brawley	Yes
City of Calipatria	Yes
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Hawk	Yes
County of Imperial Singh	Yes
City of Westmorland	Yes
Imperial Irrigation District	Absent

**Motion Carried.****D. Passenger Statistical Summary Project for FY 2025-26 for Imperial Valley Transit (IVT)**

Given the project's timing constraints, staff brought this item to the commission for their review and approval after public comment, if any:

1. Authorized the Chairman to sign the Passenger Statistical Sampling Project Agreement with the firm of *Rea and Parker Research Inc.* for the not to exceed fee of \$139,000 for FY 2025-26.
2. Directed staff to include this project budget in the FY 2025-26 ICTC OWP Budget and Transit Finance Plan

A motion was made by [Rebollar](#) and seconded by [Amezcua](#) to approve the consent calendar as presented, roll call:

Agency	Roll Call
City of Brawley	Yes
City of Calipatria	Yes
City of Calexico	Yes
City of El Centro	Yes
City of Holtville	Yes
City of Imperial	Yes
County of Imperial Hawk	Yes
County of Imperial Singh	Yes
City of Westmorland	Yes
Imperial Irrigation District	Absent

**Motion Carried.****VII. CLOSED SESSION CALENDAR**

- A. Motioned to Adjourn to Closed Session ([Oliva/Beltran](#))
- B. CONFERENCE WITH REAL PROPERTY, Government Code §54956.8  
Property: 2204-2208 La Brucherie Rd., El Centro, CA, Assessor's Parcel Number #064-450-076.  
Agency negotiator: David Aguirre. Negotiating parties: Sandra Joy Hoskins et al.  
Instructions to negotiators will concern price and terms of payment.
- C. Announcement of Closed Session Action(s)  
Mr. Havens stated that the commission met in closed session to discuss the following:

CONFERENCE WITH REAL PROPERTY, Government Code §54956.8 Property: 2204-2208 La Brucherie Rd., El Centro, CA, Assessor's Parcel Number #064-450-076.  
Agency negotiator: David Aguirre. Negotiating parties: Sandra Joy Hoskins et al.

- *Direction was given and no reportable action was taken.*

**VIII. MEETING DATE AND PLACE**

- A. The next meeting will be on March 26, 2025, at 6:00 p.m. at the ICTC Offices, 1503 N. Imperial Ave., Suite 104, El Centro, CA 92243, and via Zoom Meeting for the public.

**VIII. ADJOURNMENT**

- A. Meeting Adjourned at 7:59 p.m.

**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
MANAGEMENT COMMITTEE  
MINUTES OF FEBRUARY 12, 2025  
10:30 a.m.**

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**VOTING MEMBERS PRESENT:**

City of Brawley	Jimmy Duran
City of Calexico	Juan Contreras
City of Calipatria	Laura Gutierrez
City of El Centro	Absent
City of Holtville	Nick Wells
City of Imperial	Dennis Morita
County of Imperial	Miguel Figueroa
County of Imperial	Rebecca Terrazas-Baxter
Imperial Irrigation District	Manuel Ortiz
City of Westmorland	Laura Fischer
ICTC	Cristi Lerma for David Aguirre

**STAFF PRESENT:** Marlene Flores, Esperanza Avila

**OTHERS PRESENT:** John Garcia, Nick Ventrilla, Rebecca Villarino, Michaela Howard: Caltrans

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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, February 12, 2025, together with staff reports and related documents attached thereto and incorporated therein by reference.

**I. CALL TO ORDER AND ROLL CALL**

Chair Miguel Figueroa called the meeting to order at 10:30 a.m., roll call was taken, and a quorum was present.

**II. EMERGENCY ITEMS**

There were none.

**III. PUBLIC COMMENTS**

There were none.

**IV. CONSENT ITEMS**

- A. Approval of Management Committee Draft Minutes: January 8, 2025
- B. Received and Filed:
  - 1. ICTC Commission Minutes: December 11, 2024
  - 2. ICTC TAC Minutes: December 19, 2024
  - 3. ICTC SSTAC Minutes: December 4, 2024

A motion was made by Wells seconded by Ortiz to approve the consent calendar as presented;  
**Motion carried unanimously.**

**V. INFORMATION CALENDAR**

- A. 2025 Imperial Valley Procurement and Resource Fair

Ms. Villarino stated that Caltrans will be having an Imperial Valley Procurement & Resource Fair on April 2, 2025, at the Imperial Valley Fairgrounds. To register as an exhibitor, use the link below: <https://lp.constantcontactpages.com/ev/reg/3pbt2ec>. Flyers for the event were also shared. For more information, folks were encouraged to reach out to Caltrans District 11 Small Business Team, (619) 688-3151, [d11.smallbusiness@dot.ca.gov](mailto:d11.smallbusiness@dot.ca.gov).

## VI. REPORTS

### A. ICTC Executive Director

Ms. Lerma and Ms. Flores had the following updates:

- ICTC will be having a groundbreaking ceremony for the Calexico Intermodal Transit Center on February 28, 2025, at 11 a.m. on the project site. City Managers were invited to attend. It is anticipated that construction will likely begin in March.
- A new border express route began this week with success. The new route begins at the Calexico East port with stops at 3rd & Paulin, with some service to IVC.
- ICTC in accordance with SCAG guidelines will be implementing a call for projects for the Congestion Mitigation Air Quality (CMAQ) and Surface Transportation Block Grant (STBG). SCAG is anticipated to approve its CMAQ and STBG at its February 2025 Regional Council Meeting. The funding years associated with this call for projects is FFY 2026-27 and FFY 2027-28. ICTC will be updating its program guidelines to incorporate SCAG guideline provisions and is anticipating beginning its call for projects in March 2025. SCAG's anticipated project submittal deadline is May 16, 2025. More information will be shared with all committees and formal guidelines will be adopted by the Commission.
- Final projects have been identified and awarded by the commission for Reap 2.0. ICTC is working on next steps with the proposed agencies and SCAG.
- All ICTC Executive Directors' updates can be found on page 24.

### B. Southern California Association of Governments (SCAG)

Ms. Lerma had the following updates:

- Registration for the 2025 SCAG Regional Conference & General Assembly has opened. To register [click here](#). The SCAG RC & GA will be held on May 1-2, 2025, at JW Marriott Desert Springs Resort & Spa, Palm Desert, Ca. Agencies were reminded that if they have not selected their delegates please do so as soon as possible.
- The SCAG Scholarship Program is accepting applications. For additional information visit the SCAG website at <https://scag.ca.gov/scholarship>
- If you have any questions, please contact SCAG Regional Affairs Officer David Salgado.
- SCAG updates can be found on page 32 of the agenda.

### C. Caltrans Department of Transportation – District 11

Mr. Garcia and Mr. Ventrilla provided the following updates:

- SR-111 Roadside improvements have been completed.
- A list of completed projects in 2024 are listed on page 38 of the agenda.

- Upcoming projects include intersection widening and installation of traffic signals at SR-86 and Dogwood Road, and several major highway maintenance projects throughout Imperial County.
- Caltrans staff and Calexico City staff met on 1/17/25 to go over the short-term alternatives and to conduct a field visit at key intersections along SR111 and SR-98.
- Maintenance and traffic operations were also highlighted and are on page 41 of the agenda.
- Caltrans Division of Local Assistance and FHWA will be having a Discretionary Grants Program webinar on March 6, 2025, from 8:30 a.m. to 11:30 a.m. This event is open to all California local public agencies, Tribes, RTPAs, MPOs, Discretionary Grant awardees, and FHWA/Caltrans employees involved in Discretionary Grant projects. The link is attached to register online: [https://csulb.zoom.us/webinar/register/WN\\_zTaTw\\_v3QpmZLaEPqrM47A](https://csulb.zoom.us/webinar/register/WN_zTaTw_v3QpmZLaEPqrM47A)
- Caltrans updates can be found on page 37 of the agenda.

#### D. Committee Member Reports

- Mr. Figueroa provided an update regarding the recent suspension of BHE Renewables Geothermal projects. BHER's proposed three projects represent sustainability, workforce development, economic prosperity, and transformational hope for Imperial County and its residents. Although this news is disheartening, the County understands the challenges BHER has encountered that led them to suspend the projects. Mr. Figueroa said that despite the setbacks, the County is committed to the continued development of sustainable development of both geothermal and Lithium Valley.
- There were no other reports.

## VII. ACTION CALENDAR

#### A. Active Transportation Program Award

Ms. Flores provided an update of the ATP Award. The staff report is on page 52 of the agenda.

The Technical Advisory Committee met on January 23, 2025, and forwarded this item to the ICTC Management Committee for their review and approval after public comments, if any:

1. Approved the Project Nomination List for the year 2025 Active Transportation Program (ATP).
2. Approved the recommendation of funding for the project listed in Table 2 in the amount of \$338,000.
3. Directed staff to submit a Formal Nomination List to SCAG and proceed with the State/Federal programming and documentation.

TABLE 2			
Agency	Project Name	Total ATP Funds Requested	Total ATP Funds Awarded

Imperial County Office of Education	Safe Pathways to Schools	\$547,000	\$338,000
<b>TOTAL Regional ATP funds</b>			<b>\$338,000</b>

A motion was made by [Fischer](#) seconded by [Wells](#) for approval as presented; **Motion carried unanimously.**

**VIII.** The next meeting is scheduled for **March 12, 2025, at 10:30 a.m.** at the ICTC offices.

**IX. ADJOURNMENT**

The meeting was adjourned at 11:02 a.m.



1503 N. IMPERIAL AVE., SUITE 104  
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## **TECHNICAL ADVISORY COMMITTEE MINUTES**

**January 23, 2025**

**Present:**

Ana Gutierrez	City of Brawley
Juan Manuel Cabrera	City of Brawley
Lily Falomir	City of Calexico
Francisco Barba	City of Calipatria
Felix De León	City of El Centro
Angel Hernandez	City of El Centro
Chandler Sinclair	City of Holtville
Jesus Villegas	City of Imperial
Fernando L. Williams	City of Imperial
Marco Coronel	County of Imperial
Adolfo Garcia	County of Imperial
Manuel Ortiz	IID

**Others:**

Michael Coyne	City of Calexico
Pedro Salcedo	City of El Centro
Ramiro Barajas	City of Westmorland
David Aguirre	ICTC
Marlene Flores	ICTC
Cesar Beltran	ICTC
Rob Owen	Caltrans
Alejandro Lopez-Rangel	Caltrans
Michael Kahler	IVTA
Ismael Garcia	ICAPCD

The meeting was called to order at 10:07 a.m. A quorum was present, and introductions were made. There were no public comments made.

1. A *motion* was made to adopt the minutes for December 19, 2024 ([Gutierrez/Falomir](#)), **Motion Carried.**
2. **Rotation of Chair and Vice-Chair Positions**

A motion was made by **Falomir** and seconded by **Cabrera** to nominate Mr. Jesus Villegas from City of Imperial as the Chairperson. A second motion was made by **Gutierrez** and seconded by **Coronel** to nominate Ms. Lily Falomir from the City of Calexico as the Vice-Chairperson of the ICTC TAC Committee for 2025.

### 3. **Active Transportation Program (ATP) Project Nomination List**

*(Presented by ICTC Staff)*

ICTC staff forwarded this item to the Technical Advisory Committee for their review and recommendation to submit to the ICTC Management Committee and Commission after public comments, if any:

1. Approve the Project Nomination List for year 2025 Active Transportation Program (ATP);
2. Approve the recommendation of funding for the project listed in Table 2 in the amount of \$338,000.
3. Direct staff to submit a Formal Nomination List to SCAG and proceed with the State/Federal programming and documentation.

A motion was made to approve the Action Item. (**Gutierrez/Coronel**) **Motion Carried.**

- Ms. Flores stated that the city of Holtville's project will be on the contingency list.

### 4. **Congestion Mitigation Air Quality (CMAQ) & Surface Transportation Block Grant (STBG) 2025 Call for Projects Draft Guidelines**

*(Presented by ICTC Staff)*

- Ms. Flores presented the Draft Guidelines as an information item.
- Approximate available amounts were presented.

CMAQ			STBG		
FFY 2026/27	FFY 2027/28	TOTAL	FFY 2026-2027	FFY 2027/2028	TOTAL
\$3,765,915.59	\$3,851,531.39	\$7,617,446.98	\$1,876,594.82	\$1,913,902.88	\$3,790,497.70

### 5. **Caltrans Updates / Announcements**

*(Presented by Caltrans Staff)*

- Local Assistant Day Free Statewide Webinar will be February 11<sup>th</sup>, from 8:30 to 11:30 a.m. Webinar will include information sharing, local projects, delivery policies, processes and procedures, facilities, peer sharing, and best practices. Registration is required on February 10<sup>th</sup>.
- U.S. Department of Transportation (USDOT) Grandt Opportunities. More information in the link: <https://www.transportation.gov/grants>
- Key Notices of Funding Opportunity (NOFO) Further details are available at this link: [Key Notices of Funding Opportunity | US Department of Transportation](#)

### 6. **SCAG Updates / Announcements**

No updates were given.

### 7. **ICTC Updates / Announcements**

*(Presented by ICTC Staff)*

#### a. Transit Updates

- Ms. Flores provided an update regarding the new Intermodal Transportation Center on the East Port. ICTC is working with Caltrans staff on project award documentation. More information in the coming months.

- Ms. Flores stated that the Intermodal Transportation Center in Downtown Calexico will start construction in February 2025.
- Ms. Flores shared that ICTC's Comprehensive Operation Analysis has started, and the consultant will start with public outreach in the coming months.
- b. Transportation Planning Updates
  - State/Federal Funded Project Obligation Updates 24/25

**8. Cities and County Planning / Public Works Updates:**

Updates were given by the agencies.

**9. General Discussion / New Business**

No new business was discussed.

The next TAC meeting will be on February 27, 2025, at 10:00 a.m., via Zoom for the public and in person at the ICTC offices.

The meeting adjourned at 11:06 a.m.



1503 N. IMPERIAL AVE., SUITE 104  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4410

## **SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL**

### **MINUTES**      January 02, 2025

#### Present

#### Voting Attendees:

Cristina Leal	ARC- Imperial Valley
Gustavo Gomez	CTSA-ICTC
Kathleen Lang	Health Net
Raul Cordova	IC Work Training Center
Mike Hack	IC Consumer Senior Citizen
Camilo Garcia	Workforce & Economic Development

#### Non-Voting Attendees:

Cesar Sanchez	IVT
Helio Sanchez	IVT
Jose Guillen	IVT Medtrans
Karla Pacheco	IVT Access
Priscilla Baca	ICTC

1. Dr. Lang called the meeting to order at 10:01 a.m. **A quorum was present.**
2. Introductions were made.
  - Hybrid meeting.
3. Minutes were adopted for December 4, 2024 ([Cordova](#), [Hack](#)), **Motion Carried.**
4. CTSA Reports  
Mr. Gomez had the following information
  - The countywide bus stop improvement project is still in design. The plan is to add amenities to existing bus stops or replace bus stops in poor condition.
  - We are currently reviewing bids for the construction of the Calexico International Trade Center (ITC). Our goal is to reach a decision and award the construction contract at our commission meeting in January. We hope to begin construction in February. The construction timeline is expected to last about a year, so we anticipate being ready to proceed by February or March of next year.

- We held the kickoff meeting for comprehensive operations analysis two weeks ago, and we will soon begin the outreach phase. Currently, we are sending the requested ridership data to the consultant. Our goal is to reach the largest population of riders by mid-January or early February. This outreach will help us gather more information from the riders.
- We will ensure that SSTAC is included in the outreach and will provide surveys or questionnaires from our consultant.
- The UTN survey will be released this month, possibly by mid-January. It will also be conducted through SurveyMonkey. We have used it successfully for the past three years, receiving over 120 comments. We will be sending out a survey through our stack list, managed by Priscilla. From there, you can share it with your department or distribute it to anyone you wish
- The hearing date for the UTN is likely scheduled for early April or late March. This will provide us with ample time to gather feedback from the public. We will be receiving input through various channels, including mail, fax, phone, and in-person surveys. We will have printed surveys available, and some of our transit staff, along with ICTC staff, will conduct surveys by asking questions directly to the public.
- We are working on a contactless project and defining the scope. At this stage, we are deciding where to place the tab cards and how many we will need. We hope to complete this work once the scope of the project is finalized. After that, we will select vendors for the payment system. Our goal is to have everything ready by mid-year, which typically involves a process of about four to six months.

Ms. Baca the following information

- The El Centro Parade and the Imperial event went well. During my ride along with Jose from IVT Medtrans, we successfully contacted the head RN at Scripps. She then took us to meet with the case managers, and we exchanged emails so I could provide her with detailed information about IVT Medtrans. Additionally, Jose and I visited Rady and Children's Hospital and several doctors' offices in the surrounding areas to share information about IVT Medtrans.
- I attended a training session on Introduction to Paratransit Management and Operations. This training helped me gain a better understanding of how the operational aspects of transit work. Additionally, I participated in several ride-along in El Centro to familiarize myself with the various routes.
- I distributed brochures from Calipatria, Westmorland, and Holtville. We are attending several marketing events in February, including the Feria de la Salud y Recursos and the Heart and Online Deaf Resource Fair.

## 5. UTN Letter to the Hearing Panel Reviews

Presented Mr. Gomez

- To provide some context, last year we did not make any adjustments to the master needs list. SSTAC members requested updates regarding the status of each independent project or item in the right-hand column. We were able to provide some feedback on that. Additionally, on the letter side, we made one modification: we added item number 5 under general comments, which pertained to supporting ideas to expand the "Calexico on Demand" initiative into other cities. You can modify the letter in the needs list as many times as you want. We are unable to make any changes ourselves, but we can discuss the needs list. However, we do need a formal process to proceed. We can follow up on this and make the necessary changes in February. If you have any questions about any of the items or letters, please feel free to ask if the list is typically what we base our discussions on when we go to the public hearing. At the SSTAC meeting, we demonstrated the needs we

have identified in the county, which we then used to draft the letter. This letter is read aloud at the public hearing by Dr. Lang, the SSTAC chair, and is entered into the public hearing record.

- We currently do not plan to delete any routes and are considering adding new ones. The COA project will help us better understand ridership data. Services marked as "implemented in the demo phase" are operational but will be monitored for potential adjustments in hours.
- We aim to address that gap with the micro-transit system we want to implement. This service will be available to the public, allowing residents and visitors to navigate within the cities of Imperial, El Centro, Brawley, and Calexico easily.
- We are currently working on an ongoing project to implement a contactless payment system for public transportation. This system will enable passengers to board and exit buses using options like Apple Pay or contactless credit and debit cards. Caltrans is facilitating this initiative through a program called Cal-ITP, which has established a statewide procurement process. This process assists each independent transit agency in selecting vendors for the system. Several transit agencies have already adopted this approach.

#### 6. Transit Operator FY 2024-25 Reports:

Imperial Valley Transit.

Mr. Sanchez presented the report on the service:

- We are currently experiencing extensive construction in Brawley, particularly on Main Street. As a result, we've had to implement several detours, but we strive to maintain as many bus stops as possible. Our goal is to work around these detours while still providing service to passengers in the area.

IVT Access

Ms. Pacheco presented the report on the service:

- Some senior daycares were closed on the 24th, 25th, 31st, and the 1st. We currently have only a few students participating in the winter session, but we expect this number to increase in February and March.

IVT Ride

Mr. Guillen presented the report on all IVT Ride services:

- The ridership is doing well
- No complaints.

IVT MedTrans:

Mr. Guillen presented the report on the service:

- Some students went to San Diego, without affecting our drop-off schedule with the clients. "I hope there's no snow up in the mountains."

#### 7. General Discussion

- Mr. Gomez reminded the members that the next SSTAC Meeting on February 5, 2025

#### 8. Adjournment

- The meeting adjourned at 10: 36 a.m.

- The next meeting will be held on Wednesday, February 5, 2025, at the Imperial County Transportation Commission Office, 1503 N. Imperial Ave., Suite 104, El Centro, CA 92243.

## IV. CONSENT CALENDAR

- C. Title VI amendment Federal Highway Administration (FHWA) Title VI Program amendment for Federal grant funds

ICTC staff forwards this item to the Commission for their review and approval after public comment, if any:

- 1. Approve the amended Imperial County Transportation Commission Title VI Plan which incorporates FHWA Title VI regulations and submit the program to FHWA.



1503 N. IMPERIAL AVE., SUITE 104  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4410

March 21, 2025

Robert Amparano, Chairman  
Imperial County Transportation Commission  
1503 N. Imperial Ave Suite 104  
El Centro, CA 92243

SUBJECT: Federal Highway Administration (FHWA) Title VI Program amendment for Federal grant funds

Dear Commission Members:

As a recipient of Federal Highway Administration (FHWA) dollars, ICTC is required to adopt and implement a plan that complies with Title VI of the Civil Rights Act of 1964. As a recipient of Federal Transit Administration (FTA) dollars, ICTC has adopted and maintained a compliant Title VI program. It requires that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program or activity which is federally funded. Prohibited practices include but are not limited to:

- Denying a person any service or benefit because of race, color, or national origin.
- Providing a different service or benefit or providing services or benefits in a different manner.
- Locating facilities in any way that would limit or impede access to a federally funded service or benefit.

The ICTC Title VI Program was submitted to FTA and approved in April of 2023. ICTC is also required to submit an updated program to the FTA every three years. FHWA funding recipients are required to meet the FHWA Title VI Program requirements. The FHWA Title VI Program requirements contain additional requirements than those of the FTA. ICTC has amended its Title VI Program to include the additional FHWA requirements. The Title VI Program must be approved by the governing entity prior to submission to FHWA.

Therefore, ICTC staff forwards this item to the Commission for their review and approval after public comment, if any:

1. Approve the amended Imperial County Transportation Commission Title VI Plan which incorporates FHWA Title VI regulations and submit the program to FHWA.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. Aguirre'.

David Aguirre  
Executive Director

Attachment

DA/mb/gg

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

# Introduction

This document was prepared by ICTC and approved by the Commission in order to comply with Title VI of the Civil Rights Act of 1964, including new provisions detailed in U.S. Department of Transportation's FTA circular 4702.1B "Title VI Requirements and Guidelines for Federal Transit Administration Recipients" and pursuant to FHWA's 23 CFR Part 200 "Title VI Program and Related Statutes-Implementation and Review Procedures".

As a recipient of funds administered by the U.S. Department of Transportation, it is the policy of the Imperial County Transportation Commission to effectuate Title VI of the Civil Rights Act of 1964 as amended. It requires that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program or activity which is federally funded.

Prohibited practices include but are not limited to:

- Denying a person any service or benefit because of race, color, or national origin.
- Providing a different service or benefit or providing services or benefits in a different manner.
- Locating facilities in any way that would limit or impede access to a federally funded service or benefit.

The Environmental Justice component of Title VI guarantees fair treatment for people of all races, cultures, and incomes regarding the development of environmental justice laws, regulations and policies.

Under Title VI, ICTC must:

- Ensure involvement of low-income and minority groups in the decision-making process (public involvement).
- Safeguard low-income and minority groups against disproportionately high and adverse human health or environmental impacts of its programs, policies and activities.
- Ensure low income and minority groups receive their fair share of benefits.

The Executive Director is responsible for initiating and monitoring Title VI activities, preparing required reports and ensuring that the Commission adheres to other compliance responsibilities as required by applicable regulations. ICTC's Title VI Plan provides the direction and program structure for ensuring the Commission's compliance with Title VI. Functional responsibility rests with ICTC staff and each and every transit provider under contract with ICTC. ICTC will not accept discrimination against any participant or beneficiary of ICTC programs or services by an employee or contractor in the performance of assigned duties, services or programs.

In the event ICTC distributes federal funds to another entity, the ICTC will monitor and ensure the compliance of each member agency and third party contractor at any tier and each sub-recipient at any tier under the project, with all requirements prohibiting discrimination on the basis of race, color, or national origin; and will include non-discrimination language in all written agreements.

Any person believing, they have been discriminated against based on race, color, or national origin in the provision of services, programs, activities, or benefits, may file a formal complaint directly with ICTC, Federal Highway Administration or with the Federal Transit Administration.



DAVID AGUIRRE, Executive Director

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# Regulatory Authority

Because Title VI is comprehensive in scope, it covers all an agency's federally funded programs or activities. This is the case because Title VI of the Civil Rights Act of 1964, as amended, provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance.

The impact of Title VI has been further extended by the Civil Rights Restoration Act of 1987. The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of federal aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not [Pub. L. No. 100-259, 102 Stat. 28 (1988)]. Authorities and citations that espouse the requirements of Title VI include:

- *FHWA Title VI program requirements (23 CFR Part 200) & (49 CFR Part 21)*
- *Section 162(a) of the Federal-Aid Highway Act of 1973*
- *Title VI Requirements and Guidelines For Federal Transit Administration Recipients*, FTA Circular 4702.1B, dated October 2012
- *Title VI of the Civil Rights Act of 1964*, as amended, 42 U.S.C. 2000 et seq.
- 23 United States Code 109(h), *Highway – Standards*
- 23 United States Code 324, *Prohibition of Discrimination on the Basis of Sex, Federal Aid Highway Act*
- 49 United States Code 5332, *Mass Transportation – Nondiscrimination*
- *"Standard DOT Title VI/Nondiscrimination Assurances"*, Department of Transportation Order 1050.2A
- *"Implementation of the Department of Transportation Title VI Program"*, Department of Transportation Order 1000.12
- *Joint Planning Regulations of the Federal Transit Administration and the Federal Highway Administration*, 23 CFR Part 450 and Part 613
- Section 12(f) of the Urban Transportation Act of 1964, as amended, 49USC 1608(f)
- Executive Order 12250, *Coordination of Grant Related Civil Rights Statutes*
- Executive Order 12898, *Executive Order on Federal Actions To Address Environmental Justice in Minority Populations and Low-Income Populations*
- *Guidelines For The Enforcement of Title VI, Civil Rights Act of 1964*, 28 Code of Federal Regulations 50.3
- *Nondiscrimination In Federally-Assisted Programs Of The Department of Transportation –Title VI Of The Civil Rights Act Of 1964*, 49 Code of Federal Regulations Part 21
- Subpart C—*Nondiscrimination in Federally Assisted Programs – Implementation of Title VI of the Civil Rights Act of 1964*, 28 CFR Part 42.101-42.412
- *Department of Justice (DOJ) Guidelines for the Enforcement of Title VI of the Civil Rights Act of 1964*, 28 CFR 50.3
- *Title II and III of the Uniform Relocation Assistance And Real Property Acquisition Policies Act of 1970*, 42 U.S.C. 4621-4655

# **Imperial County Transportation Commission**

## **Title VI Program Policy**

### **Policy Statement**

ICTC is committed to ensuring that no person is excluded from participation in, denied benefits of, or otherwise subjected to discrimination under any of its program's activities, or services on the basis of race, color or national origin. All persons regardless of their citizenship are covered under this policy. In addition, ICTC prohibits discrimination on the basis of race, color or national origin in its employment and business opportunities.

As a Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) fund recipient, ICTC will ensure that its program policies and activities comply with the Department of Transportation (DOT) Title VI regulations of the Civil Rights Act of 1964.

ICTC will ensure that the level and quality of its services and programs are provided without regard to race, color or national origin.

ICTC will promote the full and fair participation of all affected populations in any decision or policy making process.

ICTC will ensure that Limited English Proficient (LEP) individuals have access to ICTC's programs, activities, and services.

ICTC will ensure to have a Language Assistance Plan (LAP).

### **Applicability**

This policy is applicable to all ICTC employees, contactors hired by ICTC and the members of the public. Failure of an ICTC employee to follow this policy and procedure may subject the employee to disciplinary action up to and including employment termination.

### **Administration of the Regulation**

ICTC will integrate the provisions of the Title VI program into all program's activities and services.

# ICTC's Title VI Notice to the Public

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs and activities receiving federal financial assistance. Any person who feels they have been discriminated against with respect to transit services or benefits on the basis of race, color, or national origin may file a written complaint with the Imperial County Transportation Commission.

For more information or to file a complaint, you may contact the Title VI Program Administrator, Michelle Bastidas at (760) 592-4494; or by email: [michellebastidas@imperialctc.org](mailto:michellebastidas@imperialctc.org); or visit ICTC at:

## **Imperial County Transportation Commission**

1503 N. Imperial Ave. Suite 104

El Centro, Ca. 92243

[www.imperialctc.org/policies/title-vi](http://www.imperialctc.org/policies/title-vi)

Complaints also may be filed directly with the Federal Highway Administration (FHWA) and/or Federal Transit Administration (FTA) online:

<https://highways.dot.gov/civil-rights/title-vi-complaint>

<https://ftawebprod.fta.dot.gov/OCF/OnlineComplaintForm/CreateOnlineComplaintForm>

Complaints also may be filed directly with the Federal Highway Administration (FHWA) and/or Federal Transit Administration (FTA) via Complaint Form:

<https://highways.dot.gov/civil-rights/how-file-external-or-internal-program-complaint-under-americans-disabilities-act>

<https://www.transit.dot.gov/sites/fta.dot.gov/files/2022-11/Civil-Rights-Complaint-Form-Alternate.pdf>

## **Federal Highway Administration**

U.S. Department of Transportation

Office of Civil Rights

1200 New Jersey Avenue, SE

8th Floor E81-105

Washington, DC 20590

## **Federal Transit Administration**

Office of Civil Rights

Attention: Complaint Team

East Building, 5<sup>th</sup> Floor-TCR,

1200 New Jersey Ave., SE

Washington, DC 20590

Título VI de la Ley de Derechos Civiles de 1964, asegura que “Ninguna persona en los Estados Unidos, debido a su raza, color u origen nacional, será excluida de participar, ni se le negarán los beneficios, o será objeto de discriminación, en cualquier programa o actividad que reciba ayuda financiera federal”. Los estatutos federales relacionados y la ley estatal refuerzan estas protecciones para incluir el sexo, la discapacidad, la religión, la orientación sexual y la edad. Cualquier persona que considere que ha sido

discriminada de los servicios de tránsito o programas debido a su raza, color, u origen nacional, puede presentar una denuncia por escrito a la Comisión de Transporte del Condado de Imperial.

Para más información o para someter una denuncia, debe contactar al Coordinador del Programa Titulo VI, Michelle Bastidas al número (760) 592-4494; o por correo electrónico a [michellebastidas@imperialctc.org](mailto:michellebastidas@imperialctc.org); o en persona al:

**Imperial County Transportation Commission**

1503 N. Imperial Ave. Suite 104

El Centro, Ca. 92243

[www.imperialctc.org/policies/title-vi](http://www.imperialctc.org/policies/title-vi)

Las denuncias también pueden ser sometidas directamente con La Administración Federal de Carreteras (FHWA) o la Administración Federal de Tránsito (FTA) en línea.

<https://highways.dot.gov/civil-rights/title-vi-complaint>

<https://ftawebprod.fta.dot.gov/OCF/OnlineComplaintForm/CreateOnlineComplaintForm>

Las denuncias también pueden ser sometidas directamente con la Administración Federal de Carreteras (FHWA) o la Administración Federal de Tránsito (FTA) llenando el Formulario Para Reclamo.

<https://highways.dot.gov/civil-rights/how-file-external-or-internal-program-complaint-under-americans-disabilities-act>

<https://www.transit.dot.gov/sites/fta.dot.gov/files/2022-11/Civil-Rights-Complaint-Form-Alternate.pdf>

**Federal Highway Administration**

U.S. Department of Transportation

Office of Civil Rights

1200 New Jersey Avenue, SE

8th Floor E81-105

Washington, DC 20590

**Federal Transit Administration**

Civil Rights Division

Attention: Complaint Team

East Building, 5<sup>th</sup> Floor-TCR,

1200 New Jersey Ave., SE

Washington, DC 20590

# List of Locations Where the Title VI Notice is Posted

ICTC's Title VI notice to the public is currently posted at the following locations:

Location Name	Address	City
ICTC Offices	1503 N. Imperial Ave. Suite 104	El Centro, Ca. 92243
website	<a href="http://www.imperialctc.org">www.imperialctc.org</a>	
website	<a href="http://www.ivtransit.com">www.ivtransit.com</a>	
website	<a href="http://www.ivtaccess.org">www.ivtaccess.org</a>	
website	<a href="http://www.ivtride.com">www.ivtride.com</a>	
website	<a href="http://www.ivtmedtrans.com">www.ivtmedtrans.com</a>	
IVT and IVT Access bus operations facilities	792 E. Ross Rd.	El Centro Ca. 92243
IVT Rider's Guidebook	N/A	
IVT Ride Brochure	N/A	
IVT MedTrans Brochure	N/A	
IVT Access Brochure	N/A	

# Title VI Complaint Procedures

## TITLE VI DISCRIMINATION COMPLAINT PROCEDURES (ENGLISH)

### General

Title VI of the Civil Rights Act of 1964, ensures “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” Related federal statutes and state law further those protections to include sex, disability, religion, sexual orientation, and age. Any person who believes they have been discriminated against with respect to transit services or benefits on the basis of race, color, or national origin may file a Title VI complaint with the Imperial County Transportation Commission. Complainants may also file an online or written complaint directly with the Federal Highway Administration (FHWA) and/or Federal Transit Administration (FTA). FTA recommends, but does not require, that individuals first file a complaint directly with their transit provider to give it an opportunity to resolve the situation.

### Complaint Procedures

Complaints alleging discrimination on the basis of race, color, or national origin may be submitted to the Title VI Coordinator of the Imperial County Transportation Commission, 1503 N. Imperial Ave Suite 104, El Centro, CA 92243. Every effort will be made to obtain early resolution of complaints.

1. The complaint must meet the following requirements:
  - a. The Complaint shall be in writing and signed by the complainant(s). In the event that the complainant cannot complete a written statement, a verbal complaint may be made. The Title VI Coordinator will interview the Complainant and assist the person in converting the verbal complaint to writing. All complaints must be signed by the Complainant or his/her/their representative.
  - b. The Complaint must contain information about the alleged discrimination such as name, address, phone number of complainant, location, date and description of the issue. The description of the alleged act of discrimination or disparate treatment should include, as appropriate: type or name of service, bus number, location (city/streets) date and time of day, employee name, position or badge number if available, and any person(s) involved or witnesses to the incident.
  - c. Per federal law the complaint must be filed within 180 days of the alleged incident.
  - d. The complaint should be submitted to:  
Imperial County Transportation Commission  
Attn: Michelle Bastidas, Title VI Coordinator  
1503 N. Imperial Ave., Suite 104, El Centro Ca, 92243  
Office: (760) 592-4494  
Fax: (760) 592-4410  
E-mail address: [michellebastidas@imperialctc.org](mailto:michellebastidas@imperialctc.org)

2. The ICTC Title VI coordinator will acknowledge receipt of the complaint within ten (10) working days.
3. The ICTC Title VI coordinator will maintain a log of all Title VI complaints identifying complainant's name, date, nature of the complaint, and basis for the discrimination complaint based on a protected class. Coordinator will maintain a list of formal complaints received.
4. The ICTC Title VI coordinator will forward the formal complaint to Caltrans for investigation or to be assigned to the appropriate agency.

### **Investigation of Complaints**

The Title VI Coordinator will review all complaints to determine if there is sufficient merit to warrant investigation. In some cases, there may be a written request to the complainant to provide additional information. If a complaint is found to have sufficient merit to warrant investigation, the Title VI Coordinator will proceed with an investigation. If the complaint does not warrant investigation, the Title VI Coordinator will then respond within thirty (30) working days to the Complainant and so state.

A complaint can be rejected or dismissed for the following reasons:

1. The complaint is filed past the 180 days of the alleged occurrence.
2. The complaint is not signed or is anonymous.
3. The complainant fails to respond to repeated request for additional information.
4. The complainant cannot be located.
5. The complainant requests the withdrawal of the complaint.

### **Disposition of Complaints**

A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Title VI Coordinator and a copy forwarded to the complainant no later than sixty (60) calendar days after its filing.

A recommendation will be made by the Title VI Coordinator and will be subject to review by the ICTC Executive Director and ICTC Legal Counsel.

In the event that the ICTC or its federally funded contractors and consultants are in non-compliance with the Title VI regulations, remedial actions will be noted.

The notice of the determination will be mailed to the Complainant. Notice shall include information on appeal rights and instructions for initiating an appeal.

A copy of the complaint and the Title VI Coordinator's report shall be issued to the FTA/FHWA within 120 days of the receipt of the complaint.

A summary of the complaint, the finding or resolution will be included as a part of the Title VI updates to the FTA/FHWA.

### **Appealing Disposition of Complaints**

Complainants that are not satisfied with the disposition of the complaint may appeal to the Executive Director.

1. The appeal should be made with the Title VI Coordinator within ten (10) working days of the date of the resolution.
2. The Executive Director will acknowledge receipt of the appeal within ten (10) working days of receiving the request for appeal.
3. The Executive Director may make a final determination or may choose to refer the matter to the Commission for final action.
4. The resolution and/or referral to the Commission will be communicated to the complainant. The Commission's decision will be communicated to the complainant and/or his/her/their designee in writing.

### **Record Keeping Requirements**

The Title VI Coordinator shall maintain a record of each complaint and appeal, the ICTC's response(s), and steps taken to resolve the complaint. The individual's right to a prompt and equitable resolution of a complaint will not be impaired by his/her/their pursuit of other remedies. The use of this grievance process is not a prerequisite to the pursuit of other remedies.

### **Filing Title VI Discrimination Complaints with the Federal Transit Administration or Federal Highway Administration**

Individuals may also file Title VI discrimination complaints with the Federal Transit Administration or the Federal Highway Administration. The Federal Transit Administration's Complaint Procedure is contained in the FTA Circular C4702.1B and the Federal Highway Administration Complaint Procedure is contained in the FHWA Guidance Memorandum, *Processing of Title VI Complaints*.

### **Additional Resources**

#### **Federal Transit Administration**

Office of Civil Rights  
Attention: Complaint Team  
East Building, 5<sup>th</sup> Floor-TCR,  
1200 New Jersey Ave., SE  
Washington, DC 20590

#### **Federal Highway Administration**

U.S. Department of Transportation  
Office of Civil Rights  
1200 New Jersey Avenue, SE  
8<sup>th</sup> Floor E81-105  
Washington, DC 20590

<https://www.transit.dot.gov/title6>

<https://dot.ca.gov/programs/civil-rights/title-vi>

[https://www.fhwa.dot.gov/civilrights/programs/title\\_vi/](https://www.fhwa.dot.gov/civilrights/programs/title_vi/)

# Title VI Complaint Procedures

## TITLE VI DISCRIMINATION COMPLAINT PROCEDURE (SPANISH)

### PROCEDIMIENTO PARA PRESENTAR UNA DENUNCIA DE DISCRIMINACION DE TITULO VI

#### General

Título VI de la Ley de Derechos Civiles de 1964, asegura que “Ninguna persona en los Estados Unidos, debido a su raza, color u origen nacional, será excluida de participar, ni se le negarán los beneficios, o será objeto de discriminación, en cualquier programa o actividad que reciba ayuda financiera federal”. Los estatutos federales relacionados y la ley estatal refuerzan estas protecciones para incluir el sexo, la discapacidad, la religión, la orientación sexual y la edad. Cualquier persona que considere que ha sido discriminada de los servicios de tránsito o programas debido a su raza, color, u origen nacional, puede presentar una denuncia por escrito a la Comisión de Transporte del Condado de Imperial. Las denuncias también pueden ser sometidas directamente con la Administración Federal de Tránsito (FTA) o La Administración Federal de Carreteras (FHWA). La FTA recomienda, aunque no es obligatorio, que el reclamante someta la denuncia directamente con el proveedor de servicios de tránsito para dar oportunidad de resolver la situación.

#### Procedimientos de Denuncia

Denuncias de presunta discriminación en la base de raza, color, u origen nacional pueden ser enviadas al Coordinador del Título VI de la Comisión de Transporte del Condado de Imperial, 1503 N. Imperial Ave., Suite 104, El Centro, CA 92243. Todo esfuerzo será hecho para obtener resolución temprana de denuncias.

1. La denuncia debe tener los requisitos siguientes:
  - a. La denuncia debe ser escrita y firmada por el reclamante. En caso de que el reclamante no pueda completar una declaración por escrito, una denuncia verbal puede ser aceptada. El Coordinador del Título VI entrevistará al reclamante y ayudará a la persona a convertir la denuncia verbal en escrito. Todas las denuncias deben ser firmadas por el Reclamante o su representante.
  - b. La denuncia debe contener información sobre la discriminación pretendida como nombre, dirección, número de teléfono del reclamante, y de la ubicación, la fecha y la descripción del incidente. La descripción del acto pretendido de discriminación o trato desigual debe incluir: tipo o nombre de servicio, número de camión, la ubicación (la ciudad/calles) la fecha y la hora, nombre del empleado, número de posición o insignia si está disponible, y cualquier persona involucrada o los testigos al incidente.
  - c. Por la ley federal la denuncia debe ser presentada dentro de 180 días del incidente en cuestión.
  - d. La denuncia debe ser sometida a:  
Comisión de Transporte del Condado de Imperial (ICTC)  
A la atención de: Michelle Bastidas, Coordinador del Título VI

1503 N. Imperial Ave., Suite 104, El Centro, CA 92243  
Oficina: (760) 592-4494  
Fax: (760) 592-4410  
Correo electrónico: [michellebastidas@imperialctc.org](mailto:michellebastidas@imperialctc.org)

2. El Coordinador del Título VI de ICTC reconocerá recibo de la denuncia dentro de diez (10) días hábiles.
3. El Coordinador del Título VI de ICTC mantendrá un registro con todas las denuncias que incluirá el nombre del reclamante, fecha, el tipo de denuncia, y la base por la discriminación basada en un grupo protegido. El coordinador mantendrá una lista de denuncias formales.
4. El Coordinador del Título VI de ICTC enviara la denuncia formal a Caltrans para su investigación o para ser asignada a la agencia correspondiente.

### **Investigación de Denuncias**

El Coordinador del Título VI revisara todas las denuncias para determinar si hay méritos suficientes para justificar una investigación. En unos casos podría haber una petición por escrito al reclamante para proporcionar información adicional. Si la denuncia es encontrada de tener mérito suficiente para justificar investigación, el Coordinador de Título VI continuará con una investigación. Si la denuncia no justifica investigación, el Coordinador de Título VI responderá dentro de treinta (30) días hábiles al reclamante e indicárselo.

La denuncia puede ser rechazada o puede ser despedida por las razones siguientes:

1. La denuncia es presentada después de los 180 días del incidente.
2. La denuncia no es firmada o es anónima.
3. El Reclamante falla a responder a la petición repetidamente para información adicional.
4. El Reclamante no puede ser localizado.
5. El Reclamante solicita retirar la denuncia.

### **Disposición de Denuncia**

Una determinación por escrito sobre la validez de la denuncia y una descripción de la resolución, en su caso, será emitida por el Coordinador del Título VI y se enviará una copia al reclamante dentro de sesenta (60) días hábiles después de su presentación.

Una recomendación será hecha por el Coordinador de Título VI y será revisada por el Director Ejecutivo de ICTC y la Asesoría Legal de ICTC.

En caso de que ICTC o sus contratistas y consultores que son financiados federalmente no estén en conformidad con las regulaciones del Título VI, acciones correctivas serán tomadas.

El aviso de la determinación será enviado al Reclamante. El aviso incluirá información en derechos de apelación e instrucciones para iniciar una apelación.

Una copia de la denuncia y del reporte del Coordinador de Título VI será publicado al FTA/FHWA dentro de ciento veinte (120) días de haber recibido la denuncia.

Un resumen de la denuncia, el hallazgo o la resolución serán incluidos como una parte de las actualizaciones de Título VI al FTA/FHWA.

## **Apelación de Disposición de Denuncias**

Los reclamantes que no sean satisfechos con el resultado de la denuncia pueden apelar al Director Ejecutivo.

1. La apelación debe ser presentada por medio del Coordinador de Título VI dentro de diez (10) días hábiles de la fecha de la resolución.
2. El Director Ejecutivo notificara haber recibido la apelación dentro de diez (10) días hábiles de recibir la petición para apelación.
3. El Director Ejecutivo puede hacer una determinación final o puede referirse el asunto a la Comisión para la acción final.
4. La resolución y/o la referencia a la Comisión serán comunicadas al reclamante. La decisión de la Comisión será comunicada por escrito al reclamante y/o a su designado.

## **Requisitos de Archivo**

El Coordinador del Título VI llevará un registro de cada denuncia y apelación, la respuesta de ICTC, y las medidas adoptadas para resolver la denuncia. El derecho del individuo a una resolución pronta y equitativa de una denuncia no se verá afectada por su búsqueda de otros recursos. El uso de este proceso de denuncia no es un requisito previo para la búsqueda de otros recursos.

## **Presentación de Denuncia de discriminación de Título VI a la Administración Federal de Tránsito**

Individuos también pueden presentar denuncias de discriminación Título VI a la Administración Federal de Tránsito. El procedimiento de demanda de la Administración Federal de Tránsito está contenido en el FTA Circular C4702.1B y el procedimiento de demanda de La Administración Federal de Carreteras esta contenido en FHWA Guidance Memorandum, *Processing of Title VI Complaints*.

## **Recursos Adicionales**

### **Federal Transit Administration**

Office of Civil Rights  
Attention: Complaint Team  
East Building, 5<sup>th</sup> Floor-TCR,  
1200 New Jersey Ave., SE  
Washington, DC 20590

### **Federal Highway Administration**

U.S. Department of Transportation  
Office of Civil Rights  
1200 New Jersey Avenue, SE  
8<sup>th</sup> Floor E81-105  
Washington, DC 20590

<https://www.transit.dot.gov/title6>

<https://dot.ca.gov/programs/civil-rights/title-vi>

[https://www.fhwa.dot.gov/civilrights/programs/title\\_vi/](https://www.fhwa.dot.gov/civilrights/programs/title_vi/)

# **PUBLIC PARTICIPATION PLAN FOR TITLE VI**

ICTC and sub-recipients are required to seek out and consider the viewpoints of the public in its service areas and specifically minority, low-income, and Limited English Populations (LEP) in the course of conducting public outreach and involvement activities. An agency's public participation strategy shall offer continuous opportunities for the public to be involved in the identification of social, economic, and environmental impacts of proposed transportation decisions.

ICTC will continue to employ the following measures to seek out and consider the viewpoints of minority, low-income, and LEP populations in the course of conducting public outreach and involvement activities. These measures are adopted from the ICTC Public Participation Plan and also in the Title VI Program. The public outreach and involvement activities listed below were also undertaken since the last Title VI Program report and shall remain in place to ensure that minority, low-income and LEP people have meaningful access to these activities.

1. Bilingual (English & Spanish) information operators are available to respond to customers calling the ICTC and transit service information lines.
2. Bilingual (English & Spanish) staff is available to answer telephone inquiries for ICTC ADA certification interviews and ADA paratransit scheduling.
3. Bilingual (English & Spanish) staff will perform the ADA certification interview as requested, or if the interview scheduler believes that it would be necessary or beneficial.
4. The following materials shall be available in both English and Spanish: (1) ADA Certification Brochure; (2) ADA Certification Application; (3) IVT Riders Guides (4) Disabled Transit Services information.
5. ICTC shall provide bilingual (English & Spanish) language media advertising as part of the countywide transit marketing program.
6. The websites for ICTC and the transit services shall be in bilingual format;  
[www.imperialctc.org](http://www.imperialctc.org), [www.ivtransit.com](http://www.ivtransit.com), [www.ivtaccess.com](http://www.ivtaccess.com), [www.ivtride.com](http://www.ivtride.com),  
[www.ivtmedtrans.com](http://www.ivtmedtrans.com)
7. Bilingual (English & Spanish) staff is available at public meetings, workshops, public hearings and Commission meetings and committees.

# Board Selections

ICTC Board is currently composed of ten voting members and one non-voting member consisting of two members of the Imperial County Board of Supervisors; one member from each incorporated city (seven) within Imperial County who shall be the mayor of the city or a member of its city council; one member of the Board of Directors of the Imperial Irrigation District; and, one non-voting member appointed by the Governor representing the California Department of Transportation (Caltrans).

In the future the governing Board of the commission may also include the following ex-officio or non-voting members: one member representing the State of Baja California, Mexico, who may be appointed by the governor of the state; one member representing the municipality of Mexicali, Mexico, who may be the mayor or his or her designee; one member representing the Consul of Mexico in Calexico, California, who may be the consul or his or her designee; and, one member representing any federally recognized Native American tribe in Imperial County.

The Public Works TAC makes technical recommendations to ICTC regarding regional issues including transportation, solid waste, development, and regional funding apportionments. The Committee is made up of Public Works Directors from each of the seven cities and County, and a representative from the Imperial Irrigation District.

The SSTAC membership is appointed by ICTC per the tenets of PUC 99238. The Council serves three-year terms and drawn from members and agencies within the community. The SSTAC addresses the mobility needs of the community including; transit-dependent, the elderly and the disabled.

**Table depicting the membership of non-elected committees and councils as of January 2023:**

<b>Committee / Body</b>	<b>African American</b>	<b>Asian American</b>	<b>Caucasian</b>	<b>Latino</b>	<b>Native American</b>	<b>Other</b>
ICTC Technical Advisory Committee (TAC)		2	2	11		
ICTC Social Services Transportation Advisory Council (SSTAC)			4	7		
ICTC Management Committee		1	3	6		

### **Outreach Efforts to Encourage Participation**

ICTC values the ethnic and cultural diversity of the public it serves in Imperial County. Accordingly, ICTC actively seeks and encourages the participation of traditionally underrepresented groups on its non-elected committees when filing a vacancy.

ICTC makes concerted efforts to provide the opportunity for qualified individuals from underrepresented ethnic groups to join its non-elected committees by announcing at Board and Committee meetings, encouragement of our Board and Committee members to share with their constituents, posting informational signs.

# Summary of Outreach Efforts Made Since Last Title VI Documentation Submission

Over the last reporting period, ICTC conducted the following public outreach and involvement activities:

## **Printed Bus Schedules and Transit Information on the website.**

All public bus schedules and the Riders Guides include Spanish sections and information is available on the IVT and IVT Access websites. All transit printed materials are made available in English and Spanish.

## **Bilingual Outreach:**

Bilingual assistance is utilized in outreach programs when needed and appropriate. ICTC conducts on-going advertising and public hearing notices in a bilingual format. In addition, the recent studies were done that included public outreach:

## **Coordinated Public Transit-Human Services Transportation Plan Update 2020**

A comprehensive bilingual stakeholder survey instrument as prepared by the consultant to identify mobility needs and priorities from both the individual organization's perspectives as well as that of the population served. The bilingual survey was distributed via first class mail to different organizations and entities with the option of completing a printed survey or an online survey.

## **Public Transit Fare Analysis 2021**

Two rounds of bilingual public workshops were conducted in order to collect feedback on potential modifications to the transit fare payment method. Seven workshops were held at various locations within IVT service area. Workshop locations included bus stops and venues near bus stops or transfer terminals.

## **Unmet Transit Needs Public Hearing**

Surveys for the annual Unmet Transit Needs Public Hearings are available online both in Spanish and English. Furthermore, surveys are distributed at transfer terminals in Spanish and English as well. The agenda for the hearing is also printed in both languages for the public attending the hearing.

## **Phone Access**

A bilingual receptionist is available to answer phone inquiries for Spanish speaking customers during business hours. The ICTC phone system currently includes a Spanish option on the ICTC's recorded greeting. After business hours inquiries can be left on the bilingual voice mail and are responded to promptly the next business day.

All IVT and IVT Access dispatchers, reservationists and drivers are bilingual and able to provide monolingual speaking guests with information on public transit services.

**Mobility Staff**

All of our mobility staffing are bilingual and able to inform LEP riders on public transit services.

**Marketing**

All of our brochures and guides for the services, IVT, IVT Access, IVT Ride, and IVT MedTrans come in both Spanish and English. Polls and surveys conducted electronically are available in both English and Spanish.

# Access for Persons with Limited English Proficiency (LEP)

## Introduction

Many individuals in the United States read, write, speak and understand English. However, there are many individuals whose primary language is not English. Individuals who do not speak English as their primary language and who have a limited ability to read, write, speak or understand English can be limited English proficient, or “LEP.” This language barrier may prevent individuals from accessing services and benefits.

There are two pieces of legislation that provide the foundation for the development of an LEP plan: Title VI of the Civil Rights Act of 1964, and Executive Order 13166. In some circumstances, failure to ensure that LEP persons can effectively participate in federally assisted programs may constitute discrimination based on national origin under Title VI. In order to comply with Title VI, agencies should take reasonable actions for competent language assistance.

Executive Order 13166 clarifies requirements for LEP persons under Title VI. The Executive Order requires the agency to examine the services it provides and develop and implement a system by which LEP persons can meaningfully access those services.

## Four Factor Analysis

The U. S. Department of Transportation (DOT) issued its *Policy Guidance Concerning Recipient's Responsibilities to Limited English Proficient (LEP) Persons* [Federal Register: December 14, 2005 (Volume 70, Number 239)]. This policy states that DOT recipients are required to take reasonable steps to ensure meaningful access to programs by LEP persons. This coverage extends to the recipient's entire program. There are four factors for agencies to consider when assessing language needs and determining what steps they should take to ensure access for LEP persons:

- The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity or service of the recipient;
- The frequency with which LEP individuals come in contact with the program;
- The nature and importance of the program, activity or service provided by the recipient to people's lives;
- The resources available to the recipient and costs.

A brief description of the self-assessment undertaken in each of these areas follows.

- 1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity or service.**

Spanish speakers are the category of LEP persons likely to be encountered by Imperial Valley Transit (IVT) and ADA Paratransit services. For Imperial County, the Census 2020 information shows that the total population is 179,851. Of that number 85% or 153,027 are reported to be of Hispanic or Latino descent.

According to the 2021 American Community Survey (ACS) 5 Year Estimates for Imperial County (conducted by the US Census Bureau) also indicates that persons who speak only English at home comprise 25.1% of persons in the County of Imperial. While those that speak Spanish are estimated to be at 73.5%.

These percentages show a slight decrease in English speakers and a slight increase in Spanish speakers from the prior ACS survey data.

**2. The frequency with which LEP individuals come in contact with the program.**

ICTC staff in conjunction with IVT and the ADA Paratransit operator staff have assessed the frequency at which staff has or could possibly have contact with LEP persons. This includes examining census data, phone inquiries, requests for translated documents, and staff feedback. Census data, as well as empirical data indicate that there is a fairly large percentage of the general population who are Spanish-speaking persons. As a public transportation provider, it is necessary to recognize this large segment of the general population. Phone inquiries and staff feedback also indicate that Spanish-speaking LEP persons have regular contact with the service.

**3. The nature and importance of the program, activity or service provided by the recipient to people's lives.**

Public transportation is vital to many people's lives. According to the Department of Transportation's *Policy Guidance Concerning Recipient's Responsibilities to Limited English Proficient (LEP) Persons*, "Providing public transportation access to LEP persons is crucial. An LEP person's inability to effectively utilize public transportation may adversely affect his or her ability to obtain health care, or education, or access to employment."

**4. The resources available to the recipient and costs.**

ICTC staff have also assessed their available resources that could be used to provide language assistance. This included identifying bilingual staff, review of contract for professional translation services, determining which documents should be translated, and deciding what level of staff training is needed. After analyzing the four factors outlined in U. S. DOT policy guidance, ICTC staff developed the following plan for providing language assistance to LEP persons.

## **Components of the Plan**

There are five areas that comprise ICTC's LEP plan:

- Identifying LEP individuals who need language assistance
- Language assistance measures
- Training staff
- Providing notice to LEP persons
- Monitoring and updating the LEP plan

### **1. Identifying LEP individuals who need language assistance**

As stated above, the Census 2020 and American Community Survey data show that Spanish-speaking LEP persons are the group requiring language assistance. This information can also be used to identify concentrations of LEP persons within the service area. There are nine zip code areas with a high percentage of LEP persons 92231, 92243, 92244, 92250, 92251, 92227. Higher percentages of LEP persons can also be identified more accurately by census tracts.

In general, there are higher populations of LEP persons on the southern areas of the County of Imperial, in immediate proximity to the international border with Mexico. Identifying concentrations of LEP persons helps to ensure that they receive the necessary language assistance measures. There are also several measures that can be taken to identify individual persons who may need language assistance:

- When public meetings are held, a sign-in table is set up to have a staff member greet and briefly speak to each attendee in order to informally gauge his/her/their ability to speak and understand English. In which case they can be offered language assistance.
- Notices are posted of available language assistance at public meetings to encourage LEP persons to self-identify.
- All public meeting agendas include the following language, "In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, Executive Order N-29-20, and the Federal Transit Administration Title VI, please contact the Secretary to the Commission at (760) 592-4494 if special assistance is needed to participate in a Commission meeting, including accessibility and translation services. Assistance is provided free of charge. Notification of at least 48 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting."

### **2. Language assistance measures**

There are several language assistance measures available to LEP persons, including both oral and written language services. There are also various ways in which ICTC staff responds to LEP persons, whether in person, by telephone or in writing. Oral language services include bilingual front-line staff for ICTC receptionist, office assistant, office technician and Mobility Coordination staff, as well as, at community presentations and events. Professional interpreters are available as needed for a variety of presentations and events.

In addition to these oral language services, written language services are available. Documents that are determined to be available for the general public are translated to Spanish. Vital documents are *defined as those documents without which a person would be unable to access services*. The following are written communications that are printed in both Spanish and English:

- Public Notices and Public Service announcements
- Interior bus posters and stickers displaying safety or system information
- Fare cards on fare boxes
- Onboard surveys
- Rider's guides

There are several measures in place to respond to LEP individuals. Bus operators, who are the most direct point of contact for LEP persons, have several methods to respond to an LEP individual. Many bus drivers are bilingual; however, if the bus driver operator is not bilingual, they are instructed to ask for assistance from a bilingual passenger. In the few cases where there is no one on the bus who can offer language assistance, the bus driver contacts dispatch, and a supervisor is sent to the bus to assist. Spanish speaking callers are directed to a bilingual dispatcher.

Receptionist, Office Technician, Office Assistant and Mobility Coordination staff serve as a primary in-person contact for LEP persons. They are present at special events, community functions, school presentations and other locations upon request. The need for a professional interpreter is determined by the venue, the area, and the subject of the event. The person coordinating the event can indicate if there will be Spanish speaking people in attendance and can request a bilingual professional interpreter. Office administrative staff, Mobility Coordination staff, dispatchers and drivers are also responsible for forwarding complaints to the appropriate management level. They ensure that complaints from LEP persons that could be considered as national origin discrimination are forwarded to the person designated to handle all Title VI complaints.

## IVT

The IVT oral language services include bilingual representatives for the reservation line, which serves as the primary contact with customers, as well as bilingual staff in the dispatch center, including bilingual Supervisors. Between these two centers there is at least one bilingual person on staff at all times. The IVT service also has a majority of bilingual vehicle operators. In addition to these oral language services, several written language services are available. The following are written communications that are printed in both Spanish and English:

- The IVT Schedule Guide
- Marketing materials i.e. television and radio commercials
- Social media marketing and notices
- Interior vehicle posters and stickers displaying vital information, such as safety information
- Brochures with information about accessibility and general riding
- ADA compliant website

There are several measures in place to respond to LEP individuals. Vehicle operators, who are the primary in-person contact for LEP persons, have several methods to respond to an LEP individual. Many vehicle operators are bilingual; however, if the vehicle operator is not bilingual, they can contact dispatch for radio assistance with a Spanish-speaking passenger. They can also request a bilingual supervisor or vehicle operator to be sent for further assistance. Spanish speaking callers are directed to a bilingual dispatcher.

### **ADA Paratransit**

The ADA Paratransit service oral language services include bilingual representatives for the reservation line, which serves as the primary contact with customers, as well as bilingual staff in the dispatch center, including bilingual Supervisors. Between these two centers there is at least one bilingual person on staff at all times. The ADA Paratransit service also has several bilingual vehicle operators. In addition to these oral language services, several written language services are available. The following are written communications that are printed in both Spanish and English:

- The ADA Paratransit brochure
- Marketing materials i.e. television and radio commercials
- ADA Paratransit Eligibility application
- Interior van posters and stickers displaying vital information, such as safety information
- Brochures with information about accessibility and general riding
- ADA compliant website

There are several measures in place to respond to LEP individuals. Vehicle operators, who are the primary in-person contact for LEP persons, have several methods to respond to an LEP individual. Many vehicle operators are bilingual however, if the vehicle operator is not bilingual, they can contact dispatch for radio assistance with a Spanish-speaking passenger. They can also request a bilingual supervisor or vehicle operator to be sent for further assistance. Spanish speaking callers are directed to a bilingual dispatcher.

### **3. Training Staff**

It is important that staff members, especially those having contact with the public, know their obligation to provide meaningful access to information and services for LEP persons. Even staff members who do not interact regularly with LEP persons should be aware of and understand the LEP plan. Properly training staff is a key element in the effective implementation of the LEP plan.

There are five primary groups of staff members who are critical to the LEP plan: ICTC staff, bus operators, dispatchers and customer contact personnel, marketing staff, and management. Bus operators have the most frequent contact with LEP persons through daily interaction with passengers. Dispatch and customer contact personnel also have frequent contact with LEP persons either in-person or by telephone. These two groups are most likely to encounter LEP persons and thus to provide language assistance. LEP training for both of these groups occurs

during their initial training. Additionally, this training is included in an annual safety meeting held for all bus operators. Training topics for these two groups include:

- Understanding the Title VI LEP responsibilities
- What language assistance services are offered

### **Specific procedures to be followed when encountering an LEP person**

Management is also crucial in implementing LEP policy. It is their responsibility to disseminate LEP plan information to appropriate administrative and technical staff. Management should also ensure staff understands Title VI responsibilities.

### **IVT and ADA Paratransit**

There are three primary groups of staff members who are critical to the LEP plan: bus operators, dispatch and customer contact personnel. Bus operators have the most frequent contact with LEP persons, through daily interaction with passengers. Dispatch personnel have frequent contact with LEP persons through reservation lines. Customer contact personnel also have frequent contact with LEP persons through the telephone lines. These three groups are most likely to encounter LEP persons and thus to provide language assistance. LEP training for these groups occurs during their initial departmental training. Training topics for these two groups include:

- Understanding the Title VI LEP responsibilities
- Language assistance services available
- Specific procedures to be followed when encountering an LEP person

## **4. Monitoring and updating the LEP plan**

This plan is designed to be flexible and should be viewed as a continuing work in progress. As such, it is important to consider whether new documents and services need to be made accessible for LEP persons, and to monitor changes in demographics and types of services, to update the LEP plan when appropriate. At a minimum, ICTC, IVT and the ADA Paratransit services will follow the Title VI Program update schedule for the LEP plan. Each update should examine the following:

- How many LEP persons were encountered?
- Is the existing language assistance meeting the needs of LEP persons?
- What is the current LEP population in Imperial County?
- Has there been a change in the types of languages where services are needed?
- Have available resources, such as technology, staff and finances changed?
- Were any complaints received?
- Do staff members understand the LEP plan policies and procedures?

There are several methods that can be used to assist in answering these questions. One method is to review customer comments and complaints to determine if services are accessible to Spanish speakers. Feedback from the LEP community will be sought through community outreach events and presentations to determine the effectiveness of the plan in reaching LEP persons. Special

consideration will be given to the LEP plan when service enhancements or service reductions are scheduled, to ensure that LEP persons are aware of these services. Census data will also be reviewed as it becomes available to determine changes in the LEP population.

**Future considerations for the LEP plan include:**

- Continuing creating future websites in an English/Spanish bilingual format
- Translating all informational brochures into Spanish
- Providing group travel training to LEP persons by working with bilingual staff

This plan outlines five key areas of an effective LEP strategy: identifying LEP individuals who need language assistance, primarily through Census data; language assistance measures, including written and oral language services, and responding to LEP persons on the telephone, in writing and in person; training staff, including coach operators, customer service representatives and management employees; providing notice to LEP persons through both oral and written communications; and monitoring and updating the LEP plan through a variety of means.

# **Language Assistance Plan – Implementation and Practical Application**

## **Introduction**

In the Four Factor Analysis, ICTC has identified the Limited English Proficiency populations that live within its service area, as well as the general types of communications the agency generates and how they might be used by these populations. The Language Assistance Plan is comprised of the following elements:

1. The results of the Four Factor Analysis
2. A description of how ICTC provides language assistance services by language.
3. A description of how ICTC provides notice to LEP persons about the availability of language assistance.
4. A description of how ICTC trains employees to provide timely and reasonable language assistance to LEP populations.
5. A description of how ICTC monitors, evaluates, and updates the Language Assistance Plan.

## **The Results of the Four Factor Analysis**

The purpose of the Four Factor Analysis is to identify LEP populations within the Imperial County and the IVT Imperial Valley Transit (IVT) and ADA Paratransit services. According to the Census 2020 information 85% that the total population is of Hispanic or Latino descent. Spanish language is prevalent throughout the service area and a high percentage of Spanish LEP speakers live in Imperial County as it is in close proximity to the Mexico international border.

We assessed the following information; the 2015 Language map reflects a >70% LEP for the County of Imperial. The 2020 US Census data/American Community Survey reports that “People Who Speak a Language Other Than English at Home” is 74.9%, “People Who Speak Spanish at Home” is 73.5%, while “People Who Speak English Less Than Very Well” is 34.2%.

## **Language Assistance services**

There are several language assistant measures that are available to LEP populations within Imperial County and the IVT Imperial Valley Transit (IVT) and ADA Paratransit services. These include:

- Translation of key documents to Spanish
- Bus operators are bi-lingual
- Dispatch personnel are bi-lingual

- Vehicle operators needing assistance with an LEP individual may contact dispatch for radio assistance
- Any staff may request for a bilingual supervisor to be sent out for further assistance

### **Notice to LEP Persons about available Language Assistance**

Our transit system notifies LEP persons in Spanish that Language Assistance is available without cost. ICTC notifies LEP persons in Spanish via brochures, flyers, and local advertisements. All major community workshops and meetings include instructions on how to request translation services. Bilingual staff is present at community outreach events with LEP communities. ICTC provides interpreters at community meetings as needed. For media outreach ICTC uses non-English community radio stations and television stations to announce major community workshops.

### **Training Staff**

ICTC works to instill in its staff and third-party contractors an awareness of and sensitivity to the needs of LEP persons. Both ICTC and IVT staff are likely to come in contact with LEP individuals and are trained on procedures for accommodating LEP persons. LEP training for these groups occurs during their initial departmental training. Training topics for these groups include Title VI program. These trainings include instructions for how to respond to phone inquiries and written communication from LEP persons.

### **Monitoring and updating the LAP plan**

This plan is designed to be flexible and should be viewed as a continuing work in progress. As such, it is important to consider whether new documents and services need to be made accessible for LEP persons, and to monitor changes in demographics and types of services, to update the LAP plan when appropriate. At a minimum, ICTC, IVT and the ADA Paratransit services will follow the Title VI Program update schedule for the LAP plan.

# **Description of Subrecipient Monitoring and Schedule of Subrecipient Title VI Program Submission**

In accordance with 49 CFR 21.9(b), and to ensure that subrecipients are complying with the DOT Title VI regulations, primary recipients must monitor their subrecipients for compliance with the regulations. ICTC periodically monitors to determine a subrecipient's compliance with the FTA/FHWA Title VI regulations. These reviews include service measurements, location of transit service and facilities, participation opportunities in the transit planning and decision-making processes, and communication needs of persons with limited English proficiency (LEP).

ICTC did not have any subrecipients for the reporting period of 2020-2023. ICTC recognizes the need to monitor subrecipients in compliance with Title VI. When subrecipients enter into agreements/MOUs for receipt of funds, statements are placed to ensure compliance with all applicable federal requirements including those associated with Title VI and the regulations of the Department of Transportation. Upon signing of the funding agreements ICTC staff will contact subrecipients to ensure they understand Title VI requirements and to determine what help or guidance they might need to complete their Title VI program. Subrecipients will be given copies of ICTC's Title VI program for their reference and use.

Based on the subrecipient's need, ICTC will provide additional assistance including technical help; this may include information sharing, research assistance, or review of subrecipient's draft documents. ICTC will provide an in-depth review of the requirements to ensure subrecipient's understanding of the Title VI program requirements. ICTC will check in periodically to ensure that Title VI program is up to date. ICTC will also conduct annual compliance checks to ensure full implementation of the program. ICTC will support and provide assistance as requested by the subrecipient to fully implement the Title VI program.

# Title VI Equity Analysis

ICTC has not constructed any facilities. A Community Impact Assessment was performed for the California Department of Transportation (Caltrans) in May 2021. The Project involves the construction of a bus transfer terminal in the downtown area of the City of Calexico. As described in the Community Impact Assessment (CIA), the Project would not result in any substantial effects to the community. The Equity Analysis was conducted during the planning state with regard to the location of the facility.

An equity analysis was conducted during the planning stage for the Calexico bus transfer terminal which will require land acquisition and displacement of businesses. Outreach was done to include persons potentially impacted by the siting of the site. Other facilities were reviewed to determine any cumulative adverse impacts.

The location of the project will not result in a disparate impact on the basis of race, color, or national origin. Legitimate justification for the project location included in the full report included here:

<https://www.imperialctc.org/assets/calexico-itc-cia.pdf>

## **Additional Information for Transit Providers that operate less than 50 fixed route vehicles in peak service and are not located in an Urbanized Area (UZA) of 200,000: System-Wide Policies and Service Standards**

### **Effective Practices to Fulfill the Service Standard Requirement**

#### ***Vehicle Load Standards***

The average of all loads during the peak operating period should not exceed the following load factors for that service type:

Primary Corridor Bus: Loads not to exceed 1.57 passenger / seat

Local Services: Loads not to exceed 1.25 passengers / seat

#### ***Vehicle Headway Standards***

Peak period headways on 1 N and 1 S will be 35 minutes, Monday through Friday. ICTC will explore the possibility of instituting 35-minute headways on route 2N and 2S within and throughout the Primary Corridor depending on the availability of funding.

Other lines may operate at longer headways, based on the long distances traversed, ridership, demand, and transfer opportunities at the terminus of these lines.

#### ***On-Time Performance Standards***

Fixed Route [Local and Intercity]:

ICTC endeavors to operate with no early departures before the time shown in the schedule brochure.

Ninety (90) percent of all trips should be operated "on-time," defined as departing a published time-point no more than ten (10) minutes later than the published scheduled to accommodate the deviation pick-ups.

Demand Response:

Ninety-five (95) percent of all monthly trips operate on-time ten (10) minutes past the scheduled pick-up time, with the pick-up time defined as within the 30-minute manifest block.

#### ***Service availability***

The 2019 Short Range Transit Plan presents service coverage for Imperial Valley Transit in residential areas as ninety (90) percent of the population being within ¼ mile of a bus route. The

major activity centers for Imperial Valley Transit are employment concentrations of 200 or more employees, health centers, middle schools, high schools, colleges, universities, shopping centers of over 25 stores, and social services/government centers.

Route Spacing recommendations given an area's population density and percentage of households without automobiles is depicted below:

% of Households without Automobiles	Population Density (Persons per Square Mile)			
	Over 6,400	4,500 to 6,400	2,500 to 4,449	Under 2,500
Over 15.0	¼ mile	¼ mile	⅜ mile	½ mile
10.0 to 15.0	¼ mile	⅜ mile	½ mile	1 mile or paratransit
5.0 to 9.9	⅜ mile	½ mile	1 mile or paratransit	-
Below 5.0	½ mile	1 mile or paratransit	-	-

## Effective Practices to Fulfill the Service Policy Requirement

### *Vehicle Assignment Policy*

Fixed Route [Local and Intercity]:

Bus assignments take into account the operating characteristics of the various buses within the ICTC fixed route fleet, which are matched to the operating characteristics of the route. In the absence of specific operating requirements, vehicle assignments will be done so as to ensure a random rotation of fleet vehicles through the routes in the ICTC system.

Demand Response:

Except for situations requiring the assignment of a trip to a specific vehicle for reasons such as lift capacity, interior clearance or operating characteristics within the service area, demand response trips shall be assigned so as to ensure that vehicles are randomly operated in these services.

### *Transit Amenities Policy*

The following policies will be applied as funding allows:

Installation of a shelter should be considered at bus stops with an average per trip boarding of 5 or more passengers. Seating/benches should be considered at bus stops with an average per trip boarding of 3 or more passengers.

Priority for benches and shelters should be given to bus stops serving senior housing or activity centers, or facilities which serve clients with mobility impairments.

## **Title VI training**

Currently ICTC provides all transit-related employees and those with contact with the public with Title VI training provided by the National Transit Institute.

Developing and implementing staff training of ICTC's Title VI program while also coordinating public dissemination will be of priority.

ICTC will ensure that training is provided at least every two years.

## **Title VI Assurances in Contract Documents and Agreements**

ICTC has signed the Title VI assurances as part of the Exhibit 4-C “MASTER AGREEMENT - ADMINISTERING AGENCY-STATE AGREEMENT FOR FEDERAL-AID PROJECTS” (specifically, Appendices A and E of the Title VI Assurances) in all sub-contracts and sub-agreements with federal funds, where applicable.

ICTC will insert the clause of the Appendix E of the Title VI Assurance in every federal-aid contracts and agreement.

# Data Collection

ICTC may collect and analyze data on the statistical demographic data of participants/beneficiaries of its federally-funded activities and programs. This data comes from governmental sources responsible for collecting and vetting the information for consistency and accuracy, including the U.S. Bureau of Labor Statistics, U.S. Census Bureau, U.S. Bureau of Economic Analysis, California Department of Finance, California Department of Labor, California Employment Development Department, among others.

Additionally, ICTC may collect project-specific demographic data through the course of conducting public outreach for programs, activities, services, and projects. ICTC may collect the data of participants at public meetings. This data may help determine the characteristics of the communities that are affected by its activities, programs, and services.

ICTC analyzes data from the U.S. Census Bureau's American Community Survey to help determine the languages spoken by the population served.

# **Title VI Reviews**

## **Internal**

The internal reviews for the Title VI program will ensure that the following items are being met:

- Accomplishments and Goals Report
- Dissemination of the Title VI Information
- Training for Title VI
- Complaint reviews
- Language access to LEP individuals
- Review contracts and agreements for appropriate Title VI language
- Public participation
- Website
- Data Collection

## **External (sub-recipients)**

The reviews for sub-awardees/sub-recipients will entail an examination of the recipients' adherence to all Title VI requirements.

# Appendices

- A. Title VI Complaint Form (English)**
- B. Title VI Complaint Form ( Spanish)**
- C. List of Transit-Related Title VI Investigations, Complaints, and Lawsuits (as of: January 2023)**
- D. ICTC Title VI Annual Work Plan**
- E. Title VI Procedures for Interpretation or Translation Requests**
- F. Titel VI Complaint Log**

## A. Title VI Complaint Form (English)



1503 N. IMPERIAL AVE. SUITE 104

EL CENTRO, CA 92243-2875

PHONE: (760) 592-4494

FAX: (760) 592-4410

## Title VI Complaint Form

Title VI of the 1964 Civil Rights Act requires that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

The following information is necessary to assist us in processing your complaint. Should you require any assistance in completing this form, please let us know.

Complete and return this form to the Title VI Coordinator: Imperial County Transportation Commission, 1503 N. Imperial Ave. Suite 104 El Centro, CA 92243.

1. Complainant's Name \_\_\_\_\_

2. Address: \_\_\_\_\_

3. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

4. Telephone Number (Home): \_\_\_\_\_ (Mobile): \_\_\_\_\_

5. Email \_\_\_\_\_

6. Person discriminated against (if someone other than the complainant):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Please explain why you have filed for a third party: \_\_\_\_\_

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party: Yes ☐ No ☐

7. Which of the following best describes the reason you believe the discrimination took place?

a. Race: ☐

b. Color: ☐

c. National Origin: ☐

8. What date did the alleged incident take place? \_\_\_\_\_

9. In your words, describe the alleged incident. Explain what happened and whom you believe was responsible. Please use the back of this form if additional space is required.

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10. Have you filed this complaint with any other federal, state or local agency, or with any federal or state court? Yes: ☐ No: ☐

If yes, please check each box that applies:

Federal Agency ☐ Federal Court ☐ State Agency ☐

State Court ☐ Local Agency ☐

11. Please provide information about a contact person at the agency/court where the complaint was filed.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone number: \_\_\_\_\_

12. Signature and date required below. You may attach any written materials or other information that you think is relevant to your complaint.

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

## B. Title VI Complaint Form (Spanish)



1503 N. IMPERIAL AVE. SUITE 104

EL CENTRO, CA 92243-2875

PHONE: (760) 592-4494

FAX: (760) 592-4410

## Título VI Formulario Para Denuncia

El Título VI del Acto de los Derechos Civiles de 1964 establece que “Ninguna persona en los Estados Unidos debe, por causa de raza, color, u origen nacional sea excluida de participación en, o ser negado los beneficios de, o ser sujeto a discriminación bajo cualquier programa o actividad que recibe asistencia financiera de parte del gobierno federal.”

La siguiente información es necesaria en asistírnos en procesar su denuncia. Si usted necesita ayuda para llenar este formulario, por favor háganoslo saber.

Llene y regrese este formulario al Coordinador de Título VI: Imperial County Transportation Commission, 1503 N. Imperial Ave. Suite 104, El Centro, CA 92243.

1. Nombre del Demandante: \_\_\_\_\_

2. Domicilio: \_\_\_\_\_

3. Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_

4. Número de Teléfono (Hogar): \_\_\_\_\_ (Celular): \_\_\_\_\_

5. Persona que fue discriminada (en caso de una persona distinta del autor):

Nombre: \_\_\_\_\_

Domicilio: \_\_\_\_\_

Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_

Explique la razón por la que el reclamo es presentado a través de una tercera persona:

\_\_\_\_\_

Confirme que ha obtenido permiso del agraviado si esta denunciando por el agriavado:

Si ☐ No ☐

6. ¿Cuál de las siguientes describe mejor la razón que usted cree que la discriminación se llevó a cabo? ¿Fue debido a su?:

a. Raza: ☐

b. Color: ☐

b. Origen Nacional: ☐

7. ¿En qué fecha sucedió el presunto incidente? \_\_\_\_\_

8. En sus propias palabras describa el incidente. Explique qué sucedió y quien cree usted fue responsable. Por favor utilice el reverso de este formulario si necesita más espacio.

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9. ¿A usted presentado esta queja a alguna otra agencia federal, estatal, o local; o con alguna corte federal o estatal? Si: ☐ No: ☐

En caso afirmativo, por favor marque cada cuadrito que corresponde:

Agencia Federal ☐ Corte Federal ☐ Agencia Estatal ☐

Corte Estatal ☐ Agencia Local ☐

10. Por favor provea información sobre una persona de contacto en la agencia/corte donde presento su demanda:

Nombre \_\_\_\_\_

Domicilio: \_\_\_\_\_

Cuidad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_

Número de Teléfono: \_\_\_\_\_

11. Firma y fecha requeridas abajo. Usted puede adjuntar cualquier material escrito o cualquier otra información que considere relevante para su queja.

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Firme del Demandante

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Fecha

### **C. List of Transit-Related Title VI Investigations, Complaints, and Lawsuits (as of: January 2023)**

There are currently no transit related Title VI investigations, complaints or lawsuits.



## **D. Title VI Accomplishments and Goals Report Fiscal Year 2025**

February 27, 2025

The Title VI Coordinator is required to establish goals for the Title VI Program, monitor progress toward achieving those goals, and report on program accomplishments on an annual basis. This annual report covers the period from July 1, 2024 through June 30, 2025 (Fiscal Year 2025). The report is made available to the public on the program's website, <https://www.imperialctc.org/policies/title-vi>

### **Fiscal Year 2025 Accomplishments**

Program accomplishments in the reporting period include:

- Imperial County Transportation Commission (ICTC) completed and submitted to Federal Transit Administration (FTA) the Title VI Program on February 1, 2023.
- The Triennial Program Update was approved April 6, 2023 by FTA.
- ICTC updated program information for the public (website, public notice, complaint form).
- ICTC developed the Title VI Implementation Plan, which includes formal complaint procedures, and has made it available to the public on the program's website.
- ICTC conducted an annual LEP Assessment.
- ICTC provided Title VI training for transit employees.
- ICTC conducted internal reviews of the Title VI program areas.
- The updated complaint form and procedures are available in English and Spanish and are available to the public on the website and are posted in highly visible locations within ICTC offices, IVT buses, and IVT facilities that serve the public.

### **Fiscal Year 2026 Goals**

Program goals for the next reporting period (July 1, 2025 through June 30, 2026) include:

1. Ensure the Title VI training is provided to all employees every two years.
2. Review the Title VI assurances included in ICTC contract documents and agreements for federally funded projects.
3. Conduct an LEP Assessment.
4. Prepare for the Triennial Program Update due February 1, 2026.

This report will be updated after June 30, 2025 to reflect program activities in Fiscal Year 2025.



### **E. Title VI Procedures for Interpretation or Translation Requests**

Currently ICTC provides a notice of assistance in its public meetings for those in need of translation services. A request may be submitted for special assistance including accessibility and translation services. Once a request is submitted a translator will be hired for the meeting.

Currently ICTC employees are also available to provide assistance with either interpretation or translation requests. Bi-lingual employees are available during public meetings and during office hours.

ICTC's experience with request for language services has been minimal and all public documents are provided in both English and Spanish.

ICTC maintains an LEP log to track interpretation and translation requests received and provided.

## F. Title VI Complaint Log

Title VI Discrimination Complaint Log

Agency Name:		Imperial County Transportation Commission				Date forwarded to Caltrans/ Federal Highway Administration (HWA):	Date of Disposition /Comments:
Date the complaint was filed:	Date of alleged discriminatory act(s):	Name of the complainant:	Name of respondent (person(s)/ business/ agency who the complaint is against):	Basis of complaint (protected class: race, color, and national origin):	Nature of the complaint:		
1							
2							
3							
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# **V. REPORTS**

- A. ICTC/LTA/IVRMA EXECUTIVE DIRECTOR REPORT
- B. SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS REPORT
- C. CALIFORNIA DEPARTMENT OF TRANSPORTATION-DISTRICT 11
- D. COMMITTEE MEMBER REPORTS



1503 N IMPERIAL AVE SUITE 104  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4410

## Memorandum

**Date:** March 21, 2025  
**To:** ICTC Commission Meeting  
**From:** David Aguirre, Executive Director  
**Re:** Executive Director's Report

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The following is a summary of the Executive Director's Report for the ICTC Commission meeting on March 26, 2025.

- 1) **Unmet Transit Needs Survey and hearing/meeting information:** Section 99401.5 of the Public Utilities Code states that: "The Transportation Planning Agency shall hold at least one public hearing pursuant to 99238.5, for the purpose of soliciting comments on the Unmet Transit Needs that may exist within the jurisdiction." Unmet Transit Needs that are determined to be "Reasonable to Meet" by ICTC may be established by providing transit services directly, by contracting for new transit services, or the expansion of existing services. In recent years, the public hearings have been held in the March to May time frame at the ICTC Offices in El Centro, at approximately 3:00 p.m. **ICTC is required to select the Hearing Panel from the elected official members of the Commission.** Additionally, staff is collecting the public's feedback by completing a survey on the ICTC website at <https://www.surveymonkey.com/r/UTN25-26> by 5 p.m. on March 17, 2025. The feedback collected will be stated on the record at the hearing date and time established by the Commission. **Flyers for the survey are attached to the report. The public hearing will take place on April 7, 2025, at 3:00 pm at ICTC's Office and the findings meeting is proposed to take place on April 28, 2025.**
- 2) **CMAQ and STBG Call for Projects:** ICTC in accordance with SCAG guidelines will be implementing a call for projects for the Congestion Mitigation Air Quality (CMAQ) and Surface Transportation Block Grant (STBG). SCAG is anticipated to approve its CMAQ and STBG at its February 2025 Regional Council Meeting. The funding years associated with this call for projects is FFY 2026-27 and FFY 2027-28. ICTC will be updating its program guidelines to incorporate SCAG guideline provisions and is anticipating beginning its call for projects in March 2025. ICTC is anticipating adopting its scoring framework at the March 2025 Commission Meeting. SCAG's is anticipated to open its call for project nominations on March 31, 2025, and its project submittal deadline is May 16, 2025. SCAG is anticipating adoption of the CMAQ/STBG Guidelines at its March 6, 2025, Regional Council Meeting. **This item was taken to the ICTC TAC in February and was presented to the Management Committee and Commission respectively in March 2025.**
- 3) **Calexico Intermodal Transportation Center (ITC):** A new Intermodal Transportation Center in the City of Calexico has been part of ICTC's long range transit planning. The new Calexico ITC will serve as a regional mobility hub that will accommodate bus bays for Imperial Valley Transit in addition to private bus companies, taxis and farm labor buses. ICTC previously received a Congestion Mitigation and Air Quality federal program fund to complete the environmental and design plans of the new Calexico ITC. The environmental and design phase has been completed. Right of Way Acquisition for the project has been completed. ICTC was awarded multiple grants to complete the required construction efforts for the project. ICTC received grant awards from the Regional Early Action Planning (REAP) 2.0, Active Transportation Program (ATP) and Rebuilding American

Infrastructure with Sustainability and Equity (RAISE) Grant and Community Project Funding/Congressionally Directed Spending Programs. ICTC recently completed the construction procurement efforts, and a contract award was issued to Hazard Construction. **The project is anticipated to take a year to complete. We had a successful groundbreaking ceremony on February 28, 2025, at 11 a.m. at the project site. The Contractor is working on obtaining the required city permits prior to starting construction activities.**

- 4) **New Border Express Route starting February 10, 2025:** Staff have coordinated the implementation of a demonstration route that will operate Monday through Friday at select times between the 3<sup>rd</sup> and Paulin Bus Stop to the Calexico East POE. This is being demonstrated in anticipation of a larger scale route associated with the upcoming transit facility that is anticipated to begin when the new East POE facility is completed. There is also an additional IVC Express Trip embedded in the new service which will help alleviate some of the congestion we see on some of our IVC Express trips. Staff will be providing updates as it pertains to the development of the service.
- 5) **2<sup>nd</sup> Street/Anza Road Bridge Rehabilitation Project:** ICTC is working with Caltrans to develop an approach towards proceeding with the development of the required environmental and engineering phases for the rehabilitation 2<sup>nd</sup> Street/Anza Road Bridge Project. **More information is anticipated to be shared in the coming months.**
- 6) **IVT Ride Service Modifications:** IVT Ride is a dial-a-ride service that is available to seniors (55 years of age or older) and persons with disabilities in the communities of Calexico, Heber, El Centro, Imperial and Brawley. The service primarily operates in an intracity capacity with the exception of the communities of El Centro, Imperial and Heber and the Westshores service which travels to the city of Brawley or the Coachella Valley. The Westshores service is also available to the general public. Due to continuing declining ridership on all IVT Ride services, staff are exploring the possibility of modifying the service to provide trips to the general public but still provide priority to the senior population. The possible modification would enable the service to capture additional passengers and implement a microtransit-like service in various communities. The possible modification would also require financial investment in technology and the development of a passenger web and mobile application. Staff anticipate bringing the further evaluated concept to the Management Committee and Commission in the coming months. Staff are also pursuing funding opportunities to facilitate the possible transition of the service. Staff provided the Commission with a presentation on August 28, 2024, with further details. There was consensus to proceed with the software development and hardware acquisition. This item received approval to proceed to further development by the commission. ICTC has received state funding to complete the software and hardware upgrades for the project. ICTC Staff are currently working on developing a plan to conduct outreach (including in-person presentations and surveys) to the public about possible service modifications. ***ICTC is working on redeveloping the service logo, in addition to building the mobile software for anticipated use. The project is proposed to go live in July 2025.***
- 7) **Transit Comprehensive Operational Analysis:** Staff was able to secure grant funding to complete a Transit Comprehensive Operational Analysis (COA). The COA is a comprehensive evaluation of ICTC's existing transit services while also presenting evaluation findings and recommendations to further improvement of ICTC's existing public transit system. ICTC intends to evaluate all ICTC operated services in addition to incorporating an assessment of the feasibility of intercity passenger rail. Staff recently released the Request for Proposals to the public issued a contract award in October 2024. **The analysis is anticipated to take a year to complete. The project has kicked off and outreach efforts are underway.**
- 8) **Calexico East Port of Entry Intermodal Transportation Center:** ICTC was recently awarded \$12.6 million by the California State Transportation Agency (CalSTA) through its Transit Intercity Rail Capital Program (TIRCP) to acquire, design and construct a transit facility at the Calexico East Port of Entry (POE). The goal of the Calexico East POE Intermodal Transportation Center is to create a transformative transportation hub that integrates various modes of transportation including public transit buses. The facility is anticipated to offer amenities such as shade, seating, bicycle parking, signage, and travel guidance, addressing the current lack of amenities and transportation options for pedestrians crossing the border at the Calexico East POE. Additionally, this project will bring four new zero emission vehicles to provide public transit services to the area. The project will have several phases with an estimated completion date in 2030. ICTC is working with Caltrans Staff on project award document completion. **More information to come in the coming months.**

- 9) **Imperial Mexicali Binational Alliance (IMBA):** The IMBA Strategic Planning and regular meetings were held on January 9, 2025, in the City of Mexicali at the CDEM Offices. The rotation of Chair and Vice-Chair was done during the Strategic Planning Meeting. IMBA's 2025 Chair is Abel Graciano representing the Mexicali Region and Vice-Chair is David Aguirre from ICTC representing the Imperial County Region. **The next IMBA is scheduled to be held in Imperial County on May 15, 2025, at the ICTC offices.**
- 10) **Electronic Fare Payments:** ICTC is currently pursuing the implementation of an electronic fare payment system to its fixed route transit services. The system would allow all of its fixed route buses to take card payments in addition to its existing cash payment system. ICTC is working on securing the grant funds to implement this project. **More information to come in the coming months.**
- 11) **Reap 2.0 – Subregional Partnership Program:** ICTC was awarded a total of \$274,133 in funding from the Reap 2.0 Subregional Partnership Program to provide technical support to our local agencies with housing planning and to facilitate housing production. ICTC has notified each of our member agencies about the funding availability. Several cities have expressed interest in the funding and staff is working with each of the agencies to further evaluate their proposed projects. **Final projects have been identified and awarded by the commission. ICTC is working on next steps with the proposed agencies and SCAG. A project kickoff meeting was held with SCAG and the funding awardees.**
- 12) **Calexico Microtransit Service – Calexico On Demand:** ICTC submitted a grant application for the Clean Mobility Options (CMO) program in October of 2020. The grant application was submitted to provide a clean energy microtransit service in the city of Calexico. In early 2021, ICTC was notified of its grant award of \$1 Million to fund the pilot microtransit service. The microtransit service currently operates as an on-demand service available to provide trips to the general public within the boundaries of the city of Calexico. The award required that ICTC fund and operate the service for a minimum of 4 years. ICTC partnered with Via Transportation, an experienced transportation operator to operate the service. ICTC and Via began the development of the project including service criteria, marketing information, and operational criteria. ICTC obtained approval from the CMO program to commence the service. ICTC kicked off the service on January 9<sup>th</sup>, 2023. Further information about the service can be viewed on the website: <https://city.ridewithvia.com/calexico-ondemand>. ICTC was awarded an additional \$500,000 to be utilized for operations of the service and additional service hours through the CMO program in late 2023. *ICTC was recently awarded a grant from the Low Carbon Transit Operations Program in the amount of \$520k to continue funding operations for the service. ICTC was also able to secure an additional grant through the CMO program to continue funding the service. ICTC also received an additional funding commitment to further continue the service beyond the current grant funding received.*
- 13) **Active Transportation Program, Cycle 7:** The California Transportation Commission (CTC) has released the Active Transportation Program (ATP) guidelines as of March 22, 2024. Approximately \$568 Million funding will be available for fiscal years 2025/26 through 2028/29 statewide. Applications were due to CTC by June 17, 2024. Imperial County applicants were asked to submit a copy of their applications to the Imperial County Transportation Commission (ICTC). For a copy of the adopted ATP guidelines please refer to Active Transportation Program Guidelines directly at: <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program/cycle7>.

In addition, only applicants that submit applications to the statewide ATP will be eligible for Regional ATP funds. Imperial County anticipates approximately \$1.1 million in ATP Cycle 7 Regional Funds will be available for all applicants that are not successful in the statewide call. There might also be additional funding available for quick build type projects. ICTC staff have developed an ATP factsheet for reference to both funding opportunities. Also, the Regional Active Transportation Plan adopted by ICTC is a valuable resource for agencies seeking funding through ATP Cycle 7. The document outlines priorities for each jurisdiction within Imperial County and was developed with significant input from the public. This input likely reflects the needs and preferences of the local community, making it a valuable tool for agencies seeking to align their grant proposals with the region's priorities. The ATP document is on the ICTC website at [https://www.imperialctc.org/assets/documents/transportation-plans-and-studies/ICTC-ATP\\_Final-Document\\_2022.02.28\\_Reduced-Size.pdf](https://www.imperialctc.org/assets/documents/transportation-plans-and-studies/ICTC-ATP_Final-Document_2022.02.28_Reduced-Size.pdf)

ICTC received correspondence indicating five (5) applications for the Imperial County Region. Applications were

submitted by the City of El Centro, Imperial County Office of Education, Heber Public Utility District, City of Calipatria and City of Holtville.

As a result of the State of California's budget deficit the ATP program overall funding was reduced significantly. Funding was anticipated to be \$568 Million overall but was ultimately reduced to approximately \$168 Million. Also, because of the budget deficit and associated cuts, the anticipated Imperial County Regional Share was reduced to approximately \$300k. The CTC has released the scoring for all submitted projects. The Imperial County Region was not awarded a statewide award; however, statewide applications will be eligible for regional share consideration. Of the five Imperial County projects, the highest scoring project was submitted by the Imperial County Office of Education. The recommendation for the award was presented to all ICTC committees and the commission in February 2025. *SCAG is scheduled to present the Regional ATP to the Regional Council for final approval on April 3, 2025. This step is crucial for formalizing the program and initiating the funding process for selected projects.*

- 14) **2024 Local Partnership Program, Cycle 5:** The Road Repair and Accountability Act of 2017 (Senate Bill 1) created the Local Partnership Program (LPP) as a program to reward and incentivize local or regional transportation agencies that have sought and received voter approval of taxes or that have imposed fees, which taxes or fees are dedicated solely for transportation improvements. The program is implemented by the California Transportation Commission (CTC). The CTC adopted the 2024 LPP Program Cycle 5 Guidelines on August 15-16, 2024. As a result of the adoption of the Cycle 5 Guidelines the Call for Projects has opened. The LPP Grant funds require a one-to-one match. The Imperial County Region's estimated allocation amount for FY 2025/26 is \$524million and \$520 million for FY2026/27 for a total of \$1,044 million. There is also a competitive program that is administered by the CTC. Guidelines for the program can be found at <https://catc.ca.gov/-/media/ctc-media/documents/programs/senate-bill-1/2-bi-4-12-draft-2024-lpp-competitive-guidelines-red-line-v8.pdf>

In the past call for projects, ICTC staff proposed options to TAC members for the distribution of the LPP funds. The distribution calculations proposed were Option 1- Population and Maintained Mileage Based Distribution and Option 2- Using a Flat Distribution in addition to Population and Maintained Mileage Distributions. The proposed distribution is similar to the Local Transportation Authority (LTA) formula distribution.

On August 22, 2024, the TAC committee members reviewed and ultimately recommend Option 2 to be forwarded to the Commission for approval and to authorize ICTC to open the Call for Projects for the Local Partnership Formulaic Program Cycle 5. On August 28, 2024, the Commission approved TACs recommendation. *The Competitive Call for Projects for the CTC opened on August 16, 2024, with a deadline of November 20, 2024, for submittal to the CTC. All agencies with the exception of the city of Westmorland were able to submit a project to the CTC for consideration. Most agency projects were approved by the CTC during the January 2025 meeting. The city of Imperial and Brawley have submitted their packages to the CTC for consideration at the March 2025 meeting. Project Allocations will take place in the coming months as needed by the cities/county.*

- 15) **Bus Stop Improvement Project:** Staff are working on developing a bus stop improvement project across multiple cities throughout the county. The project consists of installing various bus shelters and potentially other amenities. ICTC will be coordinating with the various cities to complete the development. ICTC released the Request for Proposals for design services for the project. ICTC is looking to begin design services soon and have construction take place within FY23-24/FY24-25. The contract was awarded at the April Commission meeting. ICTC has already participated in a kickoff meeting with the consultant and all of the effected agencies. The project design is ongoing and is anticipated to be completed in the next few months. ICTC obtained additional funding to incorporate additional bus stop locations. The new location designs are being incorporated into the overall project design. **The 65% percent improvement plans have been completed and were distributed to participating agencies. ICTC has received agency comments, and the comments have been forwarded to the consultant for incorporation into the project improvement plans. The improvement plans are being finalized to obtain 90% completion level.**
- 16) **Imperial County EV Charging Infrastructure Feasibility Study:** ICTC recently submitted a grant application under the Carbon Reduction Program (CRP) to prepare a Countywide EV Charging Infrastructure Feasibility Study. The project will aim to identify strategic locations within the county for EV Charging Infrastructure. Caltrans is currently developing a similar project for locations along State facilities. **Staff is currently working**

on the development of the Scope of Work for the project to proceed to the issuance of a Request for Proposals. Staff reviewed the proposed SOW with the ICTC TAC to obtain additional feedback. Staff is anticipating releasing the RFP in the coming weeks.

- 17) **ICTC/IVT Operations and Maintenance Facility:** ICTC staff has engaged with the proposed property owner's representative about ICTC's interest in the property. ICTC has also communicated with the city of El Centro regarding action items that would need to take place to facilitate the goal of the project. ICTC has also communicated with grant agencies and our Zero Emission Bus Plan engineering consultant to develop a preliminary site plan of the proposed improvements. Next steps include executing a Letter of Intent with the property owner, continuing coordination with the city of El Centro, and to begin conducting the required environmental studies like a Phase 1 Site Assessment. ICTC will also continue to work on grant opportunities to fund the acquisition of the property. *A preliminary site plan has been prepared and was shared with the commission. ICTC was recently informed that it had received a funding commitment for the completion of the design/environmental phases of the project. ICTC is working towards completing a phase 1 site assessment for the proposed site. ICTC has obtained NEPA clearance from the FTA for the acquisition of the project. ICTC is working to finalize FTA compliance in the coming weeks.*
- 18) **Imperial Valley Resource Management Agency receives a Household Hazardous Waste (HHW) program award:** The HHW program provides Imperial Valley residents with the opportunity to dispose of HHW properly and free of charge. The IVRMA was notified in December that it was awarded the HHW grant for FY 2025/2026 and FY 2026/2027 in the amount of \$100,000. This is the first time that IVRMA has secured this grant. The award will allow IVRMA to continue to provide HHW services to its residents. More information regarding the HHW program, including residential drop-off locations, can be found on the website at <https://www.ivrma.org/programs/household-hazardous-waste-program>.
- 19) **Community Project Funding/Congressionally Directed Spending (CPFCDs):** ICTC recently received an award of 4.1 million dollars to be utilized towards the Calexico Intermodal Transportation Center Project. The project has already received awards from the RAISE, ATP and REAP 2.0 programs. We would like to thank our local, State and Federal Partners and Congressman Raul Ruiz for their continued support of the project, ICTC and the Imperial County. ICTC would also like to congratulate the cities of Imperial and El Centro, the County of Imperial and the Imperial Irrigation District on their awards. ICTC will continue to work with all the awardees to ensure that their projects are programmed to enable the use of the project funding. IID has completed its project with the assistance of the city of Holtville.
- 20) **Surface Transportation Block Grant Program (STBG), Carbon Reduction Program (CRP) and Congestion Mitigation and Air Quality Program (CMAQ) 2024 Call for Projects – FFY 2023-2024 to FFY 2025/2026:** The STBG, CRP and CMAQ Call for Projects began on November 9, 2023. Applications were due on Friday, January 26, 2024, at the ICTC office. All agencies were provided with guideline documentation and were encouraged to submit potential projects.

Program	Applicants	Total Value Requested by All Applicants
CMAQ	City of Imperial	\$388,000
STBG	City of Imperial, City of Brawley and City of El Centro	\$2,416,000
CRP	ICTC – City of Imperial	\$1,083,000

Due to the number of projects submitted, ICTC was able to evaluate all projects internally without utilizing the normal process which involves all cities participating in the scoring and ranking process. ICTC recommended projects to SCAG as part of the final submittal process. SCAG recently approved the list of projects anticipated to receiving funding. The project list is as follows:

Program	Applicants	Total Value Requested by All Applicants
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CMAQ	City of Imperial – Aten Blvd Sidewalk Installation Phases 1 through 3	\$388,000
STBG	City of Imperial – P Street Rehab	\$519,000
STBG	City of El Centro – S. Imperial Avenue Utility Relocations	\$520,000
STBG	City of Brawley – Western Avenue Improvements	\$599,000
CRP	ICTC – EV Charger Study	\$150,000
CRP	City of Imperial – EV Charger Installation Phases 1 and 2	\$622,000

ICTC staff will be working with local agency staff and programming all approved projects in the Federal Transportation Improvement Program (FTIP). **Several projects have already started development for use of the grant funds.**

- 21) **Calexico East Port of Entry Bridge Widening Project:** The Project proposes to widen the bridge over the All-American Canal at the U.S./Mexico border approximately 0.7 miles south of State Route (SR) 7. The project proposes widening the existing structure by adding four lanes: Two New Northbound Auto Lanes and Two New Northbound Commercial Vehicle Lanes. In May 2018, Caltrans and ICTC received \$3,000,000 from the California Transportation Commission and the Trade Corridor Enhancement Program (TCEP) to complete the Project Approval and Environmental Document (PA/ED) for the project. In June 2018, Caltrans completed a Project Initiation Document (PID). In Fall of 2018, the PA/ED phase was initiated by Caltrans, technical studies for the National Environment Policy Act (NEPA) document under Caltrans as the NEPA lead are in progress and is scheduled for completion in May 2020. In December 2018, ICTC was awarded \$20 million under the U.S. Department of Transportation’s BUILD discretionary grant program to complete the Design-Build construction phase. ICTC subsequently received TCEP in the amount of \$7.4 Million for construction efforts. The design portion of the project is complete. The project construction is underway, and construction was anticipated to be completed at the beginning of 2023 but suffered delays due to the issuance of the presidential permit. Approximately 87% of construction efforts have been completed. The project was temporarily placed on hold for 6 months due to the issuance of the presidential permit to relocate the border fence. The Presidential Permit was received on July 7, 2023. On November 15, 2023, GSA, ICTC, and regional partners celebrated the completion of Stage 1 of the project with a Ribbon Cutting celebration. ICTC Executive Director David Aguirre led the ceremony. Speakers included ICTC Chair Mike Goodsell, CBP Calexico Port Director Roque Caza, GSA Pacific Rim Region Public Buildings Service Deputy Regional Commissioner Amanda Sweeney, FHWA Senior Project Engineer Tay Dam, Caltrans District 11’s South County and Trade Corridor Director Nikki Tiongco, CTC Commissioner Clarissa Reyes Falcon, and Head Counsel of the Mexican Consulate in Calexico Tarcisio Montes de Oca. The event concluded with the anticipated Ribbon Cutting followed by media opportunities. For additional information regarding this project visit the ICTC website at: <https://www.imperialctc.org/projects/calexico-east-port-of-entry-bridge-expansion>. Stage 3 of the project, which consisted of the completion of improvements to the passenger vehicle lanes, is now complete. Stage 4 of the project is now complete, which consisted of retrofitting activities and roadway striping. The final project improvements, which consisted of the reinstallation of new bolts under the existing bridge section was completed in early August 2024. *The project construction efforts are now complete, and the project is now in closeout phase.*
- 22) **EV Charger Installation Project:** Staff are working on developing an EV charger installation project across multiple cities throughout the county. ICTC will be coordinating with the various cities to complete the development. *It is anticipated that the project will be completed within FY24-25/25-26.*
- 23) **Forrester Road Project Study Report (PSR):** Caltrans District 11 has been working on a project report on behalf of ICTC. The PSR will analyze safety and operation improvements along Forrester Road between I-8 and SR86/SR78. Other improvements include the Westmorland bypass. A meeting to discuss the draft PSR took place at the ICTC offices on Wednesday, March 29, 2023, at 9 a.m. Further updates to the PSR are anticipated along with additional meetings to discuss the updated PSR. **The updated PSR was recently completed, and the PSR was presented to the management committee and commission in September 2024.**

- 24) **State Route 86 (Northbound) Border Patrol Checkpoint:** State Route 86 (Northbound) Border Patrol Checkpoint: In August 2017 following a year of coordination, Caltrans, the County of Imperial and ICTC met with CBP management and operations staff achieved consensus for a new conceptual alternative prepared by Caltrans. The LTA Board met on September 27, 2017; staff presented the Board with a fund request for \$1.3 million from the 5% Regional Highway Set-Aside from the Measure D allocations. A Consultant Agreement with AECOM for design and construction engineering was approved by the LTA on February 28, 2018. Following our ICTC Board meeting in late September 2020, ICTC has initiated a traffic study as required by Caltrans. Design work has been delayed due to Border Patrol's concern related to their ability to provide additional funding necessary to meet their operational requirements. On Wednesday, March 17, 2021, ICTC received confirmation from Border Patrol Headquarters in Washington D.C. that they wish to proceed with the original Canopy Design that is similar to Interstate 8 Pine Valley Checkpoint.

*As discussed, and confirmed with Border Patrol, ICTC will only provide the remaining funds we had available (February 2021) of approximately \$1.3 million to complete the traffic study, 100% design plans, construction of the canopy, lighting related to the canopy, and traffic related improvements required by Caltrans. Border Patrol is committed to paying for all other construction-related costs and Border Patrol will lead the construction contract. Border Patrol, Caltrans and ICTC are having weekly meetings toward completing design plans. CBP will be working with Caltrans to obtain environmental clearance once funding for construction is obtained. The improvement plans have been prepared in the final draft form and have been submitted to Caltrans for review. Caltrans has provided review comments on the improvement plans. ICTC will work with the design engineer to complete the required updates. Environmental studies and Caltrans submittal are pending submittal by CBP. ICTC's consultant has finalized the project improvement plans and CBP will proceed with developing environmental documents and pursue funding for the construction of the facility.*

- 25) **Regional Active Transportation Program:** ICTC staff has been working with staff from the Southern California Association of Governments (SCAG) in the development of the Active Transportation Program (ATP) guidelines. The ATP is funded from various federal and state funds including the federal Transportation Alternatives Program (TAP), the Highway Safety Improvement Program (HSIP), State Highway Account, and Safe Routes to Schools (SR2S). The approved California Transportation Commission 2023 ATP (Cycle 6) program guidelines divide the funds into state and regional shares. State funds are available through a competitive application process. Applicants that are unsuccessful at the state level are considered for regional funds. Regional ATP funds are administered by the Metropolitan Planning Organizations (MPO). SCAG is Imperial County's MPO. Per SCAG's 2023 ATP Regional Guidelines, county transportation commissions may assign up to 20 points to each statewide project application deemed consistent and meeting eligibility requirements. ICTC staff has completed the adoption process of the scoring methodology. ICTC staff received state scoring of ATP applications from Imperial County and presented staff recommendations to TAC members on December 15, 2022. Projects are underway at various stages by the agencies. Staff recommendations were approved at the January Commission meeting. See the table below for further information.

Regional ATP Projects		
Agency	Project Name	Total ATP Funds Requested
City of Calipatria	Bonita Place Pedestrian Safety Project	\$997,000
City of El Centro	Pedestrian Improvement Project – various locations on Main Street	\$1,200,000
ICTC	Pedestrian Improvements for the Calexico Intermodal Transportation Center	\$1,073,000
<b>TOTAL Regional ATP funds</b>		<b>\$3,270,000</b>

- 26) **Orchard Road & SR115 Traffic Concept Report:** During the Commission meeting of September 2022, the Commission asked ICTC staff to follow up on the SR 115 Transportation Concept Report (TCR). ICTC staff has conducted meetings with Caltrans and County Public Works staff during the week of October 17<sup>th</sup>. ICTC staff, in partnership with County and Caltrans staff, are continuing discussions for short term options to deter trucks from using Orchard Road. The parties are also expected to discuss long-term options as well. More information will be shared as discussions continue.

- 27) **San Diego & Imperial Counties Sustainable Freight Strategy:** San Diego Association of Governments (SANDAG) and ICTC received a Caltrans Sustainable Transportation Planning Grant for a Sustainable Freight Implementation Strategy for both counties. The goal with the strategy is to help transition the freight sector in San Diego and Imperial Counties to sustainable technologies, operations, infrastructure over the next 30 years. The strategy will systematically implement multimodal freight projects and policies, seek to pilot innovation technologies, create a workforce development toolkit, and identify potential funding sources for implementation. The area of study includes communities adjacent to major freight infrastructure in San Diego and Imperial Counties. Environmental justice areas, as defined by AB617, will be a particular focus and include the Portside Environmental Justice Communities, the International Border Community, and Calexico-El Centro-Heber corridor. *This plan kicked off in February 2022 and was completed in February 2024. Public engagement was instrumental in the creation of this strategy. Participants of Imperial County included County Public Works department, Work Force Development, Comité Civico del Valle, Imperial Valley Economic Development Corporation, among others. Strategy outcomes were presented to SANDAG and ICTC groups as well as community organizations such as IMBA and AB617. The study is posted to the ICTC website at: <https://www.imperialctc.org/assets/san-diego-imperial-counties-sustainable-freight-implementation-strategy-final-report-2024-02-01.pdf>*
- 28) **State and Federal Local funding Obligations:** Projects programmed in programmed in Federal Fiscal Year (FFY) 2019/2020 were fully obligated according to Caltrans Local Assistance. Beginning October 1, 2020, agencies can move forward with request for authorization (RFA) for Congestion Mitigation Air Quality (CMAQ), Surface Transportation Block Grant program (STBG) programmed in FFY 2020/2021. Other state funding also included in the Federal Transportation Improvement Program (FTIP) include the Active Transportation Program (ATP).
- 29) **State Legislation for Transportation Funding – SB 1 Road Maintenance and Rehabilitation Account (RMRA):** According to the California League of Cities, overall local streets and roads allocations to cities and counties from the Highway Users Tax Account (HUTA) and the Road Maintenance and Rehabilitation Account (RMRA) are projected to climb 14.8% in the current fiscal year, 2021-22, above last year, reflecting a rebound from peak impacts of the pandemic in 2020. For the budget year 2022-23, allocations are projected to grow 10.8% over the current year. This presumes that if the scheduled July 1 cost-of-living fuel tax increase is suspended, the Legislature will backfill any revenue impacts to local governments as leaders have pledged. The estimates are based on new statewide tax revenue estimates released by the California Department of Finance with the Governor’s 2022-23 Proposed Budget. The county estimates were prepared in collaboration with the California State Association of Counties.  
For RMRA remittance advice by cities visit: [https://www.sco.ca.gov/ard\\_payments\\_rmra\\_cities.html](https://www.sco.ca.gov/ard_payments_rmra_cities.html)  
For RMRA remittance advice by counties visit: [https://www.sco.ca.gov/ard\\_payments\\_rmra\\_counties.html](https://www.sco.ca.gov/ard_payments_rmra_counties.html)
- 30) **Funding Opportunities:**
- **LPP Cycle 5 Call-for-Projects:** LPP Cycle 5 is expected to include about \$72M/per year made up of Federal and State funding. The funding/programming years include the 25/26 and 26/27 fiscal years.
    - Schedule and major milestones can be found at: <https://catc.ca.gov/-/media/ctc-media/documents/programs/senate-bill-1/2-bi-4-12-draft-2024-lpp-competitive-guidelines-red-line-v8.pdf>
  - For a complete list of California specific grant opportunities go to <https://www.grants.ca.gov/>.
    - [Fiscal Year \(FY\) 2023 through FY 2026 Bridge Investment Program, Planning and Bridge Project Grants](#)
  - For a complete list of federal transportation grant opportunities go to <https://www.transportation.gov/bipartisan-infrastructure-law/key-notices-funding-opportunity>.
- 31) **Meetings/trainings attended on behalf of ICTC Executive Director and staff:**  
*Various project specific meetings are held throughout the month.*
- February 27, 2025 – ICTC TAC Meeting at the ICTC Offices
  - February 27, 2025 – CTC Town Hall Meeting, planning discussion via Microsoft Teams
  - February 28, 2025 – Groundbreaking Ceremony for the Calexico ITC in the City of Calexico
  - March 3, 2025 – Imperial Valley Transit Quarterly Meeting: Ops, Safety, Dispatch, and Maintenance

- March 4, 2025 – California Public Records Act Update 2025 Webinar (attended by Cristi Lerma)
- March 5, 2025 – ICTC Social Services Transportation Advisory Council Meeting at the ICTC offices
- March 5-7, 2025 – CalCOG Leadership Forum in Sacramento, CA (attended by Gustavo Gomez, David Aguirre)
- March 6, 2025 – PERMA Board of Directors Meeting via zoom meeting (attended by Michelle Bastidas)
- March 6, 2025 – SCAG Regional Council Meeting in Los Angeles (attended by Commissioner Goodsell)
- March 10, 2025 – SCAG Legislative/Communications & Memberships Committee (LCMC) zoom meeting
- **March 11, 2025 – Caltrans District 11- Right of Way Training at the ICTC offices**
- March 12, 2025 – ICTC Management Committee Meeting at the ICTC offices
- March 12, 2025 – AB 617 Community Steering Committee Meeting via zoom meeting
- March 13, 2025 – Imperial Mexicali Binational Alliance (IMBA) Meeting at the ICTC offices
- March 13, 2025 – LTA Oversight Committee Meeting at the ICTC offices
- March 13, 2025 – State of the County Address in Holtville, CA
- March 14, 2025 – Self Help Counties Coalition (SHCC) Meeting via zoom meeting
- March 14, 2025 – SCAG Regional Council District 1 Elections at the ICTC/SCAG offices
- March 17, 2025 – Caltrans Super Staff Meeting in San Diego D11 office

## Memorandum

**Date:** March 12, 2025

**To:** ICTC Committee and Management Meeting

**From:** David Salgado, Government Affairs Officer (GAO)

**Re:** Southern California Association of Government's (SCAG) Report

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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 (ICTC) Management Committee and Regular Commission meeting for the month of MARCH 2025.

### 1. 2025 SCAG Scholarship Program Now Open—Apply Today!!

The 2025 SCAG Scholarship Program is now open. The program, in partnership with the California Transportation Foundation, provides nine \$4,000 scholarship awards for high school or community college students from the SCAG region. Students of any field of study are invited to apply; however, preference is given to applications that demonstrate a commitment to community planning, regional planning, urban planning, civil engineering, political science, public administration, sustainable development, or other related fields.

To apply for the SCAG Scholarship Program or for more information, visit the SCAG Scholarship Program website. To read about the 2024 SCAG Scholarship Program winners, visit SCAG News.

**Applications are due electronically by Friday, March 21.** If you have questions about the program, please contact Rachel Wagner at [wagner@scag.ca.gov](mailto:wagner@scag.ca.gov).

### 2. 2025 Regional Conference & General Assembly

Join SCAG for the 2025 Regional Conference and General Assembly, May 1-2 at the JW Marriott in Palm Desert. This year, SCAG will celebrate its 60th anniversary. SCAG has worked with the region's leaders to plan for a brighter future for Southern California since 1965.

Attend the 2025 Regional Conference and General Assembly and join regional leaders from the public and private sectors to share best practices and lessons learned and work toward common goals. At the event, SCAG members can access all the benefits of membership while networking with panelists and SCAG staff to learn about resources and tools available to support the region's collective success. The Regional Conference and General Assembly also offers an annual opportunity to represent local causes at the regional scale, including voting on SCAG's new leadership and budget for the coming fiscal year.

Register online today to join SCAG in celebrating the 60th anniversary of regional planning in Southern California while looking to the next 60 years and beyond

### **3. Surface Transportation Block Grant and Congestion Mitigation and Air Quality Improvement Program Guidelines Now Available!**

On March 6, the SCAG Regional Council approved the federal fiscal year 2026-27 and federal fiscal year 2027-28 Surface Transportation Block Grant program (STBG) and Congestion Mitigation and Air Quality Improvement program (CMAQ) Program Guidelines. The upcoming call for project nominations will make an estimated \$1.2 billion available for eligible transportation projects in the SCAG region in federal fiscal years 2026-27 and 2027-28.

The new program guidelines incorporate learnings from the previous call for project nominations, streamline the application process, and establish project categories that reflect goals and strategies from the Connect SoCal 2024 Regional Transportation Plan/Sustainable Communities Strategy and the 2024-25 SCAG presidential and Regional Council priorities and objectives. These updated guidelines also prioritize federal performance management areas, consider presidential executive orders and U.S. Department of Transportation policy changes, prioritize projects that reduce particulate matter 2.5 air pollution (in alignment with federal guidance), and ensure timely information about the funding opportunity and related requirements for eligible applicants. SCAG developed the program guidelines in coordination with county transportation commissions, outlining SCAG's project selection process for federal STBG and CMAQ funding.

These Federal Highway Administration programs fund transportation projects and programs based on unique eligibility criteria. The STBG program funds transportation projects to preserve and improve conditions and performance of highways, bridges, and public roads; pedestrian and bicycle infrastructure; and transit capital projects. The CMAQ program funds transportation projects and programs that reduce congestion and improve air quality for areas that do not meet the National Ambient Air Quality Standards for ozone, carbon monoxide, or particulate matter (i.e., nonattainment areas) and for former nonattainment areas that are now in compliance (i.e., maintenance areas).

SCAG will host virtual program workshops on March 12 and 18 to engage with interested applicants. County transportation commissions will also host their own workshops. Applicants should coordinate with their county transportation commissions to ensure their project applications align with county priorities.

The online application will be available from March 31 through May 16. Award recommendations will be presented to the SCAG Regional Council by December 2025.

#### **4. Connect SoCal Program Environmental Impact Review Receives National Award**

SCAG will receive an award for “Outstanding Environmental Analysis Document” from the Association of Environmental Professionals (AEP) for the Program Environmental Impact Report for the Connect SoCal 2024 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS). The AEP is one of the largest and most well-respected organizations for public- and private-sector environmental planners and California Environmental Quality Act practitioners in the State of California. The AEP comprises nine local chapters and over 2,000 members throughout the state, publishing the “CEQA Statute and Guidelines” each year.

This is the first time SCAG has received state recognition for its environmental analyses for an RTP/SCS. SCAG staff will attend the AEP Conference in Oxnard on April 7 to receive the award. SCAG won a 2023 AEP award winner for its Regional Early Action Planning (REAP) 1.0 Development Streamlining project, which developed a series of guidance materials on streamlining options or exemptions under CEQA and other state laws as part of SCAG’s efforts to accelerate housing production.

#### **5. 2024 Sustainable Communities Program – Active Transportation and Safety Award List Approved**

On Dec. 5, the Regional Council approved the 2024 Sustainable Communities Program (SCP) – Active Transportation and Safety Project List and Contingency Project List. The 2024 SCP – Active Transportation and Safety awards include active transportation-related plans and quick-build projects that support the implementation of mobility policies included in the Connect SoCal 2024 Regional Transportation Plan/Sustainable Communities Strategy. Projects will be funded through the state’s Active

Transportation Program (ATP) Cycle 7 regional funds, a federal Safe Streets and Roads for All grant, and SCAG matching state funds (to address the ATP Cycle 7 budget cuts). A total of 40 applications were evaluated, with 13 projects selected for funding. Unfortunately, no project applications were submitted for Imperial County. SCAG Staff held numerous presentations and met directly with potential applicants in Imperial County. More information about the 2024 SCP – Active Transportation and Safety Project List and Contingency Project List can be found on SCAG News.

## California Department of Transportation

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SAN DIEGO, CA 92110  
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**To:** ICTC Commission

**Date:** March 2025

**From:** ANN FOX  
Caltrans District 11 Director

**Subject: DISTRICT DIRECTOR'S REPORT**

### Informational

April 3, 2025. Imperial Valley Procurement and Resource Fair.

April 8, 2025. 1:00 – 4:00 pm. [California Mexico Border Relations Council](#) Meeting. El Centro. Will provide more information when available.

### Federal Update.

Caltrans is working with US Department of Transportation including Federal Highway Administration, Federal Transit Administration, and Federal Rail Administration. As the new Administration appointees fill in, we will share information.

Please join California's Transportation Reauthorization Work Group to help us determine priorities in the next bill. More information [here](#). Sign up for biweekly updates [federal-liaison@dot.ca.gov](mailto:federal-liaison@dot.ca.gov).

### Projects

#### **District 11 Truck Parking and Medium/Heavy Duty ZEV Charging Station Site Assessment.**

California Senate Bill 671 Clean Freight Corridor Efficiency required identification of freight corridors and the infrastructure needed to support zero-emission medium and heavy-duty vehicles. In July 2024, Caltrans completed a feasibility study that identified potential sites and conceptual plans for truck parking facilities with medium and heavy duty Zero Emission Vehicle charging stations in San Diego and Imperial counties.

Status: The Project Initiation Document (PID) is on hold. PID efforts will restart in July of this year.

**Calexico East Land Port of Entry Joint Operations Systems.** As the lead planning cross border planning agency, Caltrans works with ICTC and the Federal Government to improve reliability of cross border trade, reduce congestion, and reduce pollution at the

California Mexico border. This project will create a commercial vehicle appointment system at the Calexico East Port of Entry. If successful, the pilot could be scaled to other POEs and potentially implemented at both northern and southern border POEs across the United States.

Status: The Project Initiation Document (PID) is on hold. PID efforts will restart in July of this year.

**Calexico West Port of Entry (POE) Travel Corridor Improvements.** To improve the accessibility to Calexico West Port of Entry and mobility on city streets (including SR-111 and SR-98), Caltrans will soon complete a study with short- and long-term strategies. The short-term strategy introduces operational improvements for the new Calexico West Port of Entry (POE) focusing on channeling all southbound (SB) West POE traffic to Cesar Chavez Boulevard (Blvd) restricting entrance from the City of Calexico local street, 2nd Street (St), into the Calexico West POE. The long-term strategy proposes the realignment of 2nd Street with a 2nd Street Overcrossing bridge positioned above the existing at grade Cesar Chavez Blvd.

Status: The Project Study Report-Project Development Support to be completed by April 2025.

**SR-86 and Dogwood Road Intersection Widening and Installation of Traffic Signals.** Currently in design phase with a tentative updated construction start date of October 2025. Coordination with County of Imperial. Improvements are part of the mitigation measures listed under the Environmental Impact Report for the Imperial Valley Mall, the Imperial Valley Commons, and the Plaza at Imperial Valley.

**SR-186 Highway Realignment and Construct New Bridge over the All-American Canal (AAC).** The project will replace the existing structure crossing the AAC (carrying SR-186 traffic) with a new segmental concrete bridge, including standard 12-foot lanes, 8-foot shoulders, 6-foot sidewalks, and concrete barrier railing in each direction. Access for AAC maintenance and operation will be improved. Replacement of existing bridge structure was requested by the U.S. Bureau of Reclamation (BOR). Ongoing coordination with U.S. BOR, Imperial Irrigation District, Quechan Tribe of the Fort Yuma Indian Reservation, and International Boundary and Water Commission (IBWC).

Status: The Categorical Exclusion/Categorical Exemption (Environmental Document) was approved in January 2025. The Project Report is in circulation. The Project Report to be completed by April 2025.

**SR-98 Pavement Rehabilitation.** Caltrans ensures the reliability and maintenance of the State Transportation System. This is a SHOPP pavement preservation anchor asset project along SR-98 (22-lane miles). Also included in the scope of the project is lighting rehabilitation, sign panel replacement, upgrades to Americans with Disabilities Act

(ADA) curb ramps, flashing beacons, census stations, traffic signals, complete street improvements, and replacing existing safety systems.

Status: Project is in the Project Approval & Environmental Document (PA&ED) phase with scheduled completion of December 2025.

**SR-86, SR-111, and SR-115 Curb Ramps & Complete Streets.** Caltrans ensures the reliability and maintenance of the State Transportation System. This is a SHOPP Complete Streets anchor asset project on various routes. Proposed complete streets improvements include fixing existing sidewalk, new sidewalk, and potentially new class II bike lanes. Satellite asset improvements include ADA curb ramp upgrades, lighting systems and traffic signal upgrades, overhead sign structure rehabilitation, roadside sign panel replacements, new enhanced visibility crosswalks, and guardrail upgrades. The project also proposes additional improvements to pavement including micro-surfacing or cold-plane and overlay for the traveled way and shoulders to preserve and extend the service life of segments on the SR-115 existing roadway.

Status: Project is in the Project Approval & Environmental Document (PA&ED) phase with scheduled completion of July 2025.

**Pavement Preservation.** The purpose of this project is to extend the service life of the existing asphalt concrete (AC) pavement by placing a Microsurfacing seal coat. For locations that have damaged AC, the AC will be removed and replaced by a Cold Planing (grinding) operation and the placement new the AC Pavement. Other work includes re-striping, upgrading roadway signs, shoulder backing and placing rumble strips to enhance safety. Start of construction in August 2025. (11-2N178: IMP-8-PM 0/10: HM-1)

**Pavement Preservation.** The purpose of this project is to extend the service life of the existing asphalt concrete (AC) pavement by placing a Microsurfacing seal coat and placing a thin rubberized hot mixed (RHMA) asphalt concrete (AC) at various locations. Locations that have damaged AC, will be removed and replaced by cold planing and placing a new layer of AC. Other work includes re-striping, upgrading roadway signs, shoulder backing and placing rumble strips to enhance safety at Various Locations. Start of construction in Spring 2025 (11-2N197: IMP-111-PM 23.5/32.1: HM-1: *Pavement Preservation at Various Locations*).

**Safety Improvement Project.** The purpose of this projects is to mainly enhance safety for motorists by Installing rumble strips and pavement markings (re-stripe) to prevent run-off-the road collisions. The project is currently in construction and near completion. Status: Start of construction Spring 2025. (11-2N204: IMP-8-PM R36.4/R39.5 and SD-8-PM 2.9/11.7: *HM4 Safety Project*.)

**Safety Improvement Project.** The purpose of the project is to extend the service life of the existing asphalt concrete (AC) by placing a Microsurfacing seal coat. Other improvements include pavement marking and striping, rumble strips and shoulder backing. The project is going thru the award process and expect to be in construction in the summer of 2025. (11-2N230: IMP-86-PM 4.5/8.5 and 20.4/21.39. HM-1 Pavement Preservation).

**Bridge Preservation.** The purpose of this project is to repair two culvert boxes/bridges to extend their service life and to increase their service efficiency. The project is currently advertised and going thru the award process. The project is expected to be in construction in the summer of 2025. (11-2N147: IMP-111-PM 50.56/52.43. HM-3)

**Safety Project.** The purpose of this projects is to mainly enhance safety for motorists by Installing rumble strips and pavement markings (re-stripe) to prevent run-off-the road collision and cross over collision prevention. The project is currently going thru the award process and expect to be in construction in the summer of 2025. (11-2N226: IMP-98 PM 0/57: HM4)

**Safety Project.** The purpose of this projects is to mainly enhance safety for motorists by Installing rumble strips and pavement markings (re-stripe) to prevent run-off-the road collision and cross over collision prevention. Other work includes installing roadway signs. The project is currently going thru the award process and expect to be in construction in the summer of 2025. (11-2N225: IMP-78-PM 0/34 and SD-78 PM 16/95. HM4).

**Pavement Preservation.** The purpose of this project is extend the service life of the existing asphalt concrete (AC) by a placing a Microsurfacing seal coat and to further improve the ride quality. Other work includes placing rumble strips to prevent run-off-the road collision and cross over collision prevention and placing pavement delineation (re-stripe). The project is currently going thru the award process and expect to be in construction in the summer of 2025. (11-2N228: IMP-78-PM 0/13. HM-1)

**Pavement Preservation.** The purpose of this project is to improve the pavement condition and to extend the service life of the existing asphalt concrete (AC) at various ramps by placing a Microsurfacing seal coat. Other work includes shoulder backing, pavement delineation (re-striping), install roadway signs at ramps. This stand-alone ramp pavement project completes all of the remaining ramps along IMP-8. This project is currently going thru the award process and it is expected to be in construction in the summer of 2025. (11-2N176: Microsurfacing Ramps at IMP-8-PM R50.3/R96.7).

## DISTRICT 11 LOCAL ASSISTANCE (DLAE) REPORT

### \*\*\*\*\*GRANTS\*\*\*\*\*

Select Grant Funding Opportunities are listed below. Please click on below grant links for additional information on deadlines, qualifications, submittal information, etc.

#### **U.S. Department of Transportation (USDOT) Grant Opportunities**

The USDOT website provides a DOT Discretionary Grants Dashboard, which is a great tool that your local agency can use to find grant opportunities in various areas such as: Strengthening Mobility and Revolutionizing Transportation (SMART), Rural Opportunities to Use Transportation for Economic Success (ROUTES), and Federal Transit Administration (FTA) grant programs, just to name a few. In the link provided below, you can filter for your agency specifics to narrow down grant opportunities. Directions, deadlines, and links to apply are [HERE](#).

#### **Bridge Investment Program (BIP)**

The Bridge Investment Program is a competitive, discretionary program that focuses on existing bridges to reduce the overall number of bridges in poor condition, or in fair condition at risk of falling into poor condition.

- \* \$9.62 billion of funding available.

- \* 8/2025 is the deadline for large bridge project grant applications for Federal Fiscal Year (FFY) 2026.

- \* Click link [HERE](#) for further information.

#### **Key Notices of Funding Opportunity (NOFO)**

To provide stakeholders with more visibility on upcoming funding opportunities, DOT is publishing a list of anticipated dates for upcoming Notices of Funding Opportunity (NOFO) for key programs. This list is not comprehensive and will be updated periodically with additional programs and revised dates as appropriate.

#### **Some key programs and their deadlines:**

##### Rural and Tribal Assistance Pilot Program

This program awards grants for either the hiring of staff or the procurement of expert firms to provide financial, technical, and legal assistance with project-related planning and design phase activities.

- \* \$27 million of funding available.

- \* April 17, 2025 is deadline when application portal closes.

- \* Click link [HERE](#) for more information.

##### Safe Streets & Roads for All (SS4A)

This program Empowers tribal, local, and regional efforts to save lives and reduce serious injuries on our roadways.

- \* \$2 billion of funding available.

- \* The FFY 2025 Notice of Funding Opportunity is expected to be released March of 2025.
- \* Click link [HERE](#) for more information.

#### Buses and Bus Facilities Program

Funding to operate fixed route bus service to replace, rehabilitate, and purchase buses and related equipment and to construct bus-related facilities including technological changes or innovations to modify low- or no- emission vehicles or facilities.

- \* \$1.5 billion in funding available.
- \* Anticipated opening in Spring of 2025.
- \* Click link [HERE](#) for more information.

#### Pilot Program for Transit Oriented Development

Funding for efforts associated with an eligible transit project for which the project sponsor will seek funding through FTA's Capital Investment Grants Program. TOD focuses growth around transit stations to create compact, mixed-use communities with easy access to jobs and services.

- \* \$14 million in funding available.
- \* Anticipated opening in Summer of 2025.
- \* Click link [HERE](#) for more information.

#### Charging & Fueling Infrastructure grants

Funding to strategically deploy publicly accessible electric vehicle charging infrastructure and other alternative fueling infrastructure.

- \* \$2.5 billion funding available over five years.
- \* Anticipated opening in Fall of 2025.
- \* Click [HERE](#) for more information.

Further NOFO grant details are available at this link – [Key Notices of Funding Opportunity | US Department of Transportation](#)

#### **Title VI Nondiscrimination Program**

Local agencies must comply with all Title VI requirements (LAPM Section 9.2). Title VI compliance is subject to review at any time.

<https://dot.ca.gov/programs/local-assistance/local-civil-compliance/title-vi>

Note from the Caltrans Office of the Federal Liaison:

Caltrans has received many inquiries from transportation partners regarding recent national news, actions and Executive Orders. As soon as Caltrans hears from our federal partners (e.g., Federal Highway Administration), every effort will be made to keep you informed. Caltrans will provide updates whenever more definitive federal guidance is available.

Please see the Caltrans Local Assistance Blog (LAB), which has additional resources and updates. [LocalAssistanceBlog.com](#)

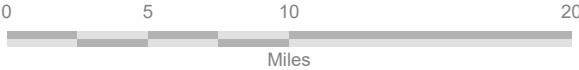
# IMPERIAL COUNTY STATUS OF TRANSPORTATION PROJECTS



- CONSTRUCTION**
1. SR-86 and Dogwood Road Widening and Signals  
Construction Date Autumn 2025
  2. I-8 and SR-111 Highway Maintenance  
Beginning Dec 2024 and Summer 2025
  3. SR-86, SR-111, SR-98, SR-78 Highway Maintenance  
Construction starting throughout 2025
  4. SR-78 Pavement Preservation  
Construction starting July 2025
  5. I-8 Microsurfacing at Ramps  
Construction starting August 2025
- STAKEHOLDER ENGAGEMENT**
1. Lithium Valley Project  
MOU Draft and CEC Coordination
  2. Torres Martinez Desert Cahuilla Indians  
Improvements at SR-86 / Black Diamond Rd
  3. City of Calexico  
Travel circulation improvements and PID
- PROJECT DELIVERY**
1. SR-186 All-American Canal Bridge  
Env Document Project Report to be finalized March 2025
  2. ADA Curb Ramps & Complete Streets on SR-115, 86, 111  
Begin design by end of 2025
  3. SR-98 Pavement Rehabilitation  
Begin Design by February 2026
- MAINTENANCE & TRAFFIC OPS**
1. El Centro Traveled Way - Brush Control and Crack Sealing
  2. El Centro Functional/Marking Crew - Sign maintenance and refreshing pavement markings
  3. Midway Traveled Way Crew - Crack sealing and drain cleaning
  4. Brawley Traveled Way Crew - Sweeping and brush control, paving
  5. SR86/Customs & Border Protection Checkpoint Expansion  
Awaiting ICTC/CBP electing to proceed with Environmental Process
- PLANNING & LOCAL ASSISTANCE**
1. Feasibility Studies: Truck Parking and ZEV Charging  
Project Initiation Document to be completed June 2026
  2. Calexico East Land Port of Entry Joint Operations Systems  
Project Initiation Document to be completed June 2026
  3. Calexico Travel Corridor Improvements



- CONSTRUCTION
- STAKEHOLDER ENGAGEMENT
- PROJECT DELIVERY
- MAINTENANCE AND TRAFFIC OPERATIONS
- PLANNING AND LOCAL ASSISTANCE



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Questions can be directed to (619) 688-6699  
ct.public.information.d11@dot.ca.gov  
Date: 03/12/2025



## VI. ACTION CALENDAR

### A. ICTC Fiscal Audit for FY 2023-24

The ICTC Management Committee met on March 12, 2025, and forwards this item to the Commission for their review and approval after public comment, if any:

1. Receive and file the fiscal audit for the Imperial County Transportation Commission, for FY 2023-24.
2. Direct staff to transmit the fiscal audit to the State Controller's Office and Federal Audit Clearinghouse.



1503 N. IMPERIAL AVE., SUITE 104  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4410

March 21, 2025

Robert Amparano, Chairman  
Imperial County Transportation Commission  
1503 N. Imperial Avenue, Suite 104  
El Centro, CA 92243

SUBJECT: ICTC Fiscal Audit for FY 2023-24

Dear Committee Members:

As required by the State of California, the Commission must conduct independent fiscal audits of its own financial activities on an annual basis. Attached, please find the following fiscal audit for FY 2023-24, performed by the CPA firm, Vasquez and Company, LLP.

- Transportation Development Act – receipt and allocation by ICTC of ¼ cent retail sales tax under Articles 8c, 8e and Article 3 under the State TDA, for transit programs and services (#7076001)
- State Transit Assistance – receipt and allocation of funding under the State Transit Assistance (STA) Program, the Public Transportation Modernization, Improvement, and Service Enhancement Account Program (PTMISEA), State of Good Repair (SGR), the Low Carbon Transit Operations Program (LCTOP) and the Clean Mobility Options Program (CMO) (#7079001,7481001,7482001, 7553001)
- Regional Transit Planning and Programs – receipt and allocation of funding by ICTC for programs and services including transit service contracts, grants, project consultants and program staffing (#7416001)
- Regional Planning and Programming – receipt and allocation of funding by ICTC for planning programs and services including long and short-range highway, motorized and non-motorized projects, call for projects, capital projects such as the Calexico East POE Bridge Widening project, project consultants and program staffing (#7417001)
- Regional Collaboration – receipt and allocation of funding by ICTC for various regional projects whereby ICTC is the fiscal agent, including the Broadband deployment grant with the Imperial Valley Economic Development Corp (IVEDC) (#7577001)
- SB325 report for the State Controller's Office
- Single Audit for Federal Funds
- Service for Freeway Emergencies (SAFE)
- Imperial Valley Resource Management Agency (IVRMA)

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

The audit team and staff will be presenting this item.

The ICTC Management Committee met on March 12, 2025, and forwards this item to the Commission for their review and approval after public comment, if any:

1. Receive and file the fiscal audit for the Imperial County Transportation Commission, for FY 2023-24.
2. Direct staff to transmit the fiscal audit to the State Controller's Office and Federal Audit Clearinghouse.

Sincerely,



David Aguirre  
Executive Director

DA/mb

Attachments



**Imperial County Transportation Commission**  
**El Centro, California**  
**Financial Statements**  
***For the Year Ended June 30, 2024***  
***With Independent Auditor's Reports***

**Imperial County Transportation Commission**  
**El Centro, California**  
**Financial Statements**  
***For the Year Ended June 30, 2024***  
***With Independent Auditor's Reports***

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## Independent Auditor's Report

**The Board of Directors**  
**of the Imperial County Transportation Commission**  
El Centro, California

### Report on the Audit of the Financial Statements

#### ***Opinions***

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Imperial County Transportation Commission, California (the Commission), as of and for the year ended June 30, 2024, and the related notes to financial statements, which collectively comprise the Commission's basic financial statements, as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Imperial County Transportation Commission, as of June 30, 2024, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Commission and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.



In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Commission's ability to continue as a going concern for twelve months beyond the financial statements date, including any currently known information that may raise substantial doubt shortly thereafter.

## ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Commission's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control–related matters that we identified during the audit.



## ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the Proportionate Share of the Net Pension Liability and Related Ratios, the Schedule Pension Contributions, and the Budgetary Comparison Schedules – Major Special Revenue Funds, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the Required Supplementary Information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America requires to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

## ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Commission's basic financial statements. The combining and individual fund financial statements and budgetary comparison schedules as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.



## **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated March \_\_, 2025, on our consideration of the Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Commission's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control over financial reporting and compliance.

**Glendale, California**

**March \_\_, 2025**



**Report on Compliance for the Transportation Planning Agency Required by  
Transportation Development Act  
and Report on Internal Control Over Compliance**

**The Board of Directors  
of the Imperial County Transportation Commission**  
El Centro, California

**Report on Compliance for Transportation Planning Agency Required by Transportation  
Development Act**

***Opinion***

We have audited the Imperial County Transportation Commission, California's ("the Commission") compliance with the compliance requirements described in §6662 and §6663 of the California Code of Regulation, Title 21, Division 3, Chapter 3, Article 5.5 applicable to the Commission's compliance as Transportation Planning Agency ("TPA") for the year ended June 30, 2024.

In our opinion, the Commission complied, in all material respects, with the compliance requirements referred to above that are applicable to the Commission as Transportation Planning Agency for the year ended June 30, 2024.

***Basis for Opinion on Measure X Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; Transportation Development Act ("TDA") Statutes and California Code of Regulations, July 2018, issued by the California Department of Transportation Division of Rail and Mass Transportation ("TDA Guidebook"). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report. We are required to be independent of the Commission and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for the Transportation Planning Agency as required by Transportation Development Act. Our audit does not provide a legal determination of the Commission's compliance with the compliance requirements referred to above.



## ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Commission's Transportation Development Act.

## ***Auditors' Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Commission's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards in the United States of America and *Government Auditing Standards* will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Commission's compliance with the requirements of the Transportation Development Act as a whole.

In performing an audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Commission's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Commission's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Measure X Program, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.



## Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of the Transportation Development Act on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of the Transportation Development Act that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing on internal control over compliance and the results of that testing based on the requirements of §6662 and §6663 of the California Codes of Regulation, Title 21, Division 3, Chapter 3, Article 5.5. Accordingly, this report is not suitable for any other purpose.

**Glendale, California**  
**March \_\_, 2025**

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**BASIC FINANCIAL STATEMENTS**

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**GOVERNMENT-WIDE FINANCIAL STATEMENTS**

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**Imperial County Transportation Commission**  
**Statement of Net Position**  
**June 30, 2024**

	<b>Governmental Activities</b>	<b>Business-type Activities</b>	<b>Total</b>
<b>ASSETS</b>			
Cash and investments	\$ 28,100,602	\$ 26,749,863	\$ 54,850,465
Receivables:			
Accounts receivable	5,252,251	-	5,252,251
Interest receivable	264,066	236,432	500,498
Due from other governments	619,625	3,802,862	4,422,487
Capital assets:			
Nondepreciable	-	2,890,000	2,890,000
Depreciable, net of accumulated depreciation and amortization	15,483	9,864,813	9,880,296
<b>Total assets</b>	<u>34,252,027</u>	<u>43,543,970</u>	<u>77,795,997</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred outflows of resources related to pension	127,751	341,908	469,659
<b>Total deferred outflows of resources</b>	<u>127,751</u>	<u>341,908</u>	<u>469,659</u>
<b>LIABILITIES</b>			
Accounts payable	5,301,700	7,861,824	13,163,524
Accrued payroll	11,567	19,069	30,636
Unearned revenues	1,014,060	-	1,014,060
Compensated absences, due within one year	18,915	42,547	61,462
Long-term liabilities:			
Net pension liability	167,428	436,764	604,192
<b>Total liabilities</b>	<u>6,513,670</u>	<u>8,360,204</u>	<u>14,873,874</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Deferred inflows of resources related to pension	65,118	135,229	200,347
Lease liabilities	10,820	25,971	36,791
<b>Total deferred inflows of resources</b>	<u>75,938</u>	<u>161,200</u>	<u>237,138</u>
<b>NET POSITION</b>			
Net investment in capital assets	4,663	12,728,842	12,733,505
Restricted	27,785,507	22,635,632	50,421,139
<b>Total net position</b>	<u>\$ 27,790,170</u>	<u>\$ 35,364,474</u>	<u>\$ 63,154,644</u>

See notes to financial statements.

Function/Programs	Expenses	Program Revenues			Total
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental Activities:					
General government	\$ 5,218,884	\$ -	\$ -	\$ -	\$ -
Professional services	248,700	-	-	-	-
Transit and transportation	10,060,875	99,926	5,753,398	4,873,896	10,727,220
<b>Total governmental activities</b>	<b>15,528,459</b>	<b>99,926</b>	<b>5,753,398</b>	<b>4,873,896</b>	<b>10,727,220</b>
Business-type Activities:					
Transportation services	12,348,704	1,267,346	15,123,118	-	16,390,464
<b>Total business-type activities</b>	<b>12,348,704</b>	<b>1,267,346</b>	<b>15,123,118</b>	<b>-</b>	<b>16,390,464</b>
<b>Total primary government</b>	<b>\$ 27,877,163</b>	<b>\$ 1,367,272</b>	<b>\$ 20,876,516</b>	<b>\$ 4,873,896</b>	<b>\$ 27,117,684</b>

See notes to financial statements.

Imperial County Transportation Commission  
Statement of Activities (Continued)  
For the Year Ended June 30, 2024

Function/Programs	Net (Expenses) Revenues and Changes in Net Position		
	Governmental Activities	Business-type Activities	Total
<b>Governmental Activities:</b>			
General government	\$ (5,218,884)	\$ -	\$ (5,218,884)
Professional services	(248,703)	-	(248,703)
Transit and transportation	666,345	-	666,345
<b>Total governmental activities</b>	<b>(4,801,242)</b>	<b>-</b>	<b>(4,801,242)</b>
<b>Business-type Activities:</b>			
Transportation services	-	4,041,760	4,041,760
<b>Total business-type activities</b>	<b>-</b>	<b>4,041,760</b>	<b>4,041,760</b>
<b>Total primary government</b>	<b>(4,801,242)</b>	<b>4,041,760</b>	<b>(759,482)</b>
<b>General revenues:</b>			
Transportation Development Act sales taxes	10,501,534	-	10,501,534
Investment income	838,389	835,986	1,674,375
Other miscellaneous revenue	5,803	-	5,803
Loss on disposal of capital assets	-	(27,495)	(27,495)
Interest expense	(2,047)	(4,909)	(6,956)
<b>Total general revenues</b>	<b>11,343,679</b>	<b>803,582</b>	<b>12,147,261</b>
<b>Transfers</b>	<b>(1,610,330)</b>	<b>1,610,330</b>	<b>-</b>
<b>Changes in net position</b>	<b>4,932,107</b>	<b>6,455,672</b>	<b>11,387,779</b>
<b>Net Position:</b>			
Beginning of year, as restated (see Note 14)	22,858,063	28,908,802	51,766,865
End of year	<u>\$ 27,790,170</u>	<u>\$ 35,364,474</u>	<u>\$ 63,154,644</u>

See notes to financial statements.

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**FUND FINANCIAL STATEMENTS**

**Imperial County Transportation Commission  
Balance Sheet  
Governmental Funds  
June 30, 2024**

	<b>Transportation Development Act Fund</b>	<b>State Transit Assistance Fund</b>	<b>Planning and Programs Fund</b>	<b>Other Governmental Funds</b>	<b>Total</b>
<b>ASSETS</b>					
Cash and investments	\$ 17,514,579	\$ 6,457,569	\$ 2,202,998	\$ 1,925,455	\$ 28,100,601
Receivables:					
Accounts receivable	1,797,154	-	3,334,158	120,939	5,252,251
Interest receivable	161,479	59,236	25,931	17,421	264,067
Due from other governments	-	619,625	-	-	619,625
<b>Total assets</b>	<b>\$ 19,473,212</b>	<b>\$ 7,136,430</b>	<b>\$ 5,563,087</b>	<b>\$ 2,063,815</b>	<b>\$ 34,236,544</b>
<b>LIABILITIES AND FUND BALANCES</b>					
<b>Liabilities:</b>					
Accounts payable	\$ 169,896	\$ 53,835	\$ 4,985,276	\$ 92,693	\$ 5,301,700
Accrued payroll	-	-	10,856	711	11,567
Unearned revenues	-	764,883	-	249,177	1,014,060
<b>Total liabilities</b>	<b>169,896</b>	<b>818,718</b>	<b>4,996,132</b>	<b>342,581</b>	<b>6,327,327</b>
<b>Fund balances:</b>					
Restricted	19,303,316	6,317,712	566,955	1,721,234	27,909,217
<b>Total fund balances</b>	<b>19,303,316</b>	<b>6,317,712</b>	<b>566,955</b>	<b>1,721,234</b>	<b>27,909,217</b>
<b>Total liabilities and fund balances</b>	<b>\$ 19,473,212</b>	<b>\$ 7,136,430</b>	<b>\$ 5,563,087</b>	<b>\$ 2,063,815</b>	<b>\$ 34,236,544</b>

See notes to financial statements.

**Imperial County Transportation Commission  
Reconciliation of the Governmental Funds Balance Sheet  
to the Government-Wide Statement of Net Position  
June 30, 2024**

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Total governmental fund balances	\$ 27,909,217
Capital assets used in governmental activities are not financial resources and therefore, are not reported in the governmental funds:	
Depreciable, net of accumulated depreciation and amortization	15,483
Deferred inflows of resources arising from leases in governmental activities are not financial resources, and therefore are not reported in the governmental funds:	
Lease liabilities	(10,820)
Net pension liabilities and the related deferred outflows of resources and deferred inflows of resources are not due and payable in the current period or not available for current expenditures and are not reported in the governmental fund financial statements:	
Pension related deferred outflows of resources	127,751
Net pension liability	(167,428)
Pension related deferred inflows of resources	(65,118)
Compensated absences liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds:	
	<u>(18,915)</u>
Net position of governmental activities	\$ <u>27,790,170</u>

*See notes to financial statements.*

Draft 03.07.2025

**Imperial County Transportation Commission**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Governmental Funds**  
**For the Year Ended June 30, 2024**

	Transportation Development Act Fund	State Transit Assistance Fund	Regional Planning and Programs Fund	Other Governmental Funds	Total
<b>Revenues:</b>					
State allocations	\$ -	\$ 3,113,946	\$ 819,931	\$ 1,819,521	\$ 5,753,398
Federal allocations	-	-	4,873,896	-	4,873,896
TDA sales taxes	10,501,534	-	-	-	10,501,534
Investment income	509,670	169,458	107,723	51,538	838,389
Membership revenues	-	-	99,926	-	99,926
Other revenues	-	-	5,803	-	5,803
<b>Total revenues</b>	<b>11,011,204</b>	<b>3,283,404</b>	<b>5,907,279</b>	<b>1,871,059</b>	<b>22,072,946</b>
<b>Expenditures:</b>					
TDA disbursements	8,020,423	2,040,452	-	-	10,060,875
General and administrative	-	-	5,145,197	38,629	5,183,826
Professional services	-	-	136,181	85,769	221,950
Interest expense	-	-	-	3	3
<b>Total expenditures</b>	<b>8,020,423</b>	<b>2,040,452</b>	<b>5,281,378</b>	<b>124,401</b>	<b>15,466,654</b>
<b>Excess of revenues over expenditures</b>	<b>2,990,781</b>	<b>1,242,952</b>	<b>625,901</b>	<b>1,746,658</b>	<b>6,606,292</b>
<b>Other financing uses:</b>					
Transfers out	-	-	-	(1,610,330)	(1,610,330)
<b>Total other financing uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1,610,330)</b>	<b>(1,610,330)</b>
Net change in fund balances	2,990,781	1,242,952	625,901	136,328	4,995,962
<b>Fund balances (deficit):</b>					
Beginning of year, as restated (see Note 14)	16,312,535	5,074,760	(58,946)	1,584,906	22,913,255
End of year	\$ 19,303,316	\$ 6,317,712	\$ 566,955	\$ 1,721,234	\$ 27,909,217

See notes to financial statements.

**Imperial County Transportation Commission  
Reconciliation of the Statement of Revenues, Expenditures, and  
Changes in Fund Balances to the Government- Wide Statement of Net Position  
For the Year Ended June 30, 2024**

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Net change in fund balances of governmental funds	\$ 4,995,962
Amounts reported for governmental activities in the Statement of Activities are different because:	
Governmental funds report capital outlay as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation and amortization expense:	
Depreciation and amortization expense	(893)
Some expenses reported in the statement of activities require the use of current financial resources and therefore are not reported as expenditures in governmental funds:	
Interest expense associated with lease liabilities	(2,044)
Changes in the net pension liability in the Statement of Activities did not require the use of current financial resources and, therefore, is not reported as expenditures in the governmental funds	41,864
Changes in pension-related deferrals in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds:	
Pension-related deferred outflows of resources	(44,003)
Pension-related deferred inflows of resources	(32,026)
Changes in compensated absences do not use current financial resources and, therefore are not reported as an expenditure in governmental funds:	<u>(26,753)</u>
Change in net position of governmental activities	\$ <u><u>4,932,107</u></u>

*See notes to financial statements.*

Imperial County Transportation Commission  
Statement of Net Position  
Proprietary Fund  
June 30, 2024

		Enterprise Fund	
		Transit Planning and Programs Management Fund	Total
<b>ASSETS</b>			
<b>Current assets:</b>			
Cash and investments	\$	26,749,863	\$ 26,749,863
Receivables:			
Due from other governments		3,802,862	3,802,862
Interest receivable		236,432	236,432
<b>Total current assets</b>		<u>30,789,157</u>	<u>30,789,157</u>
<b>Noncurrent assets:</b>			
Nondepreciable		2,890,000	2,890,000
Depreciable, net of accumulated depreciation		9,864,813	9,864,813
<b>Total noncurrent assets</b>		<u>12,754,813</u>	<u>12,754,813</u>
<b>Total assets</b>		<u>43,543,970</u>	<u>43,543,970</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred amounts related to pension		341,908	341,908
<b>Total deferred outflows of resources</b>		<u>341,908</u>	<u>341,908</u>
<b>LIABILITIES</b>			
<b>Current liabilities:</b>			
Accounts payable		7,861,824	7,861,824
Accrued payroll		19,069	19,069
Compensated absences, due within one year		42,547	42,547
<b>Total current liabilities</b>		<u>7,923,440</u>	<u>7,923,440</u>
<b>Long-term liabilities:</b>			
Net pension liability		436,764	436,764
<b>Total long-term liabilities</b>		<u>436,764</u>	<u>436,764</u>
<b>Total liabilities</b>		<u>8,360,204</u>	<u>8,360,204</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Deferred amounts related to pension		135,229	135,229
Lease liabilities		25,971	25,971
<b>Total deferred inflows of resources</b>		<u>161,200</u>	<u>161,200</u>
<b>NET POSITION</b>			
Net investment in capital assets		12,728,842	12,728,842
Restricted		22,635,632	22,635,632
<b>Total net position</b>	\$	<u>35,364,474</u>	\$ <u>35,364,474</u>

See notes to financial statements.

**Imperial County Transportation Commission**  
**Statement of Revenues, Expenditures, and Changes in Net Position**  
**Proprietary Fund**  
**For the Year Ended June 30, 2024**

		<b>Enterprise Fund</b>	
		<b>Transit Planning and Programs Management Fund</b>	<b>Total</b>
<b>Operating revenue:</b>			
Passenger fares		\$ 1,267,346	\$ 1,267,346
	<b>Total operating revenue</b>	<u>1,267,346</u>	<u>1,267,346</u>
<b>Operating expenses:</b>			
Purchased transportation services		9,698,339	9,698,339
Professional services		578,948	578,948
General administration		829,425	829,425
Capital contributions		35,719	35,719
Maintenance		249,044	249,044
Depreciation and amortization		957,229	957,229
	<b>Total operating expenses</b>	<u>12,348,704</u>	<u>12,348,704</u>
	<b>Operating loss</b>	<u>(11,081,358)</u>	<u>(11,081,358)</u>
<b>Nonoperating revenues (expenses):</b>			
State transit revenues		9,997,581	9,997,581
Federal grant revenues		4,823,988	4,823,988
ICTC reimbursements		301,549	301,549
Interest income		835,986	835,986
Interest expense		(4,909)	(4,909)
Loss on disposal of capital assets		(27,495)	(27,495)
	<b>Total nonoperating revenues, net</b>	<u>15,926,700</u>	<u>15,926,700</u>
	<b>Income before transfers</b>	<u>4,845,342</u>	<u>4,845,342</u>
<b>Transfers:</b>			
Transfers in		1,610,330	1,610,330
	<b>Total transfers</b>	<u>1,610,330</u>	<u>1,610,330</u>
<b>Change in net position</b>		6,455,672	6,455,672
<b>Net position:</b>			
Beginning of year		28,908,802	28,908,802
End of year		<u>\$ 35,364,474</u>	<u>\$ 35,364,474</u>

See notes to financial statements.

Imperial County Transportation Commission  
Statement of Cash Flows  
Proprietary Fund  
For the Year Ended June 30, 2024

	Enterprise Fund	
	Transit Planning and Programs Management Fund	Total
<b>Cash flows from operating activities:</b>		
Passenger fares	\$ 1,267,346	\$ 1,267,346
Payments to vendors	(10,468,548)	(10,468,548)
Payments to employees	(527,059)	(527,059)
<b>Net cash used in operating activities</b>	<b>(9,728,261)</b>	<b>(9,728,261)</b>
<b>Cash flows from noncapital financing activities:</b>		
Cash received from other funds	1,610,330	1,610,330
Non-operating grants received	12,174,842	12,174,842
<b>Cash provided by noncapital financing activities</b>	<b>13,785,172</b>	<b>13,785,172</b>
<b>Cash flows from investing activities:</b>		
Payments of lease liability	(82,474)	(82,474)
Interest paid	(4,909)	(4,909)
Interest received	827,760	827,760
<b>Net cash provided by investing activities</b>	<b>740,377</b>	<b>740,377</b>
<b>Cash flows from capital and related financing activities:</b>		
Purchase of capital assets	(9,770,832)	(9,770,832)
<b>Cash used in capital and related financing activities</b>	<b>(9,770,832)</b>	<b>(9,770,832)</b>
<b>Net decrease in cash and investments</b>	<b>(4,973,544)</b>	<b>(4,973,544)</b>
<b>Cash and investments, beginning of year</b>	<b>31,723,407</b>	<b>31,723,407</b>
<b>Cash and investments, end of year</b>	<b>\$ 26,749,863</b>	<b>\$ 26,749,863</b>
<b>Reconciliation of operating loss to net cash used in operating</b>		
Operating loss	\$ (11,081,358)	\$ (11,081,358)
Adjustment to reconcile operating loss to net cash used in operating activities:		
Depreciation and amortization	957,229	957,229
Change in assets and liabilities:		
Pension-related deferred outflows of resources	75,343	75,343
Accounts payable	343,979	343,979
Accrued payroll	(2,400)	(2,400)
Compensated absences	(4,209)	(4,209)
Net pension liability	(71,681)	(71,681)
Pension-related deferred inflows of resources	54,836	54,836
Total adjustments	1,353,097	1,353,097
<b>Net cash used in operating activities</b>	<b>\$ (9,728,261)</b>	<b>\$ (9,728,261)</b>
<b>SUPPLEMENTAL DISCLOSURES OF NONCASH CAPITAL AND RELATED FINANCING ACTIVITIES:</b>		
Obtaining right-of-use lease asset	\$ 108,445	108,445
Obtaining lease liability	\$ 108,445	108,445

See notes to financial statements.

**NOTE 1      REPORTING ENTITY**

The Imperial County Transportation Commission, California (the "Commission") was established under Senate Bill 607 (SB 607 - Ducheny) which was approved by the California Legislature and Governor Arnold Schwarzenegger in 2009. As a county transportation commission, the Commission member agencies are enabled to exercise basic initiative and leadership in the transportation planning and programming process. The Commission will act in accordance with all applicable laws and statutes for county transportation commissions. The Commission body will guide the development of the Regional Transportation Plan for the Imperial region and its Regional, State and Federal transportation improvement programs ("TIP"s) and their updates, including, but not limited to: the distribution and oversight of Local Transportation Fund monies; the preparation and submittal of applications for transportation related funds; approval of the allocation and claims for Transportation Development Act funds; the planning, programming and administration of regional transit services; and, encourage active citizen participation in the development and implementation of various transportation-related plans and programs.

As established under SB 607, the Commission Board is currently composed of ten voting members and one member consisting of two members of the Imperial County Board of Supervisors; one member from each incorporated city (seven) within Imperial County who shall be the mayor of the city or a member of its city council; one member of the Board of Directors of the Imperial Irrigation District; and, one non-voting member appointed by the Governor representing the California Department of Transportation ("CalTrans"). In the future the governing Board of the commission may also include the following ex-officio or non-voting members: one member representing the State of Baja California, Mexico, who may be appointed by the governor of the state; one member representing the municipality of Mexicali, Mexico, who may be the mayor or his or her designee; one member representing the Consul of Mexico in Calexico, California, who may be the consul or his or her designee; and, one member representing any federally recognized Native American tribe in Imperial County.

In addition to the responsibilities described above, the Commission provides direct management, administration, and oversight for the following local and regional transportation programs:

- Imperial Valley Transit ("IVT") System and its Inner-City Circulator Service (Blue, Green, and Gold Lines)
- MedTrans (non-emergency medical demand response service to San Diego)
- IVT ACCESS (Americans with Disabilities Act - ADA paratransit service)
- IVT RIDE (curb to curb transit service for seniors; persons age 55 years and over, and persons with disabilities in the Cities of Brawley, Calexico, El Centro, Heber, Imperial and West Shores)
- Imperial County Local Transportation Authority (Measure D Sales Tax Program)

**NOTE 2      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The basic financial statements of the Commission have been prepared in accordance with accounting principles generally accepted of the United States of America ("U.S. GAAP") as applied to governmental agencies. The Governmental Accounting Standards Board ("GASB") is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant of the Commission's accounting policies are described below.

**Basis of Accounting and Measurement Focus**

The accounts of the Commission are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund equity, revenues, and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

*Government-Wide Financial Statements*

The Commission's Government-Wide Financial Statements include a Statement of Net Position and a Statement of Activities. These statements present summaries of governmental activities for the Commission accompanied by a total column.

These financial statements are presented on an "economic resources" measurement focus and the accrual basis of accounting. Accordingly, all of the Commission's assets and liabilities, including capital assets, as well as liabilities, are included in the accompanying Statement of Net Position. The Statement of Activities presents changes in net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred.

Certain types of transactions are reported as program revenues for the Commission in the following categories:

- Charges for services;
- Operating grants and contributions;
- Capital grants and contributions.

**NOTE 2      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES****Basis of Accounting and Measurement Focus (Continued)***Governmental Fund Financial Statements*

Governmental Fund Financial Statements include a Balance Sheet and a Statement of Revenues, Expenditures, and Change in Fund Balances. An accompanying reconciliation explains the differences in net position as presented in these statements to the net position presented in the Government-Wide Financial Statements.

The governmental funds are accounted for on a spending or "*current financial resources*" measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and current liabilities are included on the Balance Sheet. The Statement of Revenues, Expenditures, and Change in Fund Balance presents increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period.

Revenues are recorded when received in cash, except for that revenues subject to accrual (generally 60 days after year-end) are recognized when measurable and available. The primary revenue sources, which have been treated as susceptible to accrual by the Commission, are sales tax and intergovernmental revenues. Expenditures are recorded in the accounting period in which the related fund liability is incurred.

Revenues from grants and other contributions are recognized in the fiscal year in which all eligibility requirements imposed by the provider have been met. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the fiscal year when use is first permitted; matching requirements, in which the Commission must provide local resources to be used for a specific purpose; and expenditure requirements, in which the resources are provided to the Commission on a reimbursement basis.

Unavailable revenues arise when potential revenues do not meet both the "measurable" and "available" criteria for recognition in the current period. Unearned revenues arise when the government receives resources before it has a legal claim to them, as when grant monies are received prior to incurring qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met or when the government has a legal claim to the resources, the unavailable and unearned revenues are removed from the Balance Sheet and revenues are recognized.

The Reconciliation of the Fund Financial Statements to the Government-Wide Financial Statements is provided to explain the differences.

**NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)****Basis of Accounting and Measurement Focus (Continued)***Governmental Fund Financial Statements (Continued)*

The Commission reports the following major governmental funds:

Transportation Development Act Special Revenue Fund

This fund was established by the Commission in order to administer funds derived from ¼ cent of the local general sales tax collected statewide. The state Board of Equalization returns the ¼ cent to each county according to the amount of tax collected. Disbursements from the TDA fund are made to the County of Imperial and the cities located within the County.

State Transit Assistance Special Revenue Fund

This fund was established pursuant to SB 620 to supplement existing funding sources for public transit services. The revenues of the fund are derived from a portion of the sales tax on gasoline and are subject to appropriation by the legislature. Disbursements from the fund are made by the Imperial County Auditor-Controller based upon allocation instruction received from the Commission.

Regional Planning and Programs Special Revenue Fund

This fund was established in order to administer regional transportation programs and services.

*Proprietary Fund Financial Statements*

Proprietary funds account for operations (1) that are financed and operated in a manner similar to private business enterprises. The intent of the governing body is that costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered through user charges; or (2) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

Proprietary funds are accounted for on a flow of “*economic resources*” measurement focus and accrual basis of accounting. With this measurement focus, all assets and liabilities associated with the operation are recognized when they are earned, and expenses and deductions are recognized when they are incurred. Non-exchange revenues are recognized when all eligibility requirements have been met. Cost reimbursement grant revenues are recognized when program expenses are incurred in accordance with program guidelines. When non-exchange revenues are received before eligibility requirements are met, they are reported as unearned revenues until earned.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the proprietary fund’s principal ongoing operations. The principal operating revenue of the Commission’s proprietary funds are charges to customers for services. Operating expenses for proprietary funds include the cost of services, general and administrative expenses, and depreciation.

**NOTE 2      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)****Basis of Accounting and Measurement Focus (Continued)***Proprietary Fund Financial Statements (Continued)*

All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

The Commission reports the following major enterprise fund:

Transit Planning and Programs Fund

This fund was established to administer the various transit programs, grants and services provided either in house or under contract with various providers. The program receives various state and federal grants including the Federal Transportation Administration (FTA) Section 5307, 5310, and 5311. The specific federal funds received are programmed to be utilized for operation costs of Imperial Valley Transit ("IVT"), the IVT Blue, Green and Gold Lines, MedTrans, and IVT ACCESS, the ADA paratransit system and the mobility coordination program.

**Cash and Investments**

The County of Imperial Auditor-Controller office acts as a trustee for the funds received and disbursed. Cash and investments are held in the County investment pool to facilitate cash management and maximize investment opportunities and yields. Investment income resulting from this pooling is allocated to the respective funds. The investment policies and the risks related to cash and investments are those of the County investment pool and are disclosed in the County's basic financial statements. The County's basic financial statements can be obtained at the County Administrative Office.

Cash and investments are reported at fair value. The fair value measurements are based on fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active market for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. Deposits and withdrawals in the County Investment Pool are made on the basis of \$1 and not fair value. Accordingly, investments in the County Investment Pool are based on uncategorized inputs not defined as Level 1, Level 2, or Level 3.

**Interfund Transactions**

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as "due from/to other funds" (i.e., current portion of interfund loans) or "advances to/from other funds" (i.e., long-term in nature). Any residual balances outstanding between the governmental activities and business-type activities are reported in the Government-Wide Financial Statements as "internal balances."

**NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)****Capital Assets**

Capital assets, which include equipment and vehicles, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the Commission as assets with an initial, individual cost of \$5,000 or more and an estimated useful life in excess of one year. Such capital assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated acquisition value at the date of donation. The cost of normal maintenance and repairs that do not add to the value of the capital asset or materially extend capital asset lives are not capitalized.

Capital assets are depreciated or amortized using either straight-line method over estimated useful lives or unit of production method over the estimated useful mileage.

<u>Assets</u>	<u>Method</u>	<u>Useful Lives/Mileage</u>
Automobiles	Straight line	3 to 5 years
Buildings	Straight line	40 years
Improvements	Straight line	2 to 40 years
Radios and communication equipment	Straight line	3 years
Small furniture, fixtures, and office equipment	Straight line	5 years
Large furniture and durable goods	Straight line	10 years
Computer hardware	Straight line	3 years
Computer software	Straight line	3 years
Transit vehicles	Unit of production	70,000 to 500,000 mileage

**Unearned Revenue**

Unearned revenues are reported for resources received before the eligibility requirements are met (excluding time requirements) or services are provided.

**Compensated Absences**

Personal time off ("PTO") hours accumulated and not taken are accrued at fiscal year-end and a liability is reported in the government-wide financial statements. The liability will be liquidated with resources from the governmental and proprietary funds. Upon termination an employee with a minimum of twelve months of continuous services will receive 100% of the unused PTO balance.

**Deferred Outflows and Inflows of Resources**

The Statement of Net Position reports separate sections for deferred outflows of resources, and deferred inflows of resources, when applicable.

Deferred Outflows of Resources represent outflows of resources (consumption of net position) that apply to future periods and that, therefore, will not be recognized as an expense until that time.

Deferred Inflows of Resources represent inflows of resources (acquisition of net position) that apply to future periods and that, therefore, are not recognized as revenue until that time.

**NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)****Deferred Outflows and Inflows of Resources (Continued)**

The Commission reports deferred outflows and inflows of resources related to pension on the Government-Wide and Proprietary Fund Statement of Net Position, under full accrual basis of accounting. Pension-related deferred outflows of resources relate to contributions made subsequent to the measurement date, which will be reflected as a reduction of net pension liability in a future reporting period, difference between expected and actual experience, changes of assumptions, net difference between projected and actual earnings on pension plan investments, and adjustments due to differences in proportions. Pension-related deferred inflows of resources include the difference between expected and actual experience and adjustments due to differences in proportions, and will be recognized as part of pension expense in future reporting periods. Refer to Note 8 for items identified as deferred inflows and outflows related to pensions as of June 30, 2024.

**Net Position Classifications**

In the Government-Wide Financial Statements, net position is classified in the following categories:

Net Investment in Capital Assets – This component of net position consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of debt that are attributable to the acquisition, construction, or improvement of those assets (where applicable). This portion of net position is not accessible for other purposes.

Restricted – This component of net position consists of restricted assets and deferred outflows of resources reduced by liabilities and deferred inflows of resources related to those assets. The restrictions are placed by third parties or enabling legislation.

Unrestricted – This component of net position is the remaining amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component of net position.

When an expense is incurred for purposes for which both restricted and unrestricted net positions are available, the Commission's policy is to apply restricted net position first.

**Fund Balance Classifications**

In the Governmental Fund Financial Statements, fund balances are classified in the following categories:

Nonspendable – Items that cannot be spent because they are not in spendable form, such as prepaid items and inventories, and items that are legally or contractually required to be maintained intact, such as principal of an endowment or revolving loan funds.

**NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)****Fund Balance Classifications (Continued)**

Restricted – Restricted fund balances encompass the portion of net fund resources subject to externally enforceable legal restrictions. This includes externally imposed restrictions by creditors, such as through debt covenants, grantors, contributors, laws, or regulations of other governments as well as restrictions imposed by law through constitutional provisions or enabling legislation.

Committed – Committed fund balances encompass the portion of net fund resources, the use of which is constrained by limitations that the government imposes upon itself at its highest level of decision making, normally the governing body and that remain binding unless removed in the same manner. The Commission Board of Directors is considered the highest authority for the Commission and must commit or uncommit fund balance via formal resolution.

Assigned – Assigned fund balances encompass the portion of net fund resources reflecting the government's intended use of resources. Assignment of resources can be done by the highest level of decision making or by a committee or official designated for that purpose. The Board and the Executive Director have the authority to assign amounts to be used for specific purposes.

Unassigned – This category is for the remaining fund balance.

When both restricted and unrestricted resources are available for use, it is the Commission's policy to use externally restricted resources first, the unrestricted resources-committed, assigned, and unassigned-in order as needed. The Commission has no formal policy of assignment of fund balance, so it is presumed that the order of spending is first committed fund balance, then assigned fund balance, and last of all, unassigned fund balance.

**Pensions**

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Commission's Imperial County Employees' Retirement System ("ICERS") plans ("Plans") and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by the ICERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

The following timeframes are used for pension reporting:

Valuation Date	June 30, 2022
Measurement Date	June 30, 2023
Measurement Period	July 1, 2022 to June 30, 2023

**NOTE 2      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)****Pensions (Continued)**

Gains and losses related to changes in total pension liability and fiduciary net position are recognized in pension expense systematically over time. The first amortized amounts are recognized in pension expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to pensions and are to be recognized in future pension expense. The amortization period differs depending on the source of the gain or loss. The difference between projected and actual earnings is amortized straight-line over five years. All other amounts are amortized straight-line over the average expected remaining service lives of all members that are provided with benefits (active, inactive, and retired) as of the beginning of the measurement period.

**Use of Estimates**

The preparation of financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

**Governmental Accounting Standards Update**

During the year ended June 30, 2024, the Commission implemented the following GASB standard. The financial statements included herein apply the requirements and provisions of the standard.

GASB Statement No. 100 - *Accounting Changes and Error Corrections*. The requirements of this statement are effective for reporting periods beginning after June 15, 2023.

Released GASB Statements to be implemented in future financial statements are as follows:

GASB Statement No. 101 - *Compensated Absences*. The requirements of this statement are effective for reporting periods beginning after December 15, 2023.

GASB Statement No. 102 - *Certain Risk Disclosures*. The requirements of this statement are effective for reporting periods beginning after June 15, 2024.

GASB Statement No. 103 - *Financial Reporting Model Improvements*. The requirements of this statement are effective for reporting periods beginning after June 15, 2025.

GASB Statement No. 104 - *Disclosure of Certain Capital Assets*. The requirements of this statement are effective for reporting periods beginning after June 15, 2025.

**NOTE 3 CASH AND INVESTMENTS**

At June 30, 2024, cash and investments are classified in the financial statements as follows:

	Governmental Activities	Business- Type Activities	Total
Cash and investments	\$ 28,100,602	\$ 26,749,863	\$ 54,850,465

At June 30, 2024, cash and investments consisted of the following:

Imperial County investment pool	\$ 54,632,539
Demand deposits	217,926
Total	\$ 54,850,465

**Demand Deposits**

At June 30, 2024, the carrying amount of the Commission's deposits were \$0 and bank balances were \$217,926. The total bank balance was covered by federal depository insurance or by collateral held by the Commission's agent in the Commission's name as discussed below.

The California Government Code requires California banks and savings and loan associations to secure the Commission's cash deposits by pledging securities as collateral. This Code states that collateral pledged in this manner shall have the effect of perfecting a security interest in such collateral superior to those of a general creditor. Thus, collateral for cash deposits is considered to be held in the Commission's name.

The market value of pledged securities must equal at least 110% of the Commission's cash deposits. California law also allows institutions to secure the Commission deposits by pledging first trust deed mortgage notes having a value of 150% of the Commission's total cash deposits. The Commission may waive collateral requirements for cash deposits, which are fully insured up to \$250,000 by the Federal Deposit Insurance Corporation ("FDIC"). The Commission has waived the collateralization requirements for deposits insured by FDIC.

**Cash Pooled with Imperial County Investment Pool**

The Commission is a participant in the Imperial County Investment Pool (Pool) and maintained cash in the amount of \$54,632,539 in the Imperial County Treasury at June 30, 2024. The County pools these funds with those of other entities in the County and invests the cash. Cash on deposit in the Pool is stated at fair value. The Pool values participant shares at fair market value during the year and adjusts to fair value at year-end.

Required disclosure information regarding categorization of investments and other deposit and investment risk disclosures can be found in the County of Imperial's Annual Comprehensive Financial Report.

**NOTE 3 CASH AND INVESTMENTS (CONTINUED)****Cash Pooled with Imperial County Investment Pool (Continued)**

The Pool is not registered with the Securities and Exchange Commission (SEC), and a treasury oversight committee provides oversight to ensure that investments comply with the approved County investment policy.

**Disclosures Relating to Interest Rate Risk**

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. At June 30, 2024, the Commission's deposit in the Pool have a weighted average maturity of less than 12 months.

**Disclosures Relating to Credit Risk**

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The Pool does not have a rating provided by a nationally recognized statistical rating organization.

**Concentration of Credit Risk**

The investments of the Commission are in accordance with limitations on the amount that can be invested in any one issuer as stipulated by the California Government Code. The County does not have any investments in any one issuer (other than for Imperial County Investment Pool) that represent 5% or more of the Commission's total investment portfolio.

**Custodial Credit Risk**

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code does not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: the California Government Code requires that a financial institution secure deposit made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure the Commission's deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party.

**NOTE 4 FEDERAL, STATE, AND LOCAL GRANTS****Federal Assistance**

The Commission receives Federal operating assistance funds through the U.S. Department of Transportation Grants (Urbanized Area Formula Program – Federal Grant 5307, Rural Area Formula Program – Federal Grant 5311, Enhanced Mobility of Seniors and Individuals with Disabilities – Federal Grant 5310, Highway Planning and Construction Program, and Congestion Mitigation and Air Quality Improvement Program – CMAQ) and Environmental Protection Agency. Total Federal assistance provided under these programs during the fiscal year ended June 30, 2024 was \$9,697,884.

**Transportation Development Act**

The Commission is subject to provisions pursuant to Section 6634 and 6637 of the California Administrative Code (CAC) and section 99268.3, 99268.4, and 99268.5 of the Public Utilities Code.

**Section 6634**

Pursuant to Section 6634, a transit claimant is precluded from receiving monies from the Local Transportation Fund and the State Transit Assistance Fund in an amount which exceeds the claimant's capital and operating costs less the required fare, local support, and the amount received during the year from a city or county to which the operator has provided service beyond its boundaries.

**CMAQ**

Congestion Mitigation and Air Quality grants from the Environmental Protection Agency and Better Utilizing Investment to Leverage Development.

**Section 6637**

Pursuant to Section 6637, the claimant must maintain its accounts and records in accordance with the Uniform System of Accounts and Records adopted by the State Controller.

**Section 99268.3, 99268.4 and 99268.5**

The Commission has several fare box recovery ratios for the various services provided.

	<u>Required</u>	<u>Actual</u>
IVT		
IVT Access		
IVT Ride		
MedTrans		

**Proposition 1B**

The Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) Fund and California Transit Security Grant Program (CTSGP) are part of the State of California's Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 (Bond Act), approved by California voters as Proposition 1B on November 7, 2006. A total of \$19.9 billion was deposited into the State Prop 1B fund, \$3.6 billion of which was made available to project sponsors in California for allocation to eligible public transportation projects over a 10-year period.

**NOTE 4      FEDERAL, STATE, AND LOCAL GRANTS (CONTINUED)****Proposition 1B (Continued)**

Proposition 1B funds can be used for rehabilitation, safety or modernization improvements, capital service enhancements or expansions, new capital projects, bus rapid transit improvements, or for rolling stock procurement, rehabilitation, or replacement. The unearned balances for PTMISEA and CTSGP as of June 30, 2024 are \$0.

**Low Carbon Transit Operations Program (LCTOP)**

LCTOP is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate bill 862. The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. The unearned balance for LCTOP funds as of June 30, 2024 was \$764,883.

**State of Good Repair**

The State of Good Repair Program provides funding to agencies for transit infrastructure repairs and service improvements. SGR funds are made available for eligible transit maintenance, rehabilitation, and capital projects. The total unearned balance for State of Good Repair funds as of June 30, 2024 was \$249,117.

**Better Utilizing Investment to Leverage Development (BUILD) & Rebuilding American Infrastructure with Sustainability and Equity (RAISE)**

The BUILD program is a federal competitive grant that looks to enhance America's infrastructure. The Commission was awarded a \$20 million grant for the Calexico East Port of Entry Bridge Widening Project. As of June 30, 2024, the Commission has spent \$18,538,087 of the awarded proceeds on the project.

The program was renamed as RAISE during FY2024, for which the Commission was awarded a \$12,887,507 grant to fund the construction activities for a new intermodal transportation center in the City of Calexico's downtown and will consolidate public and private transportation providers into one facility. As of June 30, 2024, the Commission has spent \$1,252,000 of the awarded proceeds on the project.

**NOTE 5 INTERFUND TRANSACTIONS****Transfers**

Interfund transfers consisted of the following for the year ended June 30, 2024:

<b>Transfers In</b>	<b>Transfers Out</b>	
	State of Good Repair Fund	Total
<b>Enterprise Fund:</b>		
Transit Planning and Programs Management Fund	\$ 1,610,330	\$ 1,610,330
Total	<u>\$ 1,610,330</u>	<u>\$ 1,610,330</u>

Interfund transfers are generally used to move revenues from the fund that statute or budget require to collect them to fund that statute or budget requires to expend them.

**NOTE 6 CAPITAL ASSETS****Governmental Activities**

A summary of changes in the Governmental Activities capital assets for the year ended June 30, 2024 is as follows:

	<b>Balance July 1, 2023 (as restated)</b>	<b>Additions</b>	<b>Deletions</b>	<b>Balance June 30, 2024</b>
<b>Governmental Activities</b>				
Capital assets, being depreciated				
Transit equipment	\$ 27,408	\$ -	\$ -	\$ 27,408
Total capital assets, being depreciated	<u>27,408</u>	<u>-</u>	<u>-</u>	<u>27,408</u>
Capital assets, being amortized				
Right of use lease asset	-	45,185	-	45,185
	<u>-</u>	<u>45,185</u>	<u>-</u>	<u>45,185</u>
Less: accumulated depreciation				
Transit equipment	(19,808)	(2,544)		(22,352)
Total accumulated depreciation	<u>(19,808)</u>	<u>(2,544)</u>	<u>-</u>	<u>(22,352)</u>
Less: accumulated amortization				
Right of use lease asset	-	(34,758)		(34,758)
Total accumulated amortization	<u>-</u>	<u>(34,758)</u>	<u>-</u>	<u>(34,758)</u>
Total capital assets, being depreciated and amortized, net	<u>7,600</u>	<u>7,883</u>	<u>-</u>	<u>15,483</u>
<b>Governmental activities capital assets, net \$</b>	<u>7,600</u>	<u>7,883</u>	<u>-</u>	<u>15,483</u>

**NOTE 6 CAPITAL ASSETS (CONTINUED)**

Depreciation and amortization expense for the year ended June 30, 2024 was from the following funds and was charged to the general government for the governmental activities on the government-wide financial statements:

Regional Planning and Programs Fund	\$	<u>37,302</u>
Total governmental activities depreciation and amortization	\$	<u>37,302</u>
General government	\$	<u><u>37,302</u></u>

**Business-Type Activities**

A summary of changes in the Business-type Activities capital assets for the year ended June 30, 2024 is as follows:

	Balance July 1, 2023 (as restated)	Additions	Deletions	Balance June 30, 2024
<b>Business-type Activities:</b>				
Capital assets, being depreciated				
Properties	\$ 225,000	\$ 2,665,000	\$ -	\$ 2,890,000
Total capital assets, not being depreciated	<u>225,000</u>	<u>2,665,000</u>	<u>-</u>	<u>2,890,000</u>
Capital assets, being depreciated				
Furniture	14,045	-	-	14,045
Transit equipment	<u>11,066,420</u>	<u>7,105,832</u>	<u>(64,409)</u>	<u>18,107,843</u>
Total capital assets, being depreciated	<u>11,080,465</u>	<u>7,105,832</u>	<u>(64,409)</u>	<u>18,121,888</u>
Capital assets, being amortized				
Right of use lease asset	<u>-</u>	<u>108,445</u>	<u>-</u>	<u>108,445</u>
	<u>-</u>	<u>108,445</u>	<u>-</u>	<u>108,445</u>
Less: accumulated depreciation				
Furniture	(14,045)	-	-	(14,045)
Transit equipment	<u>(7,431,160)</u>	<u>(873,810)</u>	<u>36,914</u>	<u>(8,268,056)</u>
Total accumulated depreciation	<u>(7,445,205)</u>	<u>(873,810)</u>	<u>36,914</u>	<u>(8,282,101)</u>
Less: accumulated amortization				
Right of use lease asset	<u>-</u>	<u>(83,419)</u>		<u>(83,419)</u>
Total accumulated amortization	<u>-</u>	<u>(83,419)</u>	<u>-</u>	<u>(83,419)</u>
Total capital assets, being depreciated and amortized, net	<u>3,635,260</u>	<u>6,257,048</u>	<u>(27,495)</u>	<u>9,864,813</u>
<b>Business-type activities capital assets, net \$</b>	<u><u>3,860,260</u></u>	<u><u>8,922,048</u></u>	<u><u>(27,495)</u></u>	<u><u>12,754,813</u></u>

**NOTE 6 CAPITAL ASSETS (CONTINUED)**

Depreciation and amortization expense for the year ended June 30, 2024 was from the following funds and was charged to the transportation services for the business-type activities on the Government-Wide Financial Statements:

Transit Planning and Programs Management Fund	\$ 957,229
Total business-type activities depreciation and amortization	\$ 957,229
Transportation services	\$ 957,229

**NOTE 7 COMPENSATED ABSENCES**

Changes in compensated absences for the year ended June 30, 2024, were as follows:

	Balance July 1, 2023	Additions	Deletions	Balance June 30, 2024	Due in One Year	Due in More Than One Year
<b>Governmental Activities:</b>						
Compensated absences	\$ 21,260	\$ 26,753	\$ (29,098)	\$ 18,915	\$ 18,915	\$ -
<b>Business-type Activities:</b>						
Compensated absences	\$ 46,756	\$ 47,889	\$ (52,098)	\$ 42,547	\$ 42,547	\$ -

The Commission's policy relating to employees leave benefits is described in Note 2, Compensated Absences. The long-term portion of compensated absences is expected to be paid in future years from future resources from the Regional Planning and Programs, Regional Collaboration, and Transit Planning and Programs Management funds.

**NOTE 8 PENSION**

**General Information about the Pension Plan**

*Plan Description*

ICERS was established by the County of Imperial in 1951. ICERS is administered by the Board of Retirement and governed by the County Employees' Retirement Law of 1937 (California Government Code Section 31450 et. Seq.). ICERS is a cost-sharing multiple employer public employee retirement system whose main function is to provide service retirement, disability, death, and survivor benefits to members employed by the Commission.

The management of ICERS is vested with the Imperial County Board of Retirement. The Board consists of nine members and two alternates. The County Treasurer is a member of the Board of Retirement by law. Four members are appointed by the Board of Supervisors, one of whom may be a County Supervisor. Two members are elected by the General membership; one member and one alternate are elected by the Safety membership; one member and one alternate are elected by the retired members of the System. All members of the Board of Retirement serve terms of three years except for the County Treasurer whose term runs concurrent with their term as County Treasurer.

**NOTE 8 PENSION****General Information about the Pension Plan (Continued)***Plan Description (Continued)*

ICERS issues an audited stand-alone financial report which may be obtained by contacting the Board of Retirement at 1221 W. State Street, El Centro, CA 92243.

*Employees Covered by Benefit Terms*

At the June 30, 2023 measurement date, plan membership consisted of the following:

Active employees	8
Retired employees and beneficiaries	0
Total	<u>8</u>

*Benefits Provided*

ICERS provides service retirement, disability, death, and survivor benefits to eligible employees. All regular full-time employees of the County of Imperial or contracting districts who work a minimum of 30 hours per week become members of ICERS effective on the first day of the first full pay period after employment. There are separate retirement plans for General and Safety member employees. Safety membership is extended to those involved in active law enforcement, fire suppression, and certain probation officers. Any new Safety Member who becomes a member on or after January 1, 2013 is designated as PEPRA Safety and is subject to the provisions of California Public Employees' Pension Reform Act of 2013 ("PEPRA") and California Government Code 7522 et seq. All other employees are classified as General members. New general members employed after January 1, 2013 are designated as PEPRA General subject to the provisions of California Government Code 7522 et seq.

General members hired prior to January 1, 2013, are eligible to retire once they attain the age of 70 regardless of service or at age 50 with 10 or more years of retirement service credit. A member with 30 years of service is eligible to retire regardless of age. General members who are first hired on or after January 1, 2013, are eligible to retire once they have attained the age of 52, with five years of retirement service credit.

The retirement benefit the member will receive is based upon age at retirement, final average compensation, years of retirement service credit and retirement plan and tier.

General member benefits are calculated pursuant to the provisions of Sections 31676.11 and 31676.14 for Regular and Regular plus Supplemental Benefits, respectively. The monthly allowance is equal to 1/60th of final compensation for Regular and Regular plus Supplemental Benefits, times years of accrued retirement service credit times age factor from either Section 31676.11 (Regular Benefit) or Section 31676.14 (Regular plus Supplemental Benefit). General member benefits for those who are first hired on or after January 1, 2013, are calculated pursuant to the provision of California Government Code Section 7522.20(a). The monthly allowance is equal to the final compensation multiplied by years of accrued retirement credit multiplied by the age factor from Section 7522.20(a).

**NOTE 8 PENSION (CONTINUED)****General Information about the Pension Plan (Continued)***Benefits Provided (Continued)*

For members with membership dates before January 1, 2013, the maximum monthly retirement allowance is 100% of final compensation. However, for members with membership dates on or after January 1, 2013 the maximum amount of pensionable compensation that can be taken into account for 2023 is equal to \$175,250 (reference Section 7522.10). This limit is adjusted on an annual basis. Members are exempt from paying member contributions and employers are exempt from paying employer contributions on compensation in excess of the annual cap.

Final average compensation consists of the highest 12 consecutive months for a general or safety member and the highest 36 consecutive months for a PEPRA general member or PEPRA safety member.

*Contributions*

The County of Imperial and contracting districts contribute to the retirement plan based upon actuarially determined contribution rates adopted by the Board of Retirement. Employer contribution rates are adopted annually based upon recommendations received from ICERS' actuary after the completion of the annual actuarial valuation. The average employer contribution rate as of June 30, 2023 for 2022-2023 (based on the June 30, 2021 valuation) was 22.71% of compensation.

All members are required to make contributions to ICERS regardless of the retirement plan or tier in which they are included. The average member contribution rate as of June 30, 2023 for 2022-2023 (based on the June 30, 2021 valuation) was 13.01% of compensation.

**Net Pension Liabilities, Pension Expenses, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions***Actuarial Methods and Assumptions Used to Determine Total Pension Liability*

The total pension liability (TPL) is measured as of June 30, 2023 and was determined by an actuarial valuation as of June 30, 2022 rolled forward to June 30, 2023 using standard update procedures. In particular, the following actuarial assumption were applied in the June 30, 2023 measurement:

**Actuarial Methods and Assumptions Used to Determine Total Pension Liability**

Actuarial Cost Method	Entry Age Normal in accordance with the requirements of GASB Statement No. 68
Actuarial Assumptions:	
Discount rate	6.75%
Inflation	2.50%
Salary increases	4.00% to 10.75%
Administrative expenses	2.10% of payroll allocated to both the employer and member based on the components of the total contribution rate (before expenses) for the employer and member.

**NOTE 8 PENSION (CONTINUED)****Net Pension Liabilities, Pension Expenses, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)***Long-term Expected Rate of Return*

The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of inflation) are developed for each major asset class. These returns are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage, adding expected inflation and subtracting expected investment expenses and a risk margin. The target allocation and projected arithmetic real rates of return for each major asset class, after deducting inflation, but before deducting investment expenses are summarized in the following table.

This information was used in the derivation of the long-term expected investment rate of return assumption used for the June 30, 2023 actuarial valuation. This information is subject to change every three years based on the actuarial experience study.

**Long-term Expected Rate of Return**

<b>Asset class<sup>1</sup></b>	<b>Target Allocation</b>	<b>Long-term Expected Arithmetic Real Rate of Return</b>
Large cap U.S. equity	26.00%	6.00%
Small cap U.S. equity	7.00%	6.65%
Developed international equity	14.00%	7.01%
Emerging markets equity	6.00%	8.80%
U.S. core fixed income	22.00%	1.97%
TIPS	5.00%	1.77%
Real estate	5.00%	3.86%
Value added real estate	5.00%	6.70%
Private credit	5.00%	6.69%
Private equity	5.00%	10.12%
	<u>100.00%</u>	

*Discount Rate*

The discount rate used to measure the Total Pension Liability (TPL) was 6.75% as of the June 30, 2023 measurement date. For plan member contributions, the projection of cash flows used to determine the discount rate assumed employee contributions will be made at the current contribution rates and that the contributions will be made at rates equal to the actuarially determined contribution rates. For employer contributions, the projection of cash flow used to determine the discount rate assumed employer contributions will be made at rates equal to the actuarially determined contribution rates.

**NOTE 8 PENSION (CONTINUED)****Net Pension Liabilities, Pension Expenses, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)***Discount Rate (Continued)*

For this purpose, only employee and employer contributions that are intended to fund benefits of current plan members and their beneficiaries are included. Based on those assumptions, the Pension Plan's Fiduciary Net Position was projected to be available to make all projected future benefit payments for current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all period of projected benefit payments to determine the TPL as part of the June 30, 2023 measurement date.

*Sensitivity of the Commission's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate*

The following presents the Commission's share of the net pension liability calculated using the discount rate of 6.75%, as well as what the Commission's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.75%) or 1-percentage-point higher (7.75%) than the current rate:

<b>Plan's Net Pension Liability</b>		
<b>Discount Rate - 1%</b>	<b>Current Discount</b>	<b>Discount Rate + 1%</b>
<b>(5.75%)</b>	<b>Rate (6.75%)</b>	<b>(7.75%)</b>
\$ 1,304,155	\$ 604,192	\$ 35,464

*Pension Plan Fiduciary Net Position*

Detail information about the plan's fiduciary net position is available in the separately issued ICERS financial report and can be obtained from the County of Imperial's website under Documents.

*Proportionate Share of Net Pension Liability and Pension Expense*

At June 30, 2024, the Commission reported a liability of \$604,192 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2023 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation. The Commission's proportion of the net pension liability was based on the projection of the long-term share of contributions to the pension plan related to the projected contributions of all pension plan participants, actuarially determined. At the June 30, 2023 measurement date, the Commission's proportionate share of net pension liability was 0.419%. This is a 0.22% decrease from the previous year.

**NOTE 8 PENSION (CONTINUED)****Net Pension Liabilities, Pension Expenses, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)***Proportionate Share of Net Pension Liability and Pension Expense (Continued)*

For the year ended June 30, 2024, the Commission recognized pension expense of \$195,961. Pension expense represents the change in the net pension liability during the measurement period, adjusted for actual contributions and the deferred recognition of changes in investment gain/loss, actuarial gain/loss, actuarial assumptions or method, and plan benefits.

The following is the approach established by the plan actuary to allocate the net pension liability and pension expense to the individual employers within the risk pool for the measurement period ended June 30, 2023.

1. In determining a cost-sharing plan's proportionate share, total amounts of liabilities and assets are first calculated for the risk pool on the valuation date (June 30, 2022). The risk pool's fiduciary net position ("FNP") subtracted from its total pension liability ("TPL") determines the net pension liability ("NPL") at the valuation date.
2. Using standard actuarial roll forward methods, the risk pool TPL is then computed at the measurement date. Risk pool FNP at the measurement date is then subtracted from this number to compute the NPL for the risk pool at the measurement date. For purposes of FNP in this step and any later reference thereto, the risk pool's FNP at the measurement date denotes the aggregate risk pool's FNP at June 30, 2023 less the sum of all additional side fund (or unfunded liability) contributions made by all employers during the measurement period (2022-2023).
3. The individual plan's TPL, FNP and NPL are also calculated at the valuation date. TPL is allocated based on the rate plan's share of the actuarial accrued liability. FNP is allocated based on the rate plan's share of the market value assets.
4. Two ratios are created by dividing the plan's individual TPL and FNP as of the valuation date from (3) by the amounts in step (1), the risk pool's total TPL and FNP, respectively.
5. The plan's TPL as of the measurement date is equal to the risk pool TPL generated in (2) multiplied by the TPL ratio generated in (4). The plan's FNP as of the Measurement Date is equal to the FNP generated in (2) multiplied by the FNP ratio generated in (4) plus any additional side fund (or unfunded liability) contributions made by the employer on behalf of the plan during the measurement period.
6. The plan's NPL at the measurement date is the difference between the TPL and FNP calculated in (5).

**NOTE 8 PENSION (CONTINUED)****Net Pension Liabilities, Pension Expenses, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)***Proportionate Share of Net Pension Liability and Pension Expense (Continued)*

The amortization period differs depending on the source of the gain or loss. The difference between projected and actual earnings is amortized over 5-years straight line. All other amounts are amortized straight-line over the average expected remaining service lives of all members that are provided with benefits (active, inactive, and retired) as of the beginning of the measurement period.

The expected average remaining service lifetime ("EARSL") is calculated by dividing the total future service years by the total number of plan participants (active, inactive, and retired) in the risk pool. The EARSL for risk pool for 2022-2023 measurement period is 6.20 years, which was obtained by dividing the total service years (the sum of the remaining service lifetimes of the active employees) by the total number of participants: active, inactive, and retired.

At June 30, 2024, the Commission reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Pension contribution after measurement date	\$ 103,298	\$ -
Difference between expected and actual experience	11,272	(151,664)
Changes of assumptions	178,715	-
Net difference between projected and actual earning on pension plan investments	104,516	-
Adjustment due to differences in proportions	71,858	(48,683)
Total	<u>\$ 469,659</u>	<u>\$ (200,347)</u>

\$103,298 reported as deferred outflows of resources related to pensions resulting from the Commission's contributions made subsequent to the measurement date will be recognized as a reduction of the collective net pension liability in the year ended June 30, 2025.

**NOTE 8 PENSION (CONTINUED)****Net Pension Liabilities, Pension Expenses, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)***Proportionate Share of Net Pension Liability and Pension Expense (Continued)*

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Measurement Period Ended June 30,</u>	<u>Deferred Outflows/ (Inflows) of Resources</u>
2024	\$ 36,892
2025	36,892
2026	36,892
2027	36,892
2028	18,446
Thereafter	-
	<u>\$ 166,014</u>

At June 20, 2024, the Commission did not owe anything to the Plan.

**NOTE 9 DISBURSEMENTS TO LOCAL AGENCIES**

The Local Transportation Fund (LTF) accounts for the one-quarter percent state sales tax collected within the County. The funds can be used for various programs, including administration, planning, and programming for the Transportation Development Act (TDA), bicycle and pedestrian projects, commuter rail, streets and rail, and transit operations. The Commission's governing board approves an annual allocation which includes funding for local agencies to spend in accordance with TDA guidelines. During the fiscal year ended June 30, 2024, the Commission allocated \$104,244 of LTF funds to local agencies as shown below.

<u>Local Agency</u>	<u>Bicycles and Pedestrians</u>	<u>Benches and Shelters</u>	<u>Total</u>
City of El Centro	\$ 40,592	\$ 18,962	\$ 59,554
County of Imperial	31,416	13,274	44,690
Total allocations	<u>\$ 72,008</u>	<u>\$ 32,236</u>	<u>\$ 104,244</u>

**NOTE 10 RISK MANAGEMENT**

The Commission is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and injuries to employees. These risks are covered by third-party commercial insurance. There have been no reductions in insurance coverage as compared to the previous year, and for the past fiscal year, no settlement amounts have occurred.

The Commission's purchased commercial insurance coverage is as follows:

<b>Insurance</b>	<b>Amount</b>
Personal injury	\$ 2,000,000
Public officials errors and omissions	2,000,000
Products/ completed operations	2,000,000
Employment practices	2,000,000
Crime	1,000,000
Property	25,000,000
Workers' compensation	1,000,000

**NOTE 11 COMMITMENTS AND CONTINGENCIES****Grants**

The Commission recognizes as revenues, grant monies received as reimbursement for costs incurred in certain federal and state programs it administers. Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although the Commission expects such amounts, if any, to be immaterial.

**Commitments**

As of June 30, 2024, the Commission did not have significant outstanding commitments.

**NOTE 12 NET POSITION AND FUND BALANCE****Net Investment in Capital Assets**

At June 30, 2024, the net investment in capital assets category of net position consisted of the following:

	<u>Governmental Activities</u>	<u>Business-Type Activities</u>
Net investment in capital assets:		
Nondepreciable capital assets	\$ -	\$ 2,890,000
Depreciable capital assets, net	4,663	9,838,842
Total net investment in capital assets	<u>\$ 4,663</u>	<u>\$ 12,728,842</u>

**Fund Balance Classifications**

The following table shows the classification of the Commission's fund balances as of June 30, 2024:

<u>Fund Balance Category</u>	<u>Transportation Development Act Fund</u>	<u>State Transit Assistance Fund</u>	<u>Regional Planning and Programs Fund</u>	<u>Other Governmental Funds</u>	<u>Total</u>
Restricted:					
Transportation projects	\$ 19,303,316	\$ 6,317,712	\$ 566,955	\$ 1,721,234	\$ 27,909,217
Total fund balances	<u>\$ 19,303,316</u>	<u>\$ 6,317,712</u>	<u>\$ 566,955</u>	<u>\$ 1,721,234</u>	<u>\$ 27,909,217</u>

**NOTE 13 OTHER REQUIRED DISCLOSURES****Expenditures Exceeding Appropriations**

For the year ended June 30, 2024, expenditures exceeded appropriations in the following funds:

<u>Fund</u>	<u>Function</u>	<u>Excess Expenditures</u>
State Transit Assistance Fund	TDA disbursements	\$ 871,630

**NOTE 14 PRIOR PERIOD ADJUSTMENTS****Changes to or within the Financial Reporting Entity**

Prop 1B Fund, State of Good Repair Fund, Regional Collaborations Fund, and SAFE Fund were previously reported as major funds, in the fiscal year 2023 financial statements. However, the size criteria for the current year changed the presentation for all funds. The effects of those changes to or within the financial reporting entity are shown in the *Change to or within the Financial Reporting Entity* column in the subsequent table presented.

**NOTE 14 PRIOR PERIOD ADJUSTMENTS (CONTINUED)**Error Corrections

During the fiscal year 2024, the Commission determined that:

- a. The Commission had overstated the interest allocation for its Transportation Development Act Fund and Prop 1B Fund resulting to an overstatement of the recorded investment income for governmental activities amounting to \$562,863.
- b. The Commission had understated its government-wide capital assets and compensated absences as of June 30, 2023, by \$7,600 and \$29,098, respectively.

The effects of correcting the above errors are shown in the *Error Corrections* column below.

	June 30, 2023 As Previously Reported	Change to or within the Financial Reporting Entity	Error Corrections	June 30, 2023 As Restated
<b>Government-Wide</b>				
mental Activities	\$ 23,384,228	\$ -	\$ (526,165)	\$ 22,858,063
s-Type Activities	28,908,802	-	-	28,908,802
<b>Total Primary Government</b>	<u>\$ 52,293,030</u>	<u>\$ -</u>	<u>\$ (526,165)</u>	<u>\$ 51,766,865</u>
<b>Governmental Funds</b>				
Major Funds:				
Transportation Development Act Fund	\$ 16,875,371	\$ -	\$ (562,836)	\$ 16,312,535
State Transit Assistance Fund	5,074,760	-	-	5,074,760
Regional Planning and Programs Fund	(58,946)	-	-	(58,946)
Fund	32	(32)	-	-
Good Repair Fund	-	-	-	-
il Collaborations Fund	10,713	(10,713)	-	-
und	1,574,188	(1,574,188)	-	-
Nonmajor Funds:				
Special Revenue Funds	-	1,584,933	(27)	1,584,906
	<u>\$ 23,476,118</u>	<u>\$ -</u>	<u>\$ (562,863)</u>	<u>\$ 22,913,255</u>
<b>Proprietary Funds</b>				
Major Fund:				
Transit Planning and Programs Management Fund	\$ 28,908,802	\$ -	\$ -	\$ 28,908,802
	<u>\$ 28,908,802</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 28,908,802</u>

**NOTE 15 SUBSEQUENT EVENTS**

In preparing these financial statements, the Commission has evaluated events and transactions for potential recognition or disclosure through March \_\_, 2025, the date the financial statements were available to be issued. Based upon this evaluation, it was determined that no subsequent events occurred that require recognition or additional disclosure in the financial statements.

**REQUIRED SUPPLEMENTARY INFORMATION (UNAUDITED)**

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**Imperial County Transportation Commission  
Required Supplementary Information (Unaudited)  
Schedule of Proportionate Share of the Net Pension Liability and Related Ratios  
For the Year Ended June 30, 2024**

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Fiscal Year Ended June 30, Measurement Date	2024 June 30, 2023	2023 June 30, 2022	2022 June 30, 2021	2021 June 30, 2020	2020 June 30, 2019
Proportion of the net pension liability	0.42%	0.64%	0.56%	0.68%	0.50%
Proportionate share of the net pension liability	\$ 604,192	\$ 717,737	\$ 60,788	\$ 937,450	\$ 613,149
Covered payroll	\$ 617,902	\$ 740,517	\$ 718,949	\$ 698,009	\$ 715,480
Proportionate share of the net pension liability as percentage of covered payroll	121.60%	96.92%	8.46%	134.30%	85.70%
Plan's proportionate share of the fiduciary net position as a percentage of the total pension liability	87.54%	92.80%	82.42%	81.98%	87.76%

\*Historical information is presented only for measurement periods for which GASB 68 is implemented.

**Imperial County Transportation Commission  
Required Supplementary Information (Unaudited)  
Schedule of Proportionate Share of the Net Pension Liability and Related Ratios  
(Continued)  
For the Year Ended June 30, 2024**

Fiscal Year Ended June 30, Measurement Date	2019 June 30, 2018	2018 June 30, 2017	2017 June 30, 2016	2016 June 30, 2015	2015 June 30, 2014
Proportion of the net pension liability	0.42%	0.41%	0.37%	0.36%	0.34%
Proportionate share of the net pension liability	\$ 588,681	\$ 546,878	\$ 491,187	\$ 317,478	\$ 200,453
Covered payroll	\$ 599,646	\$ 542,755	\$ 483,874	\$ 452,450	\$ 431,290
Proportionate share of the net pension liability as percentage of covered payroll	98.17%	100.76%	101.51%	70.17%	46.48%
Plan's proportionate share of the fiduciary net position as a percentage of the total pension liability	86.20%	85.31%	83.39%	89.78%	88.78%

\*Historical information is presented only for measurement periods for which GASB 68 is implemented.

**Imperial County Transportation Commission  
Required Supplementary Information (Unaudited)  
Schedule of Pension Contributions  
For the Year Ended June 30, 2024**

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	2024	2023	2022	2021	2020
Actuarially determined contribution	\$ 103,298	\$ 126,141	\$ 141,167	\$ 152,886	\$ 145,001
Contributions in relation to the actuarially determined contributions	(103,298)	(126,141)	(141,167)	(152,886)	(145,001)
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -
Covered payroll	\$ 617,902	\$ 740,517	\$ 718,949	\$ 698,009	\$ 698,009
Contributions as a percentage of covered payroll	16.72%	17.03%	19.64%	21.90%	20.77%

\*Historical information is presented only for measurement periods for which GASB No. 68 is implemented.

**Notes to Schedule:**

Benefit Changes: There were no changes to the benefit terms.

**Imperial County Transportation Commission  
Required Supplementary Information (Unaudited)  
Schedule of Pension Contributions (Continued)  
For the Year Ended June 30, 2024**

	2019	2018	2017	2016	2015
Actuarially determined contribution	\$ 101,098	\$ 92,719	\$ 85,263	\$ 80,762	\$ 71,167
Contributions in relation to the actuarially determined contributions	(101,098)	(92,719)	(85,263)	(80,762)	(71,167)
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -
Covered payroll	\$ 715,480	\$ 599,646	\$ 542,755	\$ 483,874	\$ 452,450
Contributions as a percentage of covered payroll	14.13%	15.46%	15.71%	16.69%	15.73%

\*Historical information is presented only for measurement periods for which GASB No. 68 is implemented.

**Notes to Schedule:**

Benefit Changes: There were no changes to the benefit terms.

Imperial County Transportation Commission  
Required Supplementary Information  
Budgetary Comparison Schedule – Transportation Development Act Fund  
For the Year Ended June 30, 2024

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget Positive (Negative)
<b>Revenues:</b>				
TDA sales taxes	\$ 9,825,333	\$ 9,825,333	\$ 10,501,534	\$ 676,201
Investment income	-	-	509,670	509,670
<b>Total revenues</b>	<u>9,825,333</u>	<u>9,825,333</u>	<u>11,011,204</u>	<u>1,185,871</u>
<b>Expenditures:</b>				
TDA disbursements	<u>9,825,333</u>	<u>9,825,333</u>	<u>8,020,423</u>	<u>1,804,910</u>
<b>Total expenditures</b>	<u>9,825,333</u>	<u>9,825,333</u>	<u>8,020,423</u>	<u>1,804,910</u>
<b>Excess of revenues over expenditures</b>	<u>-</u>	<u>-</u>	<u>2,990,781</u>	<u>2,990,781</u>
<b>Net change in fund balance</b>	<u>\$ -</u>	<u>\$ -</u>	<u>2,990,781</u>	<u>\$ 2,990,781</u>
<b>Fund balance:</b>				
Beginning of year, as restated (see Note 14)			16,312,535	
End of year			<u>\$ 19,303,316</u>	

**Imperial County Transportation Commission  
Required Supplementary Information  
Budgetary Comparison Schedule – State Transit Assistance Fund  
For the Year Ended June 30, 2024**

	<b>Budgeted Amounts</b>		<b>Actual</b>	<b>Variance with</b>
	<b>Original</b>	<b>Final</b>	<b>Amounts</b>	<b>Final Budget Positive (Negative)</b>
<b>Revenues:</b>				
State allocations	\$ 2,712,282	\$ 2,712,282	\$ 3,113,946	\$ 401,664
Investment income	-	-	169,458	169,458
<b>Total revenues</b>	<u>2,712,282</u>	<u>2,712,282</u>	<u>3,283,404</u>	<u>571,122</u>
<b>Expenditures:</b>				
TDA disbursements	1,168,822	1,168,822	2,040,452	(871,630)
<b>Total expenditures</b>	<u>1,168,822</u>	<u>1,168,822</u>	<u>2,040,452</u>	<u>(871,630)</u>
<b>Excess of revenues over expenditures</b>	<u>1,543,460</u>	<u>1,543,460</u>	<u>1,242,952</u>	<u>(300,508)</u>
<b>Other financing sources:</b>				
Transfers out	(1,543,460)	(1,543,460)	-	(1,543,460)
<b>Total other financing sources</b>	<u>(1,543,460)</u>	<u>(1,543,460)</u>	<u>-</u>	<u>(1,543,460)</u>
<b>Net change in fund balance</b>	<u>\$ -</u>	<u>\$ -</u>	<u>1,242,952</u>	<u>\$ 1,242,952</u>
<b>Fund balance:</b>				
Beginning of year, as restated (see Note 14)			5,074,760	
End of year			<u>\$ 6,317,712</u>	

Imperial County Transportation Commission  
Required Supplementary Information  
Budgetary Comparison Schedule – Regional Planning and Programs Fund  
For the Year Ended June 30, 2024

	<b>Budgeted Amounts</b>		<b>Actual</b>	<b>Final Budget</b>
	<b>Original</b>	<b>Final</b>	<b>Amounts</b>	<b>Positive (Negative)</b>
<b>Revenues:</b>				
State allocations	\$ 6,064,489	\$ 6,064,489	\$ 819,931	\$ (5,244,558)
Federal allocations	5,538,607	5,538,607	4,873,896	(664,711)
Investment income	129,152	129,152	107,723	(21,429)
Membership revenues	100,000	100,000	99,926	(74)
Other revenues	464,884	464,884	5,803	(459,081)
<b>Total revenues</b>	<b>12,297,132</b>	<b>12,297,132</b>	<b>5,907,279</b>	<b>(6,389,853)</b>
<b>Expenditures:</b>				
General and administrative	11,813,159	11,813,159	5,145,197	6,667,962
Professional services	483,973	483,973	136,181	347,792
<b>Total expenditures</b>	<b>12,297,132</b>	<b>12,297,132</b>	<b>5,281,378</b>	<b>7,015,754</b>
<b>Excess of revenues over expenditures</b>	<b>-</b>	<b>-</b>	<b>625,901</b>	<b>625,901</b>
<b>Net change in fund balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>625,901</b>	<b>\$ 625,901</b>
<b>Fund balance (deficit):</b>				
Beginning of year, as restated (see Note 14)			(58,946)	
End of year			<u>\$ 566,955</u>	

### **Budget and Budgetary Accounting**

The Imperial County Transportation Commission ("Commission") establishes accounting control through formal adoption of an annual budget for all of its funds. The Overall Work Plan and Budget is developed by Commission staff and Executive Director and demonstrates a comprehensive agency-wide budget that conveys the work to be performed by the Commission. Staff has the ongoing responsibility to monitor actual revenues and expenditures. When it becomes necessary to modify the adopted budget, the amendment procedure will depend on the type of change that is needed. It is proposed that administrative changes that do not result in an increase in the overall program budget, but require line item transfers of costs and revenues within a work program budget, will only require approval of the Executive Director. Amendments that result in an increase to the total expenditures for a program would require Commission approval and will be presented to the Commission in a formal agenda item.

**OTHER SUPPLEMENTARY INFORMATION**

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**NONMAJOR FUNDS**

Proposition "1B" Fund – This fund was established in order to account for funding received from bonds issued by the State. These funds provide for transit capital, corridor mobility improvements, goods movement, state-local partnership funds and local streets and roads.

State of Good Repair Fund – This fund was established to account for the funding received for the provisions of SB1 which apportions funding by formula for any transit-related capital maintenance purposes, including repair, refurbishment and replacement of existing transit vehicles and infrastructure.

Regional Collaborations Fund – This fund was established for the purpose of tracking activities of joint projects with other agencies in the region.

SAFE Fund – This fund was established for the purpose of tracking activities of the Service Authority for Freeway Emergencies revenues received from the Department of Motor Vehicles user registration fees.

Imperial County Transportation Commission  
Combining Balance Sheet  
Other Governmental Funds  
June 30, 2024

	Special Revenue Funds				
			Regional		
	Prop 1B Fund	State of Good Repair Fund	Collaborations Fund	SAFE Fund	Total
<b>ASSETS</b>					
Cash and investments	\$ 2	\$ 251,351	\$ 1,511	\$ 1,672,591	\$ 1,925,455
Receivables:					
Accounts receivable	-	85,736	-	35,203	120,939
Interest receivable	-	2,021	40	15,360	17,421
<b>Total assets</b>	<b>\$ 2</b>	<b>\$ 339,108</b>	<b>\$ 1,551</b>	<b>\$ 1,723,154</b>	<b>\$ 2,063,815</b>
<b>LIABILITIES AND FUND BALANCES</b>					
<b>Liabilities:</b>					
Accounts payable	\$ -	\$ 89,931	\$ 17	\$ 2,745	\$ 92,693
Accrued payroll	-	-	246	465	711
Unearned revenues	-	249,177	-	-	249,177
<b>Total liabilities</b>	<b>-</b>	<b>339,108</b>	<b>263</b>	<b>3,210</b>	<b>342,581</b>
<b>Fund balances:</b>					
Restricted	2	-	1,288	1,719,944	1,721,234
<b>Total fund balances</b>	<b>2</b>	<b>-</b>	<b>1,288</b>	<b>1,719,944</b>	<b>1,721,234</b>
<b>Total liabilities and fund balances</b>	<b>\$ 2</b>	<b>\$ 339,108</b>	<b>\$ 1,551</b>	<b>\$ 1,723,154</b>	<b>\$ 2,063,815</b>

**Imperial County Transportation Commission**  
**Combining Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Other Governmental Funds**  
**Year Ended June 30, 2024**

	Special Revenue Funds				Total
	Prop 1B Fund	State of Good Repair Fund	Regional Collaborations Fund	SAFE Fund	
<b>Revenues:</b>					
State allocations	\$ -	\$ 1,610,330	\$ -	\$ 209,191	\$ 1,819,521
Federal allocations	-	-	-	-	-
TDA sales taxes	-	-	-	-	-
Investment income	-	-	296	51,242	51,538
Membership revenues	-	-	-	-	-
Other revenues	-	-	-	-	-
<b>Total revenues</b>	<u>-</u>	<u>1,610,330</u>	<u>296</u>	<u>260,433</u>	<u>1,871,059</u>
<b>Expenditures:</b>					
TDA disbursements	-	-	-	-	-
General and administrative	-	-	757	37,872	38,629
Professional services	-	-	8,964	76,805	85,769
Interest expense	3	-	-	-	3
<b>Total expenditures</b>	<u>3</u>	<u>-</u>	<u>9,721</u>	<u>114,677</u>	<u>124,401</u>
<b>Excess of revenues (under) over expenditures</b>	<u>(3)</u>	<u>1,610,330</u>	<u>(9,425)</u>	<u>145,756</u>	<u>1,746,658</u>
<b>Other financing uses:</b>					
Transfers out	-	(1,610,330)	-	-	(1,610,330)
<b>Total other financing uses</b>	<u>-</u>	<u>(1,610,330)</u>	<u>-</u>	<u>-</u>	<u>(1,610,330)</u>
<b>Net change in fund balances</b>	<u>(3)</u>	<u>-</u>	<u>(9,425)</u>	<u>145,756</u>	<u>136,328</u>
<b>Fund balances:</b>					
Beginning of year, as restated (see Note 14)	5	-	10,713	1,574,188	1,584,906
End of year	<u>\$ 2</u>	<u>\$ -</u>	<u>\$ 1,288</u>	<u>\$ 1,719,944</u>	<u>\$ 1,721,234</u>

**Imperial County Transportation Commission**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balance**  
**Budget and Actual**  
**Prop 1B Fund**  
**Year Ended June 30, 2024**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
Revenues:				
State allocations	\$ 750,000	\$ 750,000	\$ -	\$ (750,000)
Total revenues	750,000	750,000	-	(750,000)
Expenditures:				
TDA disbursements	750,000	750,000	-	750,000
Interest expense	-	-	3	(3)
Total expenditures	750,000	750,000	3	749,997
Excess of revenues over expenditures	-	-	(3.00)	(3)
Net change in fund balance	\$ -	\$ -	(3.00)	\$ (3.00)
Fund balance:				
Beginning of year, as restated (see Note 14)			5.00	
End of year			\$ 2.00	

**Imperial County Transportation Commission**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balance**  
**Budget and Actual**  
**State of Good Repairs Fund**  
**Year Ended June 30, 2024**

	<b>Budgeted Amounts</b>		<b>Actual</b>	<b>Variance with</b>
	<b>Original</b>	<b>Final</b>	<b>Amounts</b>	<b>Final Budget</b>
				<b>Positive</b>
				<b>(Negative)</b>
<b>Revenues:</b>				
State allocations	\$ 1,449,882	\$ 1,449,882	\$ 1,610,330	\$ 160,448
<b>Total revenues</b>	<u>1,449,882</u>	<u>1,449,882</u>	<u>1,610,330</u>	<u>160,448</u>
<b>Expenditures:</b>				
Professional services	1,449,882	1,449,882	-	1,449,882
<b>Total expenditures</b>	<u>1,449,882</u>	<u>1,449,882</u>	<u>-</u>	<u>1,449,882</u>
<b>Excess of revenues over expenditures</b>	<u>-</u>	<u>-</u>	<u>1,610,330</u>	<u>(1,289,434)</u>
<b>Other financing sources:</b>				
Transfers out	-	-	(1,610,330)	1,610,330
<b>Total other financing sources</b>	<u>-</u>	<u>-</u>	<u>(1,610,330)</u>	<u>1,610,330</u>
<b>Net change in fund balance</b>	<u>\$ -</u>	<u>\$ -</u>	<u>-</u>	<u>\$ 320,896</u>
<b>Fund balance:</b>				
Beginning of year, as restated (see Note 14)			-	
End of year			<u>\$ -</u>	

**Imperial County Transportation Commission**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balance**  
**Budget and Actual**  
**Regional Collaborations Fund**  
**Year Ended June 30, 2024**

	<b>Budgeted Amounts</b>		<b>Actual</b>	<b>Variance with</b>
	<b>Original</b>	<b>Final</b>	<b>Amounts</b>	<b>Final Budget</b>
				<b>Positive</b>
				<b>(Negative)</b>
<b>Revenues:</b>				
State allocations	\$ 200,000	\$ 200,000	\$ -	\$ (200,000)
Federal allocations	18,098	18,098	-	(18,098)
Investment income	-	-	296	296
<b>Total revenues</b>	<u>218,098</u>	<u>218,098</u>	<u>296</u>	<u>(217,802)</u>
<b>Expenditures:</b>				
General and administrative	-	-	757	(757)
Professional services	218,098	218,098	8,964	209,134
<b>Total expenditures</b>	<u>218,098</u>	<u>218,098</u>	<u>9,721</u>	<u>208,377</u>
<b>Excess of revenues over expenditures</b>	<u>-</u>	<u>-</u>	<u>(9,425)</u>	<u>(9,425)</u>
<b>Net change in fund balance</b>	<u>\$ -</u>	<u>\$ -</u>	<u>(9,425)</u>	<u>\$ (9,425)</u>
<b>Fund balance:</b>				
Beginning of year, as restated (see Note 14)			10,713	
End of year			<u>\$ 1,288</u>	

**Imperial County Transportation Commission**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balance**  
**Budget and Actual**  
**SAFE Fund**  
**Year Ended June 30, 2024**

	<b>Budgeted Amounts</b>		<b>Actual</b>	<b>Variance with</b>
	<b>Original</b>	<b>Final</b>	<b>Amounts</b>	<b>Final Budget</b>
				<b>Positive</b>
				<b>(Negative)</b>
<b>Revenues:</b>				
State allocations	\$ 200,000	\$ 200,000	\$ 209,191	\$ 9,191
Investment income	8,953	8,953	51,242	42,289
<b>Total revenues</b>	<u>208,953</u>	<u>208,953</u>	<u>260,433</u>	<u>51,480</u>
<b>Expenditures:</b>				
General and administrative	76,250	76,250	37,872	38,378
Professional services	132,703	132,703	76,805	55,898
<b>Total expenditures</b>	<u>208,953</u>	<u>208,953</u>	<u>114,677</u>	<u>94,276</u>
<b>Excess of revenues over expenditures</b>	<u>-</u>	<u>-</u>	<u>145,756</u>	<u>145,756</u>
<b>Net change in fund balance</b>	<u>\$ -</u>	<u>\$ -</u>	<u>145,756</u>	<u>\$ 145,756</u>
<b>Fund balance:</b>				
Beginning of year, as restated (see Note 14)			1,574,188	
End of year			<u>\$ 1,719,944</u>	

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**Imperial County Transportation Commission**  
**El Centro, California**  
**Single Audit Report**  
***Year Ended June 30, 2024***  
***With Independent Auditor's Report***

**Imperial County Transportation Commission  
El Centro, California  
Single Audit Report  
*Year Ended June 30, 2024  
with Independent Auditor's Report***

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**Independent Auditor's Report on Internal Control over Financial Reporting  
and on Compliance and Other Matters Based on an Audit of Financial Statements  
Performed in Accordance with *Government Auditing Standards***

**The Board of Directors  
of the Imperial County Transportation Commission  
El Centro, California**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the Imperial County Transportation Commission, California (the Commission), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements, and have issued our report thereon dated March \_\_, 2025.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Commission's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we identified certain deficiency in internal control, described in the accompanying Shcedule of Findings and Questioned Costs as Finding No. FS 2024-001 that we consider to be a material weakness.



## **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **The Commission's Response to Finding**

*Government Auditing Standards* requires the auditor to perform limited procedures on the Commission's response to the finding identified in our audit and described in the accompanying Schedule of Findings and Questioned Costs. The Commission's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Commission's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Commission's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

**Glendale, California**  
**March \_\_, 2025**



## **Independent Auditor's Report on Compliance for Each Major Federal Program; on Internal Control Over Compliance; and on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance**

**The Board of Directors  
of the Imperial County Transportation Commission  
El Centro, California**

### **Report on Compliance for Each Major Federal Program**

#### ***Opinion on Each Major Federal Program***

We have audited the Imperial County Transportation Commission, California's (the Commission) compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Commission's major federal programs for the year ended June 30, 2024. The Commission's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Commission complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

#### ***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Commission and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Commission's compliance with the compliance requirements referred to above.



## ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the Commission's federal programs.

## ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Commission compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Commission's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Commission's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Commission's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.



## Report on Internal Control Over Compliance

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit, we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

## Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Commission as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements. We issued our report thereon dated March \_\_, 2025, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements.



The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Glendale, California**  
**March \_\_, 2025**

**Imperial County Transportation Commission  
Schedule of Expenditures of Federal Awards  
Year ended June 30, 2024**

<b>Federal Grantor/Pass-Through Grantor/Program Title</b>	<b>Assistance Listing Number</b>	<b>Program Identification Number</b>	<b>Passed Through to Subrecipients</b>	<b>Federal Award Expenditures</b>
<b>U.S. Department of Transportation</b>				
Direct Assistance:				
Federal Transit Cluster:				
Urbanized Area Formula Grants, Section 5307	20.507	CA-7016-2019-101	\$ -	\$ 237,489
Urbanized Area Formula Grants, Section 5307	20.507	CA-7016-2020-137	-	2,761,557
		<b>Federal Transit Cluster</b>	-	2,999,046
Passed-through the State of California, Department of Transportation:				
Formula Grants for Rural Areas and Tribal Transit Program, Section 5311 - CARES	20.509	CRRSAA 64SO21-01636	-	343,325
Formula Grants for Rural Areas and Tribal Transit Program, Section 5311 - CARES	20.509	CARES 64VO20-01320	-	81,534
			-	424,859 *
Transit Services Programs Cluster:				
Enhanced Mobility of Seniors and Individuals with Disabilities, Section 5310	20.513	64AM21-01969	-	148,084
		<b>Transit Services Programs Cluster</b>	-	148,084
National Infrastructure Investments	20.933	BUILD L6471 (017)	-	4,108,049
National Infrastructure Investments	20.933	CA 7016-2024-052	-	1,252,000
			-	5,360,049 *
<b>Total U.S. Department of Transportation</b>			-	8,932,038
<b>Total Expenditures of Federal Awards</b>			\$ -	\$ 8,932,038

\* Denotes major program

*See accompanying notes to Schedule of Expenditures of Federal Awards.*

**NOTE 1 BASIS OF PRESENTATION**

The accompanying schedule of expenditures of federal awards (SEFA) presents the activity of all federal financial assistance programs of the Imperial County Transportation Commission, California (the Commission). For purposes of this schedule, financial awards include federal awards received directly from federal agencies, as well as federal funds received indirectly by the Commission from non-federal agencies or other organizations. Only the portions of program expenditures reimbursable with federal funds are reported in the accompanying SEFA. Program expenditures in excess of the maximum reimbursement authorized, if any, or the portion of the program expenditures that were funded with other state, local or other non-federal funds are excluded from the accompanying SEFA.

The information in the SEFA is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the SEFA presents only a selected portion of the operations of the Commission, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Commission.

**NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accompanying SEFA is presented using the modified accrual basis of accounting for governmental funds and the accrual basis of accounting for proprietary funds, which is described in Note 1 of the notes to the Commission's basic financial statements, except that the lending of certain federal award monies and acquisition of capital assets are reported as expenditures of federal funds. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

The Commission has elected not to use the 10-percent de minimis indirect cost rate allowed in the Uniform Guidance.

**NOTE 3 RELATIONSHIP TO FEDERAL FINANCIAL REPORTS**

Grant expenditure reports for the year ended June 30, 2024, which have been submitted to grantor agencies, will, in some cases, differ from the amounts disclosed herein. The reports prepared for grantor agencies are typically prepared at a later date and often reflect refined estimates of the year-end accruals.

**NOTE 4 RELATIONSHIP TO BASIC FINANCIAL STATEMENTS**

Amounts reported in the accompanying SEFA agree, in all material respects, to amounts reported within the Commission's basic financial statements.

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**Section I – Summary of Auditor’s Results**

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**Financial Statements**

Type of auditors’ report issued on whether the financial statements audited were prepared in accordance with GAAP:	Unmodified
Internal control over financial reporting:	
• Material weakness(es) identified?	Yes (Finding No. FS 2024-001)
• Significant deficiency(ies) identified?	None reported
Noncompliance material to financial statements noted?	No

**Federal Awards**

Internal control over major programs:	
• Material weakness(es) identified?	No
• Significant deficiency(ies) identified?	None reported
Type of auditors’ report issued on compliance with respect to major federal programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with Section 2 CFR 200.516(a)?	None reported

**Identification of Major Programs:**

<u>Assistance Listing Number</u>	<u>Name of Federal Program or Cluster</u>
20.509	Federal Transit Cluster
20.933	National Infrastructure Investments

Dollar threshold used to distinguish between Type A and Type B programs	\$750,000
Auditee qualified as a low-risk auditee?	No

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**Section II – Financial Statement Findings**

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**Finding No. FS 2024-001: Internal Control Over Financial Reporting – Prior period adjustments (Material Weakness)***Criteria*

Management is responsible for designing, implementing, and maintaining appropriate internal control over financial reporting and compliance. Management is also responsible for the accuracy of the financial statements including disclosures.

The internal control should include establishing or enhancing guidance in the following areas:

- *Control environment* sets the tone of an organization, influencing the control consciousness of its people. It is the foundation for all other components of internal control, providing discipline and structure.
- *Risk assessment* is the entity's identification and analysis of relevant risks to achievement of its objectives, forming a basis for developing appropriate risk responses.
- *Control activities* are the actions management establishes through policies and procedures to achieve objectives and respond to risks in the internal control system.
- *Information and communication* systems support the identification, capture, and exchange of information in a form and time frame that enables people to carry out their responsibilities.
- *Monitoring* consists of activities management establishes and operates to assess the quality of performance over time.

*Condition*

During the audit, as discussed in Note 14 to the basic financial statements, the Commission determined that:

- a. the Commission had overstated the interest allocation for its Transportation Development Act Fund and Prop 1B Fund resulting to an overstatement of the recorded investment income for governmental activities amounting to \$562,863.
- b. the Commission had understated its government-wide capital assets and compensated absences as of June 30, 2023, by \$7,600 and \$29,098, respectively.

The effects of correcting the above errors are shown in *Error Corrections* column below.

**Imperial County Transportation Commission  
Schedule of Findings and Questioned Costs (Continued)  
Year ended June 30, 2024**

**Finding No. FS 2024-001: Internal Control Over Financial Reporting – Prior period adjustments  
(continued)**

*Condition (continued)*

	June 30, 2023 As Previously Reported	Change to or within the Financial Reporting Entity	Error Corrections	June 30, 2023 As Restated
<b>Government-Wide</b>				
Government Activities	\$ 23,384,228	\$ -	\$ (526,165)	\$ 22,858,063
Business-Type Activities	28,908,802	-	-	28,908,802
<b>Total Primary Government</b>	<u>\$ 52,293,030</u>	<u>\$ -</u>	<u>\$ (526,165)</u>	<u>\$ 51,766,865</u>
<b>Governmental Funds</b>				
Major Funds:				
Transportation Development Act Fund	\$ 16,875,371	\$ -	\$ (562,836)	\$ 16,312,535
State Transit Assistance Fund	5,074,760	-	-	5,074,760
Regional Planning and Programs Fund	(58,946)	-	-	(58,946)
Prop 1B Fund	32	(32)	-	-
State of Good Repair Fund	-	-	-	-
Regional Collaborations Fund	10,713	(10,713)	-	-
SAFE Fund	1,574,188	(1,574,188)	-	-
Nonmajor Funds:				
Special Revenue Funds	-	1,584,933	(27)	1,584,906
	<u>\$ 23,476,118</u>	<u>\$ -</u>	<u>\$ (562,863)</u>	<u>\$ 22,913,255</u>
<b>Proprietary Funds</b>				
Major Fund:				
Transit Planning and Programs Management Fund	\$ 28,908,802	\$ -	\$ -	\$ 28,908,802
	<u>\$ 28,908,802</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 28,908,802</u>

**Cause**

The Commission did not properly follow its policies and procedures for evaluating, reviewing, and properly recording financial transactions relating to the financial close and reporting of their fiscal year ended June 30, 2023 financial statements. Accruals, reconciliations, and sub-ledgers that support the amounts and disclosures in the financial statements should be reconciled to the general ledger and reviewed by management in a timely manner to ensure that the general ledger is complete and accurate with all transactions recorded in the proper period.

**Repeat Finding:**

No

**Effect**

Restatements of beginning net position as of July 1, 2023 for the government-wide financial statements governmental activities of \$526,165 was necessary, as well as to the corresponding governmental funds.

## *Recommendation*

We recommend the Commission implement a monthly and year-end closing process in an effective manner. We also recommend that the Commission establish and document proper closing and reconciliation procedures and assign responsibility for completing the procedures to specific Commission personnel. The closing procedures should be documented in a checklist that indicates who will perform each procedure and when completion of each procedure is due and is accomplished. These reconciliation will provide assurance that financial statements are fairly accurate and complete.

The Commission should also enhance its review processes over its financial transactions to ensure the fairly accurate and complete preparation of its basic financial statements.

## *Views of Responsible Officials*

The Commission concurs with the finding. The Commission is continuously establishing procedures to ensure all year-end close out activities are completed as required.

The Commission will enhance its year-end documentation evaluation, reconciliation and tracking processes to ensure all year-end transactions are completed within the performance period. Completing all year-end transactions within the performance period will assist the Commission with eliminating prior period adjustments.

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## Section III – Federal Award Findings

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There were no federal award findings noted during the fiscal year ended June 30, 2024.

## Financial Statement Findings

Finding No.	Finding Description	Recommendation	Current Status
Finding No 2023-001	Internal Control Over Financial Reporting – Prior Period Adjustments	The Commission should enhance its review processes over transactions arising from capital assets to ensure the accurate and complete year-end closing of the general ledger and the preparation of its basic financial statements.	Implemented. The specific prior year adjustments were not present in the current fiscal year's audit.



[www.vasquez.cpa](http://www.vasquez.cpa)

## VI. ACTION CALENDAR

- B. 2025 Call for Projects - Project Prioritization Framework- Congestion Mitigation and Air Quality (CMAQ) and Surface Transportation Block Grant (STBG) – FFY 2026/27 to FFY 2027/28

The ICTC Technical Advisory Committee met on February 27, 2025, and the Management Committee met on March 12, 2025, and both forward this item to the Commission for review and approval after public comments, if any:

1. Approve 2025 Congestion Mitigation Air Quality (CMAQ) and Surface Transportation Block Grant (STBG) Call for Projects Nominations Schedule;
2. Approve the Project Prioritization Framework for the 2025 Congestion Mitigation Air Quality (CMAQ) and Surface Transportation Block Grant (STBG) Call for Project Nominations;
3. Direct staff to convene an evaluation committee to score and rank the projects; and,
4. Direct staff to return with a list of recommended projects for approval by the Commission.



1503 N. IMPERIAL AVE., SUITE 104  
EL CENTRO, CA 92243-2875  
PHONE: (760) 592-4494  
FAX: (760) 592-4410

March 21, 2025

Robert Amparano, Chairman  
Imperial County Transportation Commission  
1405 N. Imperial Ave Suite 104  
El Centro, CA 92243

SUBJECT: 2025 Call for Projects - Project Prioritization Framework- Congestion Mitigation and Air Quality (CMAQ) and Surface Transportation Block Grant (STBG) – FFY 2026/27 to FFY 2027/28

Dear Commission Members:

The Imperial County Transportation Commission (ICTC) receives revenue information for the Congestion Mitigation and Air Quality (CMAQ) and the Surface Transportation Block Grant Program (STBG) funding by staff at the Southern California Association of Governments (SCAG). Approximately \$13 million may be available over a two-year period beginning in FFY2026/2027 and ending in FFY2027/2028.

SCAG is initiating a competitive Call for Project Nominations through which projects are selected by SCAG in coordination with the SCAG region's six county transportation commissions. SCAG is responsible for the development of the call for project nominations process, oversight, and final project selection. SCAG has established performance-based nomination targets to guide the nomination submittals from each county within the SCAG region. As part of the SCAG CMAQ and STBG guidelines (appendix A), ICTC is responsible for developing a *Project Prioritization Framework* outlining how projects nominations submitted within the Imperial County will be prioritized for funding as part of the final SCAG selection. The *Project Prioritization Framework* must also receive concurrence from SCAG staff prior to the approval by the Commission. ICTC is also responsible for prioritizing projects for the Imperial County region. ICTC has historically requested that projects be evaluated and ranked by eligible applicants to help determine regional prioritization. ICTC's Project Prioritization Framework maintains the commitment to continue taking our past approach. The timeline for the call for projects will need to be expedited due to the additional SCAG scoring and ranking process that will begin on August 4, 2025. For an overview of the available funding targets for Imperial County please refer to **Table A** and **Table B** in this staff report.

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

Table A below summarizes the CMAQ funds anticipated to be available for programming for the two-year period FFY 2026-2027 – 2027/2028:

<b>Table A</b>			
<b>CMAQ Call for Project Funding</b>			
<b>Program</b>	<b>IC Funding Target %</b>	<b>Approximate amounts per FFY</b>	
		<b>FFY 2026/2027</b>	<b>FFY 2027/2028</b>
<b>CMAQ</b>	<b>0.6%</b>	<b>\$1,876,597.82</b>	<b>\$1,913,902.88</b>

**Table B** below summarizes the STBG funds anticipated to be available for programming for the two-year period FFY 2026/2027- 2027/2028:

<b>Table B</b>			
<b>STBG Call for Project Funding</b>			
<b>Program</b>	<b>IC Funding Target %</b>	<b>Approximate amounts per FFY</b>	
		<b>FFY 2026/2027</b>	<b>FFY 2027/2028</b>
<b>STBG</b>	<b>1.2%</b>	<b>\$3,765,915.59</b>	<b>\$3,851,531.39</b>

Applicants will need to adhere to SCAG’s approved CMAQ & STBG Program guidelines. The formal adoption of the guidelines by SCAG was adopted by SCAG Regional Council on March 6, 2025. All applicants will apply via the SCAG online application portal. Each applicant will need to sign up for an account to access the application. Attached is the application template as a reference for applicant consideration. The application portal website information will be shared with all eligible applicants in addition to being posted on ICTC’s website to facilitate access. It is important to keep the available funding target in mind and consider that both programs have a minimum of 11.47% non-federal match requirement.

Eligible applicants include all cities, the County of Imperial, transit agencies, county transportation commissions, and federally recognized Tribal governments. Though an existing federal-aid master agreement is not required to apply, implementing agencies awarded funding must be eligible for and have a federal-aid master agreement in place with the California Department of Transportation (Caltrans) prior to having awarded funds programmed in the FTIP.

The staff report attachments include a copy of the *Project Prioritization Framework*, a copy of the application template and the final CMAQ & STBG Program Guidelines that summarize the eligibility criteria, the selection criteria and backup requirements. It should be noted that STBG and CMAQ are separate programs and different backup documentation may be required, please refer to the attached guidelines for details.

All applicants are required to adhere to the proposed schedule detailed in **Table C** of this report. If an applicant does not adhere to the call for project schedule, their project will be deemed ineligible.

The 2025 CMAQ and STBG Call for Projects will be open to all local agencies- starting March 31, 2025. Below is the proposed Call for Projects implementation schedule for CMAQ and STBG.

**Table C: 2025 STBG/CMAQ Call for Projects Schedule**

January 23, 2025 (Thursday)	ICTC Technical Advisory Committee (TAC) reviews preliminary draft 2025 SCAG CMAQ & STBG Guidelines.
February 27, 2025 (Thursday)	TAC reviews and approves the 2025 CMAQ & STBG Call for Projects Schedule and Project Prioritization Framework (PPF).
March 12, 2025 (Wednesday)	SCAG-hosted Workshop
March 12, 2025 (Wednesday)	Management Committee reviews and approves the <b>ICTC</b> 2025 CMAQ & STBG Call for Projects Schedule and Project Prioritization Framework.
March 18, 2025 (Tuesday)	SCAG-hosted Workshop
March 26, 2025 (Wednesday)	ICTC Board reviews and approves the <b>ICTC 2025</b> CMAQ & STBG Call for Projects Schedule and Project Prioritization Framework.
March 31, 2025 (Monday)	SCAG Call for Projects Nomination period begins including the ICTC PPF process. The Approved 2025 ICTC PPF and SCAG CMAQ & STBG Guidelines and link to the online application will be posted on the ICTC website. <i>(each local agency will need to sign up for an account to access the application on the SCAG portal)</i>
March 27, 2025 (Thursday)	SCAG – County Specific Workshop 10 a.m. This workshop will take place as part of the TAC meeting at ICTC's Office.
May 16, 2025 (Friday)	<b>SCAG</b> Call for Projects Nomination ends. Project applications deadline is 5:00 pm. <i>(Applications are submitted to SCAG online portal)</i>
May 19, 2025 (Monday)	Project selection evaluation process begins <b>based on the ICTC Project Prioritization Framework</b> .
June 19, 2025 (Thursday)	ICTC <b>Project Prioritization Framework</b> Scoring and Ranking Documentation Due to ICTC.
June 26, 2025 (Thursday)	ICTC Project <b>Prioritization</b> process ends (ICTC staff generates list of projects <b>designated as Highly Recommended, Recommended, Contingency List, or Not Recommended</b> for funding based on eligible applicant evaluation and ranking). Eligible Applicants will meet to complete the ranking process.
July 9, 2025 (Wednesday)	Management Committee reviews and approves project <b>prioritized list</b> recommendations.
July 9, 2025 (Wednesday)	Applicant Executed Resolutions (for match commitment) due to ICTC.
July 23, 2025 (Wednesday)	ICTC Board reviews and approves project <b>prioritized list</b> recommendations.
August 1, 2025 (Friday)	ICTC submits <b>Project Prioritized List</b> to SCAG.

**Imperial County local agencies must submit their project nominations no later than 5:00pm on May 16, 2025.** Late applications will be deemed ineligible. Due to the time constraints of this Call for Project Nominations, ICTC must adhere to a strict call for projects schedule. The approach is to provide Imperial County local agencies with as much possible time to begin their project nomination development.

The ICTC Technical Advisory Committee met on February 27, 2025, and the Management Committee met on March 12, 2025, and both forward this item to the Commission for review and approval after public comments, if any:

1. Approve 2025 Congestion Mitigation Air Quality (CMAQ) and Surface Transportation Block Grant (STBG) Call for Projects Nominations Schedule;
2. Approve the Project Prioritization Framework for the 2025 Congestion Mitigation Air Quality (CMAQ) and Surface Transportation Block Grant (STBG) Call for Project Nominations;
3. Direct staff to convene an evaluation committee to score and rank the projects; and,
4. Direct staff to return with a list of recommended projects for approval by the Commission.

Sincerely,



DAVID AGUIRRE  
Executive Director

DA/mf  
Attachment

# PROJECT PRIORITIZATION FRAMEWORK FOR IMPERIAL COUNTY

SCAG STBG/CMAQ PROGRAM



Approved March 26, 2025

The Southern California Association of Government (SCAG) intends to issue a SCAG region Congestion Mitigation and Air Quality (CMAQ) /Surface Transportation Block Grant (STBG) Call for Project Nominations in March 2025. The SCAG guidelines require CTCs to perform an initial project screening and evaluation, then submit project nominations to SCAG for regional evaluation and project selection. This document describes the Imperial County Transportation Commission's (ICTC) project prioritization framework for SCAG's 2025 Call for Projects Nominations.

Project Prioritization Framework	
A.	The ICTC Regional criteria and scoring rubrics are provided in Exhibit 1, and the schedule is presented in Exhibit 3. Projects will be prioritized based on project scores. Eligible projects can achieve up to 100 points. Project scores will be converted into recommendation categories: <b>Highly Recommended</b> , <b>Recommended</b> , <b>Contingency List</b> , and <b>Not Recommended</b> . To achieve an overall Highly Recommended determination, projects must achieve a score of at least 85 points. To achieve an overall Recommended determination, projects must achieve a score of at least 70 and less than 85 points. To be considered for the Contingency List, projects must achieve a score of at least 55 points. Projects that achieve a score of less than 55 or are ineligible will be determined to be Not Recommended.
B.	The Project Prioritization Framework including regional criteria and scoring rubrics will be presented to the ICTC Technical Advisory Committee (TAC) and policy board for review, comment, and approval.
C.	The recommended project prioritization list will be presented to the ICTC Technical Advisory Committee (TAC) and policy board for review, comment, and approval.
D.	The approved ICTC project prioritization list will be forwarded to SCAG.

Exhibit 1: ICTC Regional Criteria and Scoring Rubrics	
Criteria	Possible points
1. <b>Eligibility:</b> Project meets federal and regional eligibility requirements. Ineligible projects will not be recommended.	Pass/Fail
2. <b>County Priorities:</b> Project is consistent with local and county-wide planning documents and/or studies. Project is included in an approved planning or programming document. Projects recommended in approved planning and/or programming documents will receive higher scores.	0 to 25
3. <b>Community/Stakeholder Engagement:</b> Project demonstrates community support from priority populations defined as being located within federally	0 to 20

<p>designated Areas of Persistent Poverty and Historically Disadvantaged Communities. Community support may be determined through a variety of means, including (but not limited to):</p> <ul style="list-style-type: none"> <li>a. Responses to public outreach, including comments received at public meetings or hearings, feedback from community workshops, survey responses, plan development etc.; and/or</li> <li>b. Endorsement by a community-based organization.</li> </ul> <p>Projects that demonstrate community support through a variety of means will receive higher scores.</p>	
<p>4. <b>Deliverability and Readiness:</b> Project demonstrates readiness within the programming period. Implementing agency has sufficient capacity and technical expertise to meet deadlines. Projects with milestone dates that are fully identified in the application for all project phases including Preliminary Engineering (PA&amp;ED and PS&amp;E) ROW acquisition and Construction as appropriate for the project will score higher. A description of proposed activities to ensure and/or accelerate completion of the project as proposed in the schedules should be provided to increase the score.</p>	0 to 30
<p>5. <b>Regional Priorities:</b> Project is a Tier 1 Regional Priority based on the SCAG STBG/CMAQ Program Guidelines. No = 0 points; Yes = 10 points.</p>	0 or 10
<p>6. <b>Leveraging / Continuity / Other Factors:</b> Project leverages other funding sources. Earlier project phases were funded in prior cycles and should receive continued support. STBG/CMAQ funds are needed to fully fund a regionally significant project. Other factors of overriding concern.</p>	0 to 15
<b>TOTAL</b>	<b>100</b>

After completing the Project evaluation, the total score achieved per the ICTC Regional Criteria and Scoring Rubric, will be converted into recommendation categories. (see Table 1 below).

<b>Table 1. ICTC Regional Scoring Rubric</b>	
<b>Recommendation Categories</b>	<b>Possible Points</b>
Highly Recommended	100-85
Recommended	85-70
Contingency List	70-55
Not Recommended	55-0

Once the score is converted into recommendation categories, ICTC will submit project nominations to SCAG based on **Highly Recommended**, **Recommended**, **Contingency List**, and **Not Recommended**. Based on the SCAG CMAQ/STBG guidelines Appendix E Detailed Scoring Rubric, projects which receive a **Highly Recommended** recommendation will receive **50 points**, projects that are **Recommended** will receive **40 points**, projects that are in the **Contingency List** will receive **20 points**, and project **Not Recommended** will receive **0 points**. See below Table 2. (Appendix E of the SCAG CMAQ/STBG Guidelines).

Table 2. **SCAG's Detailed Scoring Rubric for CTC Prioritization**

<b>CTC Prioritization</b>	
Prioritized in the CTC list as Highly Recommended	50 Points
Prioritized in the CTC list as Recommended	40 Points
Prioritized in the CTC Contingency List	20 Points
Not recommended	0 Points

<b>Exhibit 2: ICTC STBP/CMAQ Program Schedule<sup>1</sup></b>		
	<b>Start</b>	<b>Finish</b>
ICTC Project Prioritization Framework (Due to SCAG; includes Board approval)	January 2025	March 28, 2025
SCAG Call for Projects Process adheres to SCAG application process; application submitted to SCAG through online portal. NOTE: Applicants will not be able to submit applications after the 5/16/25 deadline.	March 31, 2025	May 16, 2025
ICTC Project Prioritization Process (Process uses ICTC Regional Criteria and Scoring Rubrics; applications submitted directly via the online SCAG portal are evaluated). ICTC Project Priority List due to SCAG on August 1, 2025	May 19, 2025	August 1, 2025

<b>Exhibit 3: 2025 STBG/CMAQ Call for Projects Schedule</b>	
January 23, 2025 (Thursday)	ICTC Technical Advisory Committee (TAC) reviews preliminary draft 2025 SCAG CMAQ & STBG Guidelines.
February 27, 2025 (Thursday)	TAC reviews and approves the 2025 CMAQ & STBG Call for Projects Schedule and Project Prioritization Framework (PPF).
March 12, 2025 (Wednesday)	SCAG-hosted Workshop- TIME 2:00 P.M. – 4:00 P.M.
March 12, 2025 (Wednesday)	Management Committee reviews and approves the <b>ICTC</b> 2025 CMAQ & STBG Call for Projects Schedule and Project Prioritization Framework.
March 18, 2025 (Tuesday)	SCAG-hosted Workshop- TIME 10:00 A.M. – 12:00 P.M.
March 26, 2025 (Wednesday)	ICTC Board reviews and approves the <b>ICTC 2025</b> CMAQ & STBG Call for Projects Schedule and Project Prioritization Framework.
March 31, 2025 (Monday)	SCAG Call for Projects Nomination period begins including the ICTC PPF process. The Approved 2025 ICTC PPF and SCAG CMAQ & STBG Guidelines and link to the online application will be posted on the ICTC website. (each local agency will need to sign up for an account to access the application on the SCAG portal)

<sup>1</sup> Based on the updated schedule included in the February 5, 2025, SCAG PowerPoint Presentation

March 27, 2025 (Thursday)	SCAG – County Specific Workshop 10 a.m. This workshop will take place as part of the TAC meeting.
May 16, 2025 (Friday)	<b>SCAG</b> Call for Projects Nomination ends. Project applications deadline is 5:00 pm. (Applications are submitted to SCAG online portal)
May 19, 2025 (Monday)	Project selection evaluation process begins <b>based on the ICTC Project Prioritization Framework</b> .
June 19, 2025 (Thursday)	ICTC <b>Project Prioritization Framework</b> Scoring and Ranking Documentation Due to ICTC.
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### **Attachment 1- Supplemental Questionnaire**

(to be submitted via *Jotform* link in SCAG application Database)

#### **Deliverability and Readiness**

##### **Council/Board Resolution**

Projects must be approved by the local agency submitting the project application through Council or Board resolution. Adopted resolutions should be included in the application under “Supplemental Questionnaire” through the Jotform link. Please upload your resolution. If a resolution has not been adopted by May 16, 2025, application deadline, a draft resolution should be included. Resolutions must indicate:

- Project name and requested amounts by funding source.
- The local match amount and the source and type of funds. If more than one project is included in the resolution, the local match amount and the source and type of funds should be provided for each project.
- Opportunity for public comment was provided at a public meeting.
- Project is in compliance with the local agency’s planning process such as included in the circulation element of the local agency’s general plan.
- Project is included in an adopted pavement management plan (rehabilitation projects only).
- Local agency commits to completing the project based on the project schedule included in the application to avoid losing funds to the “use-it-or-lose-it” provisions of AB 1012.

A sample resolution is provided in Attachment 2.

**IF YOU INCLUDE A DRAFT RESOLUTION, INDICATE THE EXPECTED ADOPTION DATE.**

**Attachment 2: SAMPLE RESOLUTION**

**BEFORE THE  
(NAME OF CITY/COUNTY/DISTRICT COUNCIL/BOARD)  
RESOLUTION NO. 2025-\_\_**

In the Matter of:

ICTC RESOLUTION SUPPORTING  
(SURFACE TRANSPORTATION BLOCK GRANT (STBG) / CONGESTION MITIGATION AND AIR QUALITY (CMAQ))  
FUNDING, PROJECT MILESTONE DATES, AND TIMELY USE OF FUNDS.

WHEREAS, the (City/County/District) is eligible to apply for and receive Federal and State transportation funds including (STBG/CMAQ) funds; and

WHEREAS, AB 1012 requires that state and federal funds be expended in a timely manner; and

WHEREAS, the (City/County/District) desires to ensure that its projects are delivered in a timely manner to avoid losing funds for non-delivery; and

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

NOW THEREFORE BE IT RESOLVED, that the (Council/Board/District) hereby agrees to ensure that all project milestone schedules for all project phases will be met or exceeded, and:

- a. The opportunity for public comment was provided at a public meeting;
- b. Local funds in the amount of \$\_\_\_\_\_ from \_\_\_\_\_ (source and type of funds) will be used to leverage the federal funds for the project;
- c. Project(s) is consistent with the \_\_\_\_\_ (plan: i.e., circulation element of the agency's general plan) planning process;
- d. Project(s) is consistent with the adopted pavement management plan (for rehabilitation projects only).

BE IT FURTHER RESOLVED, that failure to meet project milestone schedules may be deemed as sufficient cause for the Imperial County Transportation Commission Policy Board to terminate funding and reprogram the funds as deemed necessary.

THE FOREGOING RESOLUTION was passed and adopted by the (Council/Board/District) on \_\_\_\_\_, 2025.

AYES:

NOES:

ABSTAIN:

ABSENT

ATTEST:

Signed: \_\_\_\_\_

Mayor, City of (-----)

Chair, Board of (-----)

Chair, (-----) Board

I hereby certify that the foregoing is a true copy of a resolution of the (Council/Board/District) duly adopted at a regular meeting thereof held on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Signed: \_\_\_\_\_  
(-----, City/County Clerk)



# FFY 2026-2027 & FFY 2027-2028 STBG/CMAQ PROGRAM GUIDELINES

Guidelines outlining the SCAG-administered project selection process in compliance with federal requirements for the Surface Transportation Block Grant program (STBG) and Congestion Mitigation and Air Quality Improvement program (CMAQ).

MARCH 2025

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# FFY 2026-2027 & FFY 2027-2028 STBG/CMAQ Program Overview

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The federal fiscal year 2026-2027 and federal fiscal year 2027-2028 Surface Transportation Block Grant program (STBG) and Congestion Mitigation and Air Quality Improvement program (CMAQ) Program Guidelines (FFY 2026-2027 & FFY 2027-2028 STBG/CMAQ Program Guidelines), scheduled for adoption by the SCAG Regional Council in March 2025, establish the framework for project selection and allocation of STBG and CMAQ funds within the SCAG region in accordance with 23 CFR § 450.332(c) et al.

## Background

Planning and programming actions for federal formula-funded projects and programs are guided by the currently adopted and future iterations of the SCAG Regional Council-approved Connect SoCal 2024 Regional Transportation Plan/Sustainable Communities Strategy, Federal Transportation Improvement Program (FTIP), and Federal Performance-Based Planning and Programming and Transportation Performance Management requirements.

Connect SoCal 2024 provides the long-term vision and goals for how the SCAG region will build and support transformative transportation projects and initiatives. Connect SoCal 2024 was developed through extensive stakeholder engagement and robust policy discussions with local elected leaders. Connect SoCal 2024 demonstrates how transportation projects and programs in the six-county SCAG region conform to state of California and federal air quality mandates for funding eligibility. Connect SoCal 2024 also identifies strategies to reduce regional greenhouse gas emissions and criteria air pollutant emissions. An [FTIP](#) is prepared by a metropolitan planning organization to list projects to be funded from federal, state, and local sources for the next four-year period. By providing an orderly allocation of federal, state, and local funds for use in planning and building specific projects, the FTIP is a key component in the Connect SoCal 2024 implementation process. The FTIP is required to advance Connect SoCal 2024 by programming projects in accordance with federal and state requirements, including specific requirements for scheduling projects, funding, and the timely implementation of transportation control measures to reduce air pollution. The [2025 FTIP](#), which was federally approved on Dec. 16, 2024, applies to the STBG/CMAQ call for project nominations for federal fiscal year 2026-2027 and federal fiscal year 2027-2028. The federal fiscal year 2026-2027 through federal fiscal year 2031-2032 FTIP will be in effect by mid-December 2026.

Federal Transportation Performance Management Targets, adopted by the SCAG Regional Council, provide near- and mid-term anticipated outcomes for the transportation network. These inform and are informed by planning and programming actions.

## Guidelines and Development Process

SCAG has worked closely with the six county transportation commissions in the region on the development of these guidelines. This coordination included several months of bi-weekly meetings to review each section of the guidelines for potential changes and improvements and circulating the draft guideline document for comment. SCAG will also host workshops open to all eligible applicants related to these guidelines in spring 2025.

# Project Selection Process

## Funding Availability

Prior to initiating a call for project nominations, SCAG evaluates the availability of STBG and CMAQ funding. The current call for project nominations primarily makes funding available from apportionments for federal fiscal years 2026-2027 and 2027-2028. The current federal surface transportation authorization, the Infrastructure Investment and Jobs Act, is in effect through September 2026. Therefore, funding availability for the call for project nominations is subject to a subsequent congressional reauthorization or continuing resolution.

Other considerations in determining funding availability for the call for project nominations may include programming adjustments for previously awarded projects, prior year obligation authority (OA) activity, de-obligations, OA loan repayments, and set-asides for SCAG-selected regional planning activities that would support planning priorities led by SCAG or in partnership with the county transportation commissions (i.e., eligible planning activities that advance implementation of Connect SoCal and performance-based planning and programming in the SCAG region). This is consistent with the initial set of STBG/CMAQ Program Guidelines approved by the SCAG Regional Council in June 2023. These and other administrative processes will be further detailed in SCAG's Administrative Programming Procedures for federal transportation funds. Additionally, use of these funds will be documented in the annual SCAG Overall Work Program and FTIP, as appropriate.

The balance of STBG and CMAQ funding available for programming will be directed through a competitive call for project nominations administered by SCAG, through which SCAG selects projects in coordination with the SCAG region's six county transportation commissions. SCAG is responsible for the development of the call for project nominations process, oversight, and final project selection. SCAG has established performance-based nomination targets to guide the nomination submittals from each county within the SCAG region. The targets do not represent a guaranteed funding level, a nomination floor, or a nomination ceiling.

**Exhibit 1 Program Target Percentages**

County	CMAQ Target Percentage	STBG Target Percentage
Imperial County	0.6%	1.2%
Los Angeles County	54.8%	53.3%
Orange County	17.3%	17.1%
Riverside County	12.7%	11.8%
San Bernardino County	11.3%	12.2%
Ventura County	3.3%	4.3%

STBG and CMAQ funds are subject to the Timely Use of Funds provisions outlined in Assembly Bill 1012 (Chapter 783 of the Statutes of 1999). Obligation deadlines for these apportionment years are outlined in the table below.

#### Exhibit 2 Federal Fiscal Year Obligation Deadline

Federal Fiscal Year	2026-2027	2027-2028
Obligation deadline	9/30/2029	9/30/2030

## Call for Project Nominations

### ROLES AND RESPONSIBILITIES

SCAG will conduct a call for project nominations, provide guidance, identify available funding, perform project evaluations, develop a list of prioritized projects, and conduct the SCAG board review and approval process.

The county transportation commissions are responsible for developing their Project Prioritization Framework to guide their evaluation of all applications within their respective county. These evaluations will result in a prioritization ranking. Please see [Appendix A](#) for more information regarding the County Transportation Commission Prioritization Framework.

### ELIGIBLE APPLICANTS

In general, SCAG region cities, counties, transit agencies, federally recognized Tribal governments, and county transportation commissions are eligible to apply for STBG and CMAQ funds. Though an existing federal-aid master agreement is not required to apply, implementing agencies awarded funding must be eligible for, and have a federal-aid master agreement in place with, the California Department of Transportation (Caltrans) prior to having awarded funds programmed in the FTIP. This provision might not apply to funds that will be requested for transfer to the Federal Transit Administration (FTA). Projects considering FTA transfer might need to coordinate with the county transportation commission regarding roles and responsibilities, as the FTA will only accept transfer applications from recognized transit operators.

SCAG encourages potential applicants to review the Caltrans document [Factors to Consider Before Applying for Federal Funds](#). This document presents several common challenges that arise due to specific requirements, regulations, and procedures associated with federal funding. Examples include adhering to federal regulations related to environmental assessments, labor laws, Disadvantaged Business Enterprise participation, Title VI, and quality control and assurance measures.

Each county transportation commission is responsible for coordination and submission of project nominations to SCAG from eligible entities from their respective counties. SCAG encourages each county transportation commission to coordinate with SCAG and other affected county transportation commissions on project nominations for multi-county projects and to support multi-county agency projects such as Caltrans, the Los Angeles-San Diego-San Luis Obispo Rail Corridor Agency, and the Southern California Regional Rail Authority.

## ELIGIBLE PROJECTS

Projects must be eligible for STBG or CMAQ funds, as detailed in 23 USC Sec. 133, 149, et al.

**Additional federal guidance is available below:**

[STBG Federal Guidance](#)

[CMAQ Federal Guidance](#)

Consistent with Connect SoCal 2024 goals and strategies and Federal Performance Measure Goals, projects should be used for activities related to the following primary project categories **and have a clear transportation nexus**:

### Tier 1 Regional Priorities

- Clean Transportation – alternative fuel and zero-emission vehicles/buses, infrastructure, and equipment investments that reduce criteria pollutant emissions.
- Resilience of At-Risk Infrastructure – projects that improve the resilience of infrastructure at risk from extreme weather events, natural disasters, or changing conditions, such as coastal erosion, to improve transportation and public safety and reduce costs by avoiding future maintenance or rebuilding costs.
- Transit and Multimodal Integration – support increasing public transit ridership, new or upgraded public transit facilities, operating assistance to sustain or expand service (subject to applicable CMAQ limitations), microtransit, fare subsidies, also including public transit safety and security projects.
- Transportation Demand Management (TDM) – TDM activities to reduce single-occupancy vehicle use, including carshare, vanpool, and shared micromobility. Projects to enhance travel and tourism.
- Transportation System Management and Goods Movement – highway or local roadway projects that improve traffic flow, optimize truck and bus throughput, or increase travel time reliability. Includes Intelligent Transportation Systems (ITS), truck parking facilities, and on-dock rail projects.

### Tier 2 Regional Priorities

- Complete Streets – complete streets projects to enable safe use and mobility for all users.
- Natural Lands Preservation – projects that support the preservation of, and access to, natural lands.
- System Preservation – projects that maintain existing transportation systems and facilities.

Examples of projects that fall into each of these primary project categories are included in [Appendix B](#). These primary project categories were derived from the [Connect SoCal 2024 goals and strategies](#). The tiers were informed by the [2024-2025 SCAG Presidential Priorities and Objectives](#), which included goods movement, transit recovery, clean transportation technology, and transportation demand management strategies. The resilience of at-risk infrastructure primary project category is included in Tier 1 because of the impacts on transportation infrastructure from recent wildfire and coastal erosion events across the region.

## ELIGIBLE COSTS AND MATCHING REQUIREMENTS

Final eligibility determinations are subject to review and approval by Caltrans and the Federal Highway Administration (FHWA). As a result, certain components within an eligible project may be deemed ineligible for reimbursement for a specific fund source. SCAG intends to recommend that some projects be funded with a combination of STBG and CMAQ funds to address this issue. However, applicants should also consider exceeding the local match or locally funding contingency to fully fund the project, where components may be deemed ineligible.

Matching requirements for STBG and CMAQ funds are dependent on project type, but most require a minimum of 11.47 percent match in non-federal funds. Tolling projects require a higher 20 percent local match. Toll credits are eligible to be used as a match for STBG and CMAQ funds, which can increase the federal share to 100 percent. However, due to limited availability of toll credits, project applicants should be prepared to provide a local match source in the event toll credits are not available for STBG and CMAQ funds. More information regarding matching funds is outlined in [Caltrans' Local Assistance Procedures Manual Chapter 3: Project Authorization](#).

Applicants should also consult their county transportation commissions for the possibility of additional matching requirements that may be incorporated as part of their Project Prioritization Framework.

# Application Process

Through the STBG/CMAQ call for project nominations process, SCAG will select projects nominated from eligible applicants that meet federal requirements, align with Connect SoCal 2024 goals and strategies, and reflect county priorities. All applicants should follow best practices related to virtual and in-person outreach and engagement, which will be evaluated at the project level. SCAG strongly encourages applicants to engage transportation system users, residents, and community-based organizations to ensure communities are meaningfully involved throughout the lifecycle of the project.

All eligible applicants will submit project nominations via the SCAG portal. Project nominations will be subject to the respective county transportation commission's Project Prioritization Framework. The county transportation commissions will then apply their approved Project Prioritization Framework to project nominations submitted within their county and develop project prioritization packages for SCAG's consideration during final project selection.

## Exhibit 3 Project Selection Timeline

Project Selection Milestone	Date*
Regional Council adopts Program Guidelines	March 6, 2025
Workshops	March 12 and March 18
Project nominations open to local agencies	March 31, 2025
Local agency project nomination application submission deadline	May 16, 2025, at 5 p.m.
County transportation commission project prioritization packages deadline	Aug. 1, 2025, at 5 p.m.
Regional Council awards funding	Nov. or Dec. 2025

\*Actual dates subject to change

## Regional Project Evaluation

SCAG staff will form a review committee composed of a multidisciplinary group of staff members. The review committee will conduct the regional project evaluation process to review the nomination packets provided by the county transportation commissions and develop a recommended list of projects for adoption by the SCAG Regional Council. This process will consist of the following steps:

1. **Confirm Eligibility:** SCAG staff will review submitted documentation to ensure county transportation commission, potential implementing agency, and project compliance with applicable federal and regional policies. Screening will include a review to ensure consistency with Connect SoCal 2024. Any issues identified will be communicated to county transportation staff and the applicant contact, and projects with unresolved issues will be excluded from further consideration.
2. **Scoring Criteria:** Eligible projects can achieve up to 110 points for projects submitted for potential CMAQ funding and up to 100 points for projects submitted for STBG funding. The review committee will score projects using the following rubric:

**Exhibit 4 Scoring Criteria**

Scoring Criteria	Possible Points
<b>County Transportation Commission Prioritization:</b> Relative county transportation commission project prioritization. Please refer to <a href="#">Appendix A</a> for more information.	50 Points
<b>Regional Priorities:</b> Based on primary program category. Please refer to <a href="#">Appendix B</a> for more information.	20 Points
<b>Federal Performance Management Areas:</b> Assessment of the degree that the proposed project demonstrates support for FHWA Federal Performance Management areas: <ul style="list-style-type: none"> <li>• Performance Management Area 1 - Transportation System Safety</li> <li>• Performance Management Area 2 - National Highway Pavement and Bridge Condition</li> <li>• Performance Management Area 3 - National Highway System Performance</li> <li>• Performance Management Area 3 - Freight Movement</li> <li>• Performance Management Area 3 - CMAQ Program</li> <li>• Transit Asset Management</li> <li>• Transit System Safety</li> </ul> Please refer to <a href="#">Appendix C</a> for more information. Please also refer to Section 7 of the Connect SoCal 2024 " <a href="#">Performance Monitoring Technical Report</a> " for additional information.	20 Points
<b>Community Economic Development Benefits:</b> Assessment of project benefits to populations living in Areas of Persistent Poverty and Historically Disadvantaged Communities. Please refer to <a href="#">Appendix D</a> for more information.	10 Points
<b>Air Quality Improvements and Cost-Effectiveness:</b> For CMAQ-eligible projects, projects will be evaluated on cost-effectiveness relative to similar projects. Particulate matter 2.5 reducing projects will receive additional points.	10 Points

The review committee will score each project using the criteria outlined in [Appendix E](#).

- Project Ranking Process:** Candidate projects will be ranked according to their average review committee score. To ensure that high performing air quality improvement projects are prioritized for CMAQ funding, SCAG staff will first develop a recommended list of eligible projects for CMAQ funding using the comprehensive rubric rankings as well as projects identified as seeking CMAQ funding. (All eligible projects scored with a maximum possible score of 110 points and ranked from highest to lowest score.) In developing this list, SCAG will consider if project elements may not be eligible for CMAQ funds and should be considered for STBG funding.

All remaining projects, including CMAQ-eligible projects not recommended for funding using this first method, will then be ranked with the air quality improvement portion of the rubric score excluded. (All remaining projects scored with a maximum possible score of 100 points and ranked from highest to lowest score.) The latter rankings will be used by SCAG staff to develop a recommended list of projects for STBG funding.

Once the lists are developed, they will be shared with the air quality districts to obtain input on the projects selected for potential CMAQ funding. This will fulfill SCAG's requirement to involve the local air quality districts. SCAG may also consult with Caltrans and others as applicable.

- Program Balancing:** Candidate projects will be initially prioritized according to their ranking as described above. However, to achieve programmatic investment thresholds and ensure a balanced program of projects, SCAG staff may adjust project prioritization based on the relative STBG or CMAQ availability and overall program balancing for a variety of project types and regional diversity.

Project scores will be converted into recommendation categories (i.e., Highly Recommended, Recommended, Contingency List, and Not Recommended) prior to publishing the recommended program of projects. To achieve an overall Highly Recommended determination, projects must achieve a score of at least 90 points. To achieve an overall Recommended determination, projects must achieve a score of at least 75 and less than 90 points. To be considered for the Contingency List, projects must achieve a score of at least 65 points. Depending on availability of STBG and CMAQ funds, projects may move between the Recommended list and the Contingency List. Using this process, SCAG staff will develop a draft program of recommended (Highly Recommended and Recommended) and Contingency List projects for SCAG Regional Council adoption. Projects that achieve a score of less than 65 will be determined to be Not Recommended.

5. **Program Approval:** The SCAG Regional Council will consider the recommended STBG and CMAQ projects. Projects approved by the SCAG Regional Council for funding will be eligible for programming in the FTIP.

If high scoring projects (Highly Recommended and Recommended) are not fully funded or not selected due to funding constraints, they will be prioritized for future funding opportunities as additional programming capacity becomes available for STBG and CMAQ programs prior to the next scheduled call for project nominations process. Contingency List projects will be considered after high scoring projects for future funding opportunities if additional programming capacity becomes available for STBG and CMAQ programs prior to the next scheduled call for project nominations process.

## Approved Projects, Federal Programming, and Monitoring

All projects approved by the SCAG Regional Council for STBG and CMAQ funding must be programmed in the FTIP consistent with adopted FTIP Guidelines. Transportation Conformity Regulations require that projects programmed in the FTIP be included in a conforming Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS). Therefore, projects that require modeling or inclusion in an RTP/SCS amendment may not be programmed until conformity requirements are met. Approved projects that meet eligibility for transfer to the FTA should consult the FTIP Guidelines and [Chapter 3 of the LAPM](#). Local agencies should work with their county transportation commission to program approved funds in the FTIP. For additional FTIP information, please refer to the latest adopted [2025 FTIP Guidelines](#) approved by the SCAG Regional Council in November 2023.

Following FTIP approval, agencies will need to work with their Caltrans Local Assistance District to prepare the Request for Authorization (RFA) package. For more information on the RFA process, please refer to the Caltrans [Local Assistance Procedure Manual](#) and [Exhibits](#). All projects approved for STBG and CMAQ funds must obligate by the deadline. Delays, advancements, and scope changes are subject to SCAG approval.

To ensure the timely use of federal funds, SCAG will collaborate with Caltrans, county transportation commissions, local jurisdictions, and transit operators to ensure federal funding requirements and deadlines are met and funds are not lost to the region. Additionally, SCAG will prepare and submit annual obligation plans to Caltrans, monitor federal fund obligations, overall federal funding levels, and apportionment and OA balances.

# Appendix A

## County Transportation Commission Project Prioritization Framework

The county transportation commissions will each develop a Project Prioritization Framework outlining how project nominations submitted within the county will be prioritized for funding as part of the final SCAG selection. As part of the development of a county transportation commission's Project Prioritization Framework, the commission may choose to collect high-level solicitations of interest from eligible applicants, conduct interested applicant consultations, or other outreach and engagement to inform the Project Prioritization Framework.

County transportation commissions may opt to include supplemental questions as part of the project nomination application. These supplemental questions are subject to the Project Prioritization Framework, which will directly inform the county transportation commission's prioritization ranking.

SCAG requires each county transportation commission to inform and engage eligible applicants from their respective county on the county transportation commission's Project Prioritization Framework and SCAG's call for project nomination process to maximize project impact and advance collaborative policy goals.

At a minimum, county transportation commissions must incorporate the following regional criteria into their Project Prioritization Framework:

- **Eligibility:** County transportation commissions will screen potential implementing agencies and projects for eligibility with federal and regional requirements. Projects must be eligible for STBG or CMAQ funds, as detailed in 23 USC Sec. 133, 149, et al.
- **County Priorities:** County transportation commissions are expected to develop a prioritization framework that considers applicable county-level plans, policies, and objectives.
- **Community/Stakeholder Engagement:** County transportation commissions should prioritize project nomination applications with demonstrated community support. Community support can be determined through a variety of means, such as responses to public outreach, including comments received at public meetings or hearings, feedback from community workshops, survey responses, plan development, etc.
- **Deliverability and Readiness:** County transportation commissions should evaluate potential implementing agencies and projects for deliverability issues. Commissions should consider if potential implementing agencies have sufficient capacity and technical expertise to meet deadlines. Commissions should encourage projects with demonstrated readiness within the programming period.

Each county transportation commission's Project Prioritization Framework must receive concurrence from SCAG staff as well as approval by the county transportation commission's chief executive officer (CEO) and/or governing board. A draft copy of the project prioritization framework for SCAG comment and concurrence should be provided by March 24. County transportation commissions will be required to provide SCAG with a final copy of the framework and documentation of CEO and/or governing board approval.

County transportation commissions will also be required to inform and distribute the applicable Project Prioritization Framework to eligible applicants in their jurisdiction following approval by the respective governing board and/or CEO. Additionally, county transportation commissions will be required to publish

the approved Project Prioritization Framework and identify a staff contact on their webpage for ease of access by eligible applicants.

## County Transportation Commission Project Prioritization Packages

After completing the County Transportation Commission Prioritization Framework, county transportation commissions should submit project nominations and associated documentation to SCAG for evaluation and project selection. Project nomination lists must be approved by the county transportation commission CEO and/or governing board prior to submission to SCAG. Extensions may be granted on a case-by-case basis. Project prioritization packages must include the following elements:

- **County Transportation Commission Project Nomination List:** Complete list of eligible project nominations received for STBG and/or CMAQ funds, identifying the county transportation commission prioritization designation according to approved Project Prioritization Framework.
- **CEO or Governing Board Approval:** Letter from the county transportation commission's CEO or documentation of governing board approving the project nomination list in accordance with the approved Project Prioritization Framework.
- **Outreach Documentation:** Materials verifying county transportation commission compliance with outreach requirements for Project Prioritization Framework.

# Appendix B

## Project Examples by Category

These primary project categories were derived from the [Connect SoCal 2024 goal areas and strategies](#). The tiers were informed by the [2024-25 SCAG Presidential Priorities and Objectives](#), which included goods movement, transit recovery, clean transportation technology, and transportation demand management strategies. The resilience of at-risk infrastructure primary project category is included in Tier 1 because of the impacts on transportation infrastructure from recent wildfire and coastal erosion events across the region. Examples of projects that may fall into each of these primary project categories include, but are not limited to, the following:

### TIER 1 REGIONAL PRIORITIES

#### Clean Transportation

- Government-owned non-transit alternative fuel and zero-emission fleets that reduce criteria pollutant emissions.
- Publicly available alternative fuel and zero-emission vehicle fueling and charging infrastructure and equipment that reduce criteria pollutant emissions.
- Alternative fuel and zero-emission bus capital purchase that reduce criteria pollutant emissions.
- Charging and fueling infrastructure and equipment for alternative fuel and zero-emission buses that reduce criteria pollutant emissions.
- Medium- and heavy-duty alternative fuel and zero-emission conversion.

#### Resilience of At-Risk Infrastructure

- Projects that improve the resilience of infrastructure at risk from extreme weather events, natural disasters, or changing conditions, such as coastal erosion, to improve transportation and public safety and reduce costs by avoiding future maintenance or rebuilding costs.
- Protective features (including natural infrastructure) to enhance the resilience of an eligible transportation facility.
- Resilience and adaptation projects and plans eligible under STBG and CMAQ guidance.

#### Transit and Multimodal Integration

- Transit plans
- Public transportation agency safety plans
- Comprehensive multimodal corridor plans
- Dedicated bus lanes
- Transit facilities – new/rehab/replacement
- Transit safety and security projects
- Conventional vehicle replacements
- Fleet expansion
- Microtransit
- Operations (subject to CMAQ new-project limitations)

- Free- or reduced-fare programs
- Fare integration programs
- Transit signal priority
- Bus stop and rail station improvements
- Universal basic mobility
- Mobility hubs

**Transportation Demand Management (TDM)**

- Parking – Park and rides, parking pricing
- Ridesharing – vanpool coordination
- Carsharing
- Shared micromobility (bikes and scooters)
- Congestion pricing
- Employer-based strategies (telework)
- Freight TDM strategies
- Curb space management
- Projects to enhance travel and tourism

**Transportation System Management and Goods Movement**

- Freight and goods movement plans
- Congestion management plans
- New capacity managed lanes (HOV, toll, bus only)
- Managed lanes conversions (HOV, toll, bus only)
- Truck-only lanes
- Truck parking facilities
- New grade separation (rail or roadway)
- Traffic signalization
- Intersection improvements
- Port-related equipment and vehicles
- Port electrification activities
- On-dock rail
- Interchange reconfigurations
- Signal synchronization
- ITS elements

**TIER 2 REGIONAL PRIORITIES****Complete Streets**

- Complete streets plans
- Active transportation plans
- Local roadway safety plans

- Bicycle and pedestrian facilities and programs, including Class I, II, IV bike facilities
- Complete streets and sustainable streets improvements
- Roundabouts

**Natural Lands Preservation**

- Wildlife crossings
- Projects and strategies designed to reduce the number of wildlife-vehicle collisions
- Eligible recreational trail projects including maintenance and restoration of existing trails
- Bike and pedestrian access to open space and parks

**System Preservation**

- Standalone pavement rehabilitation
- Off-system (local) bridge rehabilitation
- Maintenance of existing transportation systems and facilities

# Appendix C

## Federal Performance Management Areas

Transportation performance management uses system information to make investment and policy decisions to achieve national performance goals. FHWA established national performance measures, target-setting guidance, and reporting requirements for the monitoring of highway performance through three performance management areas:

- **Performance Management Area 1:** Transportation System Safety
- **Performance Management Area 2:** Pavement and Bridge Condition (National Highway System)
- **Performance Management Area 3:** National Highway System, Freight Movement, and CMAQ Program Performance

In addition to the three performance management areas, federal performance measures and reporting requirements were also established for transit asset management (TAM) and transit system safety. Performance metrics for TAM focus on the maintenance of the regional transit system in a state of good repair. Transit system safety performance monitoring assesses the number of transit incidents resulting in fatalities or serious injuries and transit system reliability.

Each of the federal performance management focus areas include an associated set of metrics for which statewide and regional targets must be set. Though project-specific metrics might not be available, projects that will contribute to meeting SCAG's goals for Federal Performance Management areas will be prioritized.

### Performance Management Area 1 – Transportation System Safety

- Total number of motor vehicle collision fatalities.
- Rate of motor vehicle collision fatalities per 100 million vehicle miles traveled (VMT).
- Total number of motor vehicle collision serious injuries.
- Rate of motor vehicle collision serious injuries per 100 million VMT.
- Total number of non-motorized fatalities and serious injuries.

### Performance Management Area 2 – National Highway System (NHS) Pavement and Bridge Condition

- Percentage of Interstate System pavement in 'Good' condition.
- Percentage of Interstate System pavement in 'Poor' condition.
- Percentage of non-interstate NHS pavement in 'Good' condition.
- Percentage of non-interstate NHS pavement in 'Poor' condition.
- Percentage of NHS bridges in 'Good' condition.
- Percentage of NHS bridges in 'Poor' condition.

### Performance Management Area 3 – National Highway System (NHS) Performance

- Percent of interstate system mileage reporting reliable person-mile travel times.
- Percent of non-interstate NHS mileage reporting reliable person-mile travel times.

**Performance Management Area 3 – Freight Movement**

- Interstate system truck travel time reliability (truck travel time reliability index).

**Performance Management Area 3 – CMAQ Program**

- Annual hours of peak hour excessive delay per capita.
- Total emissions reduction by criteria pollutant (e.g., particulate matter 10, particulate matter 2.5, ozone, carbon monoxide).
- Percent of non-single occupancy vehicle mode share.

**Transit Asset Management**

- Equipment: Share of non-revenue vehicles that meet or exceed Useful Life Benchmark.
- Rolling Stock: Share of revenue vehicles that meet or exceed Useful Life Benchmark.
- Infrastructure: Share of track segments with performance restrictions.
- Facilities: Share of transit assets with condition rating below 3.0 on FTA Transit Economic Requirements Model scale.

**Transit System Safety**

- Number of transit-related fatalities.
- Number of transit-related injuries.
- Number of transit system safety events.
- Transit system reliability.

Additional information is available in the FHWA's [Transportation Performance Management Implementation Plan](#) and the FTA's [Performance Management webpage](#).

# Appendix D

## Community Economic Development Benefits

### AREAS OF PERSISTENT POVERTY AND HISTORICALLY DISADVANTAGED COMMUNITIES

For the purpose of this program, SCAG uses the term “Areas of Persistent Poverty and Historically Disadvantaged Communities” consistent with the U.S. Department of Transportation’s [“FY 2025 Notice of Funding Opportunity”](#) for the Better Utilizing Investments to Leverage Development (BUILD) grant program.

Areas of Persistent Poverty and Historically Disadvantaged Community are defined as either of the following:

- Any county (or equivalent jurisdiction) with greater than or equal to 20 percent of the population living in poverty as indicated through the [BUILD Grant Project Location Verification mapping tool](#).
- Any census tract with a poverty rate of at least 20 percent, as measured by the five-year data series available from the Census Bureau’s American Community Survey and available through the BUILD Grant Project Location Verification mapping tool.

The BUILD Grant Project Location Verification mapping tool should be used to identify Areas of Persistent Poverty and Historically Disadvantaged Communities as they relate to project location and identified community economic development benefits.

### SUPPLEMENTAL RESOURCES

The following strategies, informed by the Connect SoCal 2024 [“Equity Analysis Technical Report,”](#) have been determined to contribute to advancing community economic development benefits in the SCAG region:

- Access improvements to everyday destinations (e.g., jobs, retail, parks, school, health care) for populations living in Areas of Persistent Poverty and Historically Disadvantaged Communities.
- Improvements to mobility options for populations living in Areas of Persistent Poverty and Historically Disadvantaged Communities.
- Improvements to walking and biking conditions for populations living in Areas of Persistent Poverty and Historically Disadvantaged Communities or on the SCAG High Injury Network.
- Improvements to noise or air quality for residential areas adjacent to railroads and railyards.
- Grade separations to improve safety for populations living in Areas of Persistent Poverty and Historically Disadvantaged Communities.
- Transit improvements.
- Adaptation or resilience improvements for populations living in climate risk areas, including flood hazard zones, sea-level rise, wildfire risk, landslide hazard areas, extreme heat, drought, and earthquake hazard zones.
- Air quality improvements for populations living in Areas of Persistent Poverty and Historically Disadvantaged Communities that minimize impacts outside of the immediate project area.

- Reduction of noise impacts from transportation for populations living in Areas of Persistent Poverty and Historically Disadvantaged Communities that minimize impacts outside of the immediate project area.
- Reduction of heavy- and medium-duty truck volumes through communities with identified populations living in Areas of Persistent Poverty and Historically Disadvantaged Communities.

# Appendix E

## Detailed Scoring Rubric

Exhibit 5 Detailed Scoring Rubric

County Transportation Commission Prioritization	Possible Points
Prioritized in the county transportation commission list as Highly Recommended	50 Points
Prioritized in the county transportation commission list as Recommended	40 Points
Prioritized in the county transportation commission Contingency List	20 Points
Not recommended	0 Points
Regional Priorities	Possible Points
Project identified as part of Tier 1 Regional Priorities Program Categories: <ul style="list-style-type: none"> <li>Clean Transportation</li> <li>Resilience of At-Risk Infrastructure</li> <li>Transit and Multimodal Integration</li> <li>Transportation Demand Management</li> <li>Transportation System Management and Goods Movement</li> </ul>	20 Points
Projects identified as part of Tier 2 Regional Priorities Program that also demonstrate a systems approach to identifying and managing needs by means of: <ul style="list-style-type: none"> <li>A transportation related natural lands preservation plan, including for wildlife crossings</li> <li>A pavement management plan or program</li> <li>A complete streets plan, program, or policy</li> </ul>	15 Points
Projects identified as part of Tier 2 Regional Priorities Program Categories: <ul style="list-style-type: none"> <li>Complete Streets</li> <li>Natural Lands Preservation</li> <li>System Preservation</li> </ul>	10 Points
Projects identified as neither Tier 1 nor Tier 2 Regional Priorities Program Categories	0 Points
Federal Performance Management Areas	Possible Points
Project supports multiple federal performance management areas OR demonstrates significant improvement in one federal performance management area, as confirmed by general responses. Project-specific data is available in the current project development phase for multiple federal performance categories.	20 Points
Project implementation supports at least one federal performance management area as confirmed by general responses. Project-specific data is available in the current project development phase.	15 Points
Project implementation supports at least one federal performance management area as confirmed by general responses, but project specific data is not available. (Includes projects in early stages of development that may not have quantitative data available yet.)	10 Points
Project implementation abstractly supports at least one federal performance management area but cannot be confirmed by general responses. There is no current or future planned project-specific data available.	5 Points
Project does not support any federal performance management areas.	0 Points

Community Economic Development Benefits	Possible Points
Proposed project includes four or more strategies that advance community economic development benefits.	10 Points
Proposed project includes one to three strategies that advance community economic development benefits.	5 Points
Proposed project does not include any strategies that advance community economic development benefits.	0 Points
Air Quality Improvements	Possible Points
Cost Effectiveness Relative to Similar Projects*	
• 75-100 percentile	8 Points
• 50-74 percentile	6 Points
• 25-49 percentile	4 Points
• 1-24 percentile	2 Points
• Does not address cost-effectiveness	0 Points
Particulate Matter 2.5 Reduction Relative to ALL Projects	
• Top 50% of Particulate Matter 2.5 Reducing Projects	2 Points
• Below top 50% of Particulate Matter 2.5 Reducing Projects	0 Points

\*If limited or no similar projects are available for evaluation, an alternative evaluation will be conducted



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## VI. ACTION CALENDAR

### C. Appointment(s) to ICTC delegated SCAG Policy Committees

It is recommended that the ICTC Commission take the following actions after public comment, if any:

1. Appoint two ICTC Commission Members or other nominated elected officials to the SCAG Policy Committees of Community, Economy and Housing Development Committee (CEHD) and EEC



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March 21, 2025

Robert Amparano, Chairman  
Imperial County Transportation Commission  
1503 N. Imperial Ave., Suite 104  
El Centro, CA 92243

SUBJECT: Appointment(s) to ICTC delegated SCAG Policy Committees

Dear Commission Members:

The Southern California Association of Governments (SCAG) is guided by the work of three (3) primary policy committees. The policy committees are identified as the Community, Economic and Human Development Committee (CEHD), Energy and Environment Committee (EEC) and Transportation Committee (TC). ICTC as a County Transportation Commission within SCAG is afforded access to three (3) policy committee seats (one per committee). ICTC currently has a vacancy from the Imperial County region to serve as a voting member on the CEHD Committee. Councilmember Ana Beltran with the city of Westmorland is currently sitting on the EEC on behalf of ICTC. ICTC is currently represented on SCAG's Regional Council (RC) by city of Holtville Councilmember Mike Goodsell. City of Brawley Mayor Gil Rebollar serves on RC as the SCAG District 1 representative and serves as a Commissioner on ICTC. Each regional council member is afforded the opportunity to sit on a policy committee of their choice. Commissioner Goodsell and Commissioner Rebollar currently sit on CEHD and TC respectively.

All policy committees meet on the first Thursday of each month at 10:00 a.m. The SCAG Regional Council meeting is held later that day at 12:15 p.m.

The commission recently took action to appoint two commissioners to vacant ICTC policy committee seats. Commissioner Javier Amezcua was appointed to TC and Commissioner Tomas Oliva was appointed to CEHD. Commissioner Oliva recently vacated his position within the El Centro City Council, which also vacated his various appointed seats. Currently, staff are requesting an appointment from the Commission or other nominated elected officials to serve as Imperial County's representative on CEHD. Policy committees can currently meet both in-person and via zoom meeting. If members meet via zoom, they must provide their location to the Clerk of the Board prior to the posting of the agenda. The Chair and Commissioners will make appointments amongst those that have expressed their interest at the meeting on Wednesday, March 26, 2025.

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

A brief description of each policy committee is described below.

**Community, Economic & Human Development Committee (CEHD)**

The role of the Community, Economic and Human Development Committee is to study problems, programs and other matters which pertain to the regional issues of community, economic and human development, and growth. This committee reviews projects, plans and programs of regional significance for consistency and conformity with applicable regional plans.

The CEHD Committee has oversight of the Growth Visioning and Growth Forecasting processes, as well as the Regional Housing Needs Assessment, the Intergovernmental Review effort and the monitoring and analysis of the Regional Economy.

**Energy & Environment Committee (EEC)**

The Energy & Environment Committee considers environmental and energy issues of regional significance, including but not limited to air quality, water quality, solid and hazardous waste, habitat preservation, environmental justice, and environmental impact analysis.

**Transportation Committee (TC)**

The role of the Transportation Committee is to study problems, programs and other matters which pertain to the regional issues of mobility, air quality, transportation control measures and communications, and make recommendations on such matters to the Regional Council.

Major programs that are under the purview of Transportation Committee are Regional Transportation Plan (RTP), Regional Transportation Improvement Program (RTIP), Aviation, Highway, Transportation Finance and Transportation Conformity.

ICTC's goal is to increase Imperial County Representation and awareness of the variety of issues that impact the state of California, the SCAG region, the Imperial County and our cities.

It is recommended that the ICTC Commission take the following actions:

1. Appoint an ICTC Commission Member or other nominated elected official to the SCAG Policy Committee of Community, Economy and Housing Development Committee (CEHD)

Sincerely,



DAVID AGUIRRE  
Executive Director

## VI. ACTION CALENDAR

- D. Imperial County Transportation Commission (ICTC)/Imperial Valley Transit (IVT) Administration, Operations and Maintenance Center – Property Acquisition APN 064-450-076 – 2204 LaBrucherie Road, El Centro, CA 92243

ICTC Staff forwards this item to the ICTC Commission for their review and approval after public comment, if any:

1. Approve the acquisition of real property identified as APN 064-450-076 – 2204 LaBrucherie Road, El Centro, CA 92243 in the amount of \$2,250,000.00, in addition to any applicable closing costs. Said acquisition is contingent upon obtaining FTA concurrence.
2. Authorize the Executive Director to sign any applicable escrow documentation, Certificate of Acceptance and any other documents required to complete the acquisition on behalf of ICTC.



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March 21, 2025

Robert Amparano, Chairman  
Imperial County Transportation Commission  
1503 N. Imperial Ave Suite 104  
El Centro, CA 92243

SUBJECT: Imperial County Transportation Commission (ICTC)/Imperial Valley Transit (IVT)  
Administration, Operations and Maintenance Center – Property Acquisition APN  
064-450-076 – 2204 LaBrucherie Road, El Centro, CA 92243

Dear Commission Members:

ICTC has been working towards the development of a permanent home office location for ICTC/IVT since its inception. The primary goal for the facility is to house all ICTC related entities (ICTC, ICLTA, IVRMA and SAFE), in addition to all IVT (IVT, IVT Ride, IVT Access, IVT Medtrans and Callexico On Demand) operations and maintenance functions. Between all ICTC/IVT related entities, there are approximately 100 employees which include administration, operations supervision, safety, dispatchers, drivers, utility workers and mechanics.

In addition, to developing a location to house all ICTC/IVT staff, ICTC also considered the proximity of the proposed location to existing transit operations. The 7<sup>th</sup> and State (El Centro Transit Terminal) is the focal point of IVT services. The location required significant consideration to eliminate excessive deadhead cost to operate transit services. The location also needed to be centrally located to encourage and facilitate equitable accessibility to the public for all ICTC-related agencies. Access to the facility via public transit routes was a strong consideration when evaluating possible locations. Additional evaluation criteria included identifying a location with enough capacity that allowed ICTC/IVT to continue to grow and to integrate next generation technology for its vehicle fleet. ICTC will also be exploring the possibility of integrating public charging and a hydrogen fueling station at the location.

ICTC/IVT existing facilities are not owned by ICTC as it is currently using four (4) separate locations to complete daily operations, all locations are undersized, and the existing transit maintenance and operations yard does not have the necessary resources and amenities needed for daily operation and is not suitable for next generation buses and system expansion. The current transit system operates utilizing approximately seventy (70) transit vehicles including various administration and maintenance vehicles. ICTC completed a facility program that provided the framework of what ICTC/IVT needed for existing and future growth inclusive of next generation technologies. At minimum, it was recommended that ICTC pursue locations of at least 10 acres in size, with or without existing buildings.

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

Over the course of several years, ICTC staff presented the ICTC board with various location options for consideration. ICTC also completed specific site evaluations for the previous Caltrans Maintenance and Operations Yard located along Adams Avenue in El Centro and the previous Ricochet location in the city of Imperial. Both locations ultimately were not deemed suitable for ICTC's needs. In recent months, the ICTC board elected to proceed with the acquisition of a property located at 2204 LaBrucherie Road, El Centro, CA 92243 which is also located at the northwest corner of the intersection of Cruickshank Drive and Waterman Avenue in El Centro. The property is approximately 19.66 acres in size. The preliminary acquisition price was noted to be \$2,250,000. It is important to note that there are no anticipated adverse impacts to surrounding properties and ICTC has conducted an equity analysis to determine that no persons would be required to be displaced as a result of the project. The location currently has vacant land to the west, a parking lot and vacant land to the south, vacant land and existing smaller business, a grocery store and car dealership to the east and a transmission line, drainage ditch and road to the north. It should also be noted that the property will require a zone change to achieve ICTC use goals.

Since the Commission's decision to proceed with acquisition, ICTC has developed a preliminary site plan to demonstrate how the property meets ICTC's existing and future needs, obtained an appraisal for the property, completed a Phase 1 and 2 Environmental Assessment. The appraisal has been received and indicates that the proposed purchase price is accurate, and the Environmental Assessments indicate no significant findings.

ICTC has also been working in anticipation of the acquisition to acquire funding to proceed to the next phases of the project. ICTC has secured \$2M to proceed with the development of environmental and design documents for the project. ICTC has also begun developing a grant application to pursue construction funding for the facility. Upon finalization of the acquisition of the property, ICTC will proceed with completing the zone change and with the development of the Request for Proposals to complete the environmental and design phases.

Since the facility is a transit facility and will likely use Federal Transit Administration (FTA) funding for various operations or construction efforts, ICTC is completing the required protocols to obtain authorization to proceed with the transaction by the Federal Transit Administration (FTA). ICTC is also developing several grant applications with the FTA to utilize grant dollars to contribute towards the acquisition costs. ICTC is attempting to utilize approximately \$700,000 of federal dollars to contribute towards the acquisition costs while also using pre-award authority.

To recap, the purchase for the property is **\$2,250,000** (the purchase price does not include any additional closing costs). ICTC is working on completing several federal grants totaling approximately \$700,000 to contribute towards the purchase price. ICTC has set aside funding to complete the acquisition of the property. The approximate financial impact to ICTC is \$1,600,000 which ICTC is capable of supplying.

ICTC Staff forwards this item to the ICTC Commission for their review and approval after public comment, if any:

1. Approve the acquisition of real property identified as APN 064-450-076 – 2204 LaBrucherie Road, El Centro, CA 92243 in the amount of \$2,250,000.00, in addition to any applicable closing costs. Said acquisition is contingent upon obtaining FTA concurrence.
2. Authorize the Executive Director to sign any applicable escrow documentation, Certificate of Acceptance and any other documents required to complete the acquisition on behalf of ICTC.

Sincerely,



DAVID AGUIRRE  
Executive Director