



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

## **MANAGEMENT COMMITTEE AGENDA**

**ICTC OFFICES  
1503 N. IMPERIAL AVE., SUITE 104  
EL CENTRO, CA 92243**

**Wednesday, January 12, 2022  
10:30 A.M.**

**CHAIR: TYLER SALCIDO**

**VICE CHAIR: NICK WELLS**

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

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**To Join by Zoom Meeting click on the following link:**

**<https://us06web.zoom.us/j/87056496048?pwd=QmdrVEJaYSStLVXNWefBCb3Y5UUdTdz09>**

**To Join by Phone, dial 253-215-8782 and enter the Meeting ID: 870 5649 6048 and Passcode: 904438**

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

### **II. ACTION CALENDAR**

- A. Adopt resolution authorizing remote teleconference meetings in accordance with Assembly Bill 361 Page 5

With ICTC Counsel's direction, the Executive Director forwards this item to the Management Committee for review and approval after public comment, if any:

1. Approve the resolution of the Imperial County Transportation Commission authorizing remote meetings in accordance with the provisions of the State Assembly Bill (AB) 361.
2. Authorize the Chairperson to sign the resolution.

### **III. EMERGENCY ITEMS**

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

### **IV. PUBLIC COMMENTS**

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

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

**V. CONSENT CALENDAR**

- |    |   |                   |            |
|----|---|-------------------|------------|
| A. | Approval of Management Committee Draft Minutes: | December 8, 2021  | Pages 9-21 |
| B. | Receive and File:                               |                   |            |
| 1. | ICTC TAC Minutes:                               | November 17, 2021 |            |
| 2. | ICTC SSTAC Minutes:                             | December 1, 2021  |            |

**VI. REPORTS**

- A. ICTC / LTA / IVRMA Executive Director
  - ICTC Executive Director Report Page 23
  - IVRMA Program Report Page 35
- B. Southern California Association of Governments
  - See attached report Page 38
- C. California Department of Transportation – District 11
  - See attached report Page 46
- D. Committee Member Reports

**VII. ICTC ACTION CALENDAR**

- A. Rotation of Chair and Vice-Chair Positions Page 57

It is requested that the Management Committee take any appropriate action in the consideration of the rotation and assignment of the two positions.
- B. Imperial County Long Range Transportation Plan – Services Contract Award – Michael Baker International Page 60

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

  - 1. Approve the award of the Services Agreement for the Imperial County Long Range Transportation Plan – to Michael Baker International in the amount of \$299,827.83.
  - 2. Authorize the Chairperson to sign the Services Agreement.
- C. Approving and execution of the Agreement between the Imperial County Transportation Commission (ICTC) and Nomad Transit, LLC (Via) for the implementation/operation of the Calxico Microtransit Service funded by the Clean Mobility Options (CMO) Voucher Pilot Program Page 63

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

  - 1. Authorize the Chairman to sign the agreement between ICTC and Nomad Transit, LLC. (Via) in the amount of \$1,253,296 for a period of two years of service operations.

**VIII. IVRMA ACTION CALENDAR**

- A. Extension of Lease between the Imperial Valley Landfill, Inc. and Imperial Valley Resource Management Agency Page 66

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

  - 1. Approve a new ten (10) year extension to the Lease Agreement with Imperial Valley Landfill, Inc. at a rate of one dollar (\$1.00) a year. Said lease extension would commence on January 26, 2022 and expire January 25, 2032.

- B. Senate Bill (SB) 1383 Local Assistance Grant Program FY 2021–22 Grant Submittal Authorization Page 77

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

1. Authorize the Interim Executive Director or his designee to submit an SB 1383 Local Assistance FY 2021–22 Grant Application, execute all required documents and any amendments with CalRecycle as required.
2. Authorize the IVRMA Chairperson to sign the attached resolution.
3. Direct staff to forward the Grant Application and associated documentation to CalRecycle and any associated parties.

**IX. NEXT MEETING DATE AND PLACE**

- A. The next Management Committee Meeting is scheduled for Wednesday, February 9, 2022, at 10:30 a.m. via Zoom Meeting.

**X. ADJOURNMENT**

- A. Motion to Adjourn

## II. ACTION CALENDAR

- A. Adopt resolution authorizing remote teleconference meetings in accordance with Assembly Bill 361
  - 1. Approve the resolution of the Imperial County Transportation Commission authorizing remote meetings in accordance with the provisions of the State Assembly Bill (AB) 361.
  - 2. Authorize the Chairperson to sign the resolution.



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January 7, 2022

ICTC Management Committee  
Imperial County Transportation Commission  
1503 N. Imperial Ave., Suite 104  
El Centro, CA 92243

SUBJECT: Resolution authorizing remote teleconference meetings in accordance with Assembly Bill (AB) 361

Dear Committee Members:

ICTC has been conducting remote public meetings since the beginning of the COVID-19 pandemic in compliance with Governor's Orders N-29-20 and N-08-21. Governor's Orders N-29-20 and N-08-21 suspended the Ralph M. Brown Act's requirements for teleconferencing.

AB 361 will authorize a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when a legislative body of a local agency holds a meeting during a declared state of emergency. If the Commission wishes to continue to offer a remote meeting option and to comply with AB 361, ICTC will need to adopt a resolution authorizing ICTC to host teleconference meetings in accordance with AB 361, if the Governor's declaration of a statewide emergency continues.

With ICTC Counsel's direction, the Interim Executive Director forwards this item to the Committee for review and approval after public comment, if any:

1. Approve the resolution of the Imperial County Transportation Commission authorizing remote meetings in accordance with the provisions of the State Assembly Bill (AB) 361.
2. Authorize the Chairperson to sign the resolution.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. Aguirre', is written over a horizontal line.

DAVID AGUIRRE  
Interim Executive Director

Attachments

DA/cl

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

**RESOLUTION OF THE IMPERIAL COUNTY TRANSPORTATION COMMISSION  
AUTHORIZING REMOTE MEETINGS IN ACCORDANCE WITH THE PROVISIONS  
OF STATE ASSEMBLY BILL 361.**

**RESOLUTION NO. \_\_\_\_\_**

**WHEREAS**, the County of Imperial is committed to preserving and nurturing public access and participation in meetings of the Imperial County Transportation Commission and other public meetings subject to the Ralph M. Brown Act (“Brown Act”); and

**WHEREAS**, with the adoption of State Assembly Bill 361 (“AB 361”), section 54963(e) of the California Government Code was amended to make provisions for remote teleconferencing participation in meetings by members of a local legislative body, without compliance with the requirements of 54953(b)(3) of the California Government Code, subject to the existence of certain conditions; and

**WHEREAS**, a required condition is that a state of emergency is declared by the Governor pursuant to section 8625 of the California Government Code, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in section 8558 of the California Government Code; and

**WHEREAS**, on March 4, 2020, the Governor proclaimed pursuant to his authority under 8625 of the California Government Code, that a state of emergency exists with regard to the novel coronavirus (a disease now known as COVID-19); and

**WHEREAS**, on June 4, 2021, the Governor clarified that the “reopening” of California on June 15, 2021, did not include any change to the proclaimed state of emergency or the powers exercised thereunder; and

**WHEREAS**, as of the date of this Resolution, neither the Governor nor the Legislature have exercised their respective powers pursuant to section 8629 of the California Government Code to lift the state of emergency, either by proclamation or by concurrent resolution in the State Legislature; and

**WHEREAS**, the Local Health Officer for the County of Imperial has recommended that the local legislative bodies that are subject to the Brown Act continue to meet remotely when possible, and that social distancing continues to provide a means by which to reduce the transmission of COVID-19; and

**WHEREAS**, Imperial County Transportation Commission believes that it is in the best interest of the public to continue holding remote meetings during the existing state of emergency in accordance with the requirements of AB 361.

**NOW, THEREFORE**, the Imperial County Transportation Commission resolves as follows:

- (1) The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.
- (2) A proclaimed state of emergency exists as a result of the COVID-19 pandemic.
- (3) The Local Health Officer recommends that all local legislative bodies local legislative bodies that are subject to the Brown Act continue to meet remotely when possible, and that social distancing continues to provide a means by which to reduce the transmission of COVID-19
- (4) The staff of the Imperial County Transportation Commission are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution, including implementing social distancing measures at meetings, and conducting meetings in accordance with section 54953(e) of the California Government Code, and other applicable provisions of the Brown Act.
- (5) This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of thirty (30) days from adoption of the Resolution or such time the Imperial County Transportation Commission takes action to extend the time during which it may continue to meet remotely without compliance with section 54953(b)(3) of the California Government Code.

**PASSED AND ADOPTED** by the Imperial County Transportation Commission, County of Imperial, State of California, this 10<sup>th</sup> day of November 2021, by the following roll call vote:

<b>Agency</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Brawley				
Calexico				
Calipatria				
El Centro				
Holtville				
Westmorland				
County of Imperial				
County of Imperial				
Imperial Irrigation District				

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TYLER SALCIDO  
Chair of the Management Committee

ATTEST:

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CRISTI LERMA  
Secretary to the Commission

## V. CONSENT CALENDAR

- A. Approval of Management Committee Draft Minutes:  
December 8, 2021
- B. Receive and File:
  - ICTC TAC Minutes: November 17, 2021
  - ICTC SSTAC Minutes: December 1, 2021

**IMPERIAL COUNTY TRANSPORTATION COMMISSION  
MANAGEMENT COMMITTEE  
MINUTES OF DECEMBER 8, 2021  
10:30 a.m.**

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**VOTING MEMBERS PRESENT:**

City of Brawley	Tyler Salcido
City of Calexico	Miguel Figueroa
City of Calipatria	Rom Medina
City of El Centro	Marcela Piedra
City of Holtville	Nick Wells
City of Imperial	Dennis Morita
County of Imperial	Tony Rouhotas
County of Imperial	Esperanza Colio-Warren
Imperial Irrigation District	Ismael Gomez
City of Westmorland	Absent
ICTC	David Aguirre

**STAFF PRESENT:** Virginia Mendoza, Marlene Flores, Cristi Lerma, Daveline Villasenor

**OTHERS PRESENT:** David Salgado: SCAG; Rafael Reyes, 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, December 8, 2021, together with staff reports and related documents attached thereto and incorporated therein by reference.

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

Chair Tyler Salcido called the meeting to order at 10:32 a.m., roll call was taken, and a quorum was present.

**II. ACTION CALENDAR**

A. Adopt resolution authorizing remote teleconference meetings in accordance with Assembly Bill 361

1. Approved the resolution of the Imperial County Transportation Commission authorizing remote meetings in accordance with the provisions of the State Assembly Bill (AB) 361.
2. Authorized the Chairperson to sign the resolution.

**III. EMERGENCY ITEMS**

There were none.

**IV. PUBLIC COMMENTS**

There were none.

**V. CONSENT ITEMS**

A motion was made by Wells seconded by Medina to approve the consent calendar as presented; Roll call was taken:

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 Rouhotas	Yes
County of Imperial Warren	Yes
City of Westmorland	Absent
Imperial Irrigation District	Yes

**Motion carried unanimously.**

- B. Approval of Management Committee Draft Minutes: November 10, 2021  
 C. Received and Filed:  
     1. ICTC TAC Minutes: October 28, 2021  
     2. ICTC SSTAC Minutes: November 3, 2021

**VI. REPORTS**

A. ICTC Executive Director

- Mr. Aguirre had the following updates:
  - o The Calexico Intermodal Transportation Center continues as a regional priority. The design phase is currently at 90 % of the project. Right of Way acquisition continues to be underway with some delay. ICTC with Caltrans submitted a grant to assist with the funding for construction. More funding opportunities will continue to be explored. \$12.5 million is needed for construction.
  - o Calexico East Port of Entry Bridge Widening Project is underway. The design portion of the project is ongoing. The project is estimated to begin construction in early 2022 and is scheduled for completion in 2023.
- Ms. Mendoza had the following updates:
  - o ICTC is conducting an RFP process to prepare a full update of the Imperial County LRTP. Request for Proposals were due on November 19, 2021. On December 2, 2021, an LRTP evaluation committee reviewed the proposals. The evaluation committee consisted of technical staff from the IID, the Cities of Calexico and El Centro, and Caltrans. All firms were asked to participate in oral interviews scheduled on December 9, 2021, at the City of El Centro in-person and via Zoom. Tentatively, final selection and contract approval will be on the agenda for recommendation of approval at the January Commission meeting.
  - o The STBG and CMAQ Call For Projects began on November 18, 2021. The approved 2022 CMAQ & STBG Guidelines are posted on the ICTC website at <http://www.imperialctc.org/call-for-projects/>. Applications are due by 5:00 p.m. on Friday, February 25, 2022 (or postmarked no later than February 25, 2022) to ICTC at 1503 N. Imperial Ave., Suite 104, El Centro, CA 92243. For

additional information, please contact Marlene Flores at (760) 592-4494 or at [marleneflores@imperialctc.org](mailto:marleneflores@imperialctc.org).

- The next IMBA meeting is scheduled for January 20, 2021 via Zoom Meeting.
- Imperial County Transportation Commission is undertaking a Regional Active Transportation Plan (ATP) to improve access, mobility, and safety for non-motorized modes of travel, including walking, bicycling, and riding trans it. The Regional ATP is grant funded by the Southern California Association of Governments (SCAG). ICTC staff kicked off this project in April 2021 and has conducted two (2) Technical Advisory Committee meetings with City, County, SCAG, and Caltrans staff to start data gathering and early outreach efforts. A dedicated project page has been developed for the project: <https://ictcatp-ktuagis.hub.arcgis.com/> ICTC staff has coordinated with Caltrans planning staff leading the state's ATP effort. Participation and information sharing will continue between the two planning efforts. Additional public education and engagement has been conducted with help of the Go Human Program from SCAG. Billboards and radio announcements promoting active transportation safety and awareness have been online starting the last week of November 2021. The 6th Project Technical Advisory Committee (TAC) meeting was held on Wednesday, December 1, 2021 to discuss a summary of the completed community engagement process and overview of the regional priorities with special attention to the City priorities and regional connections. The final TAC meeting is scheduled for Thursday, January 13, 2022, via Zoom. The final plan and presentations are scheduled for ICTC TAC, Management Committee, and Commission in the months of January and February 2022.

B. Southern California Association of Governments (SCAG)

- On Thursday, Dec. 2, SCAG hosted the 12th annual Southern California Economic Summit virtually. The summit came at a time when the regional economy is still recovering from a time of unprecedented crisis. Civic and business leaders from across Southern California joined the discussion on how we can further our economic recovery and build strength and resilience in a post-COVID world. Speakers included DeeDee Myers, director of the Governor's Office of Business & Economic Development, U.C. Riverside professor Karthick Ramakrishnan, who is also executive director of the "California 100" initiative and Keynote Speaker Rana Foroohar, who's a Global Columnist for the Financial Times and a Global Economic Analyst for CNN.
- The SCAG 2021 Regional Briefing Book was released in conjunction with the 12th Annual Southern California Economic Summit. This year's Regional Briefing Book provides an overview of the SCAG region economy today, as well as an outlook for the counties. To access a copy of the briefing book click on the link: [https://scag.ca.gov/sites/main/files/file-attachments/regional-briefing-book-2021\\_final.pdf?1638320255](https://scag.ca.gov/sites/main/files/file-attachments/regional-briefing-book-2021_final.pdf?1638320255)
- With support from the State's Regional Early Action Planning (REAP) grant program and to support the region's efforts in response to recent state investments in planning to accelerate housing production and meet the goals of the Regional Housing Needs Allocation (RHNA), SCAG has developed a series of trainings that will support elected officials, advocates, and interested stakeholders in moving forward a pro-housing development agenda. The SCAG Housing Policy Leadership Academy (SCAG-HPLA) offers a 10-session online training for emerging and established community leaders who want to better understand how to advance policy solutions to increase the supply and availability of affordable housing. The course brings

together people from different backgrounds and disciplines in monthly sessions to examine issues and solutions from multiple perspectives and apply their learning to current housing policy challenges. Sessions explore the relationship between policy, planning, and housing development with a focus on how different policy solutions shape both the physical and social landscape and capacity to produce housing for all. The course is grounded in the HPLA 5Ps framework, which provides a foundation for examining the physical and social aspects of a healthy housing ecosystem. Applications can be completed online and are due by January 10, 2022. Notifications of acceptance will be issued no later than Jan. 18, 2022.

- Mark your calendars: General Assembly will be held on May 4, 2022 in Palm Desert in person. An email has been sent to the City/County clerks requesting appointments for delegates.
- Go Human opportunities are still available. SCAG was recently awarded a 1.25 million grant from the Office of Traffic Safety to fund continued work on Go Human.
- Federal spending bill will provide opportunities for funding availability. Please reach out to Mr. Salgado for questions or further discussion.

C. Caltrans Department of Transportation – District 11

- Mr. Reyes had the following updates:
  - o The I-8/Imperial Avenue Interchange project is on track to be completed and open to traffic by Christmas 2021.
  - o Several maintenance project updates:
    - SR-86 in El Centro pavement rehabilitation
    - Calexico payment rehabilitation
  - o Clean California Local Grant Program Workshop on December 15, 2021 from 1:30 to 3:30 p.m.
  - o Caltrans hiring event will take place on December 9, 2021 at the Imperial Fairgrounds.

D. Committee Member Reports

- There were no updates.

## VII. ACTION CALENDAR

A. Federal Transit Administration (FTA) Section 5310 Grant Program for Elderly and Disabled Transportation Services 2022 ICTC grant application

Mr. Aguirre stated that Caltrans has announced a call for projects for the 2022 FTA 5310 Grant program. Historically, the FTA 5310 program was limited to rolling stock bus purchases and replacements, however, the program is continuing to include funding for operation expenses and mobility management program functions.

It is staff's recommendation to continue our Regional Mobility Coordination program and submit a funding request for a third time, one (1) application for FTA 5310 funding. The applications are due to Caltrans approximately March 2022. The grant approval process is expected to be completed by Caltrans in the fall of 2022.

The funding is anticipated to cover the loaded cost of staff and activities to maintain the Regional Mobility Coordination Program.

The Regional Mobility Coordinator position and administrative staff proposed will be responsible to assist the implementation in the following programs:

1. Continue the implementation of the consultant prepared *2021 Human Services – Public Transit Coordinated Plan*, which included to using a bilingual Mobility Coordinator to bridge the gap between current public transit service providers, human service agencies, social service agencies and the senior citizen and disabled communities of Imperial County.
2. Continue the implementation of the recommendations that the consultant prepared, *2014 ADA Certification and Eligibility Process, Demand Management Project*. This includes the eligibility and certification process for the Americans with disabilities paratransit service known as IVT Access.
3. Continue to promote, facilitate, educate, and help streamline transition between transportation services particularly for seniors and people with disabilities including scheduling mobility training.

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

1. Authorize the Executive Director or his designee to submit an FTA 5310 2022 Grant, execute all required documents and any amendments with the California Department of Transportation for the continued funding of the Regional Mobility Coordination Program.
2. Authorize the ICTC Chairperson to sign the attached resolution
3. Direct staff to forward the FT A 5310 Grant Application and associated documentation to the California Department of Transportation.

A motion was made by [Morita](#) seconded by [Medina](#). Roll call was taken:

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 Rouhotas	Yes
County of Imperial Warren	Yes
City of Westmorland	Absent
Imperial Irrigation District	Yes

**Motion carried unanimously.**

**VIII.** The next meeting is scheduled for **January 12, 2022, at 10:30 a.m.** at the City of Calexico and via Zoom Meeting.

**IX. ADJOURNMENT**

A. Meeting adjourned at 11:02 a.m.



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**TECHNICAL ADVISORY COMMITTEE**  
**DRAFT MINUTES**

**November 17, 2021**

**Present:**

Guillermo Sillas	City of Brawley
Abraham Campos	City of El Centro
Adriana Anguis	City of Holtville
Veronica Atondo	County of Imperial
Jesus Villegas	City of Imperial
Lili Falomir	City of Calexico
Joel Hamby	City of Westmorland
George Galvan	City of Calipatria
Frank Fiorenza	Imperial Irrigation District

**Others:**

Mark Baza	ICTC
David Aguirre	ICTC
Virginia Mendoza	ICTC
Marlene Flores	ICTC
Angela Delgadillo	ICTC
David Salgado	SCAG
Andres Miramontes	City of El Centro
Angel Hernandez	City of El Centro
Felix DeLeon	City of El Centro
Andy Miramontes	City of El Centro
Gordon Gaste	City of Brawley
Juan Manuel Cabrera	City of Brawley
Ana Gutierrez	City of Brawley
Marco Coronel	City of Imperial
Ryan Fallica	Caltrans
Rafael Reyes	Caltrans
Ben Guerrero	Caltrans
Néstor Cuellar	Caltrans HQ

1. The meeting was called to order at 10:03 a.m. A quorum was present, and introductions were made. There were no public comments made.
2. Adopted resolution authorizing remote teleconference meeting in accordance with Assembly Bill 361. ICTC requested a motion to adopt. (Falomir/Atondo). **Motion Carried.**
3. A *motion* was made to adopt the minutes for October 28, 2021 (Galvan/Hamby) **Motion Carried.**
4. **Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Q&A**  
(Presented by: Nestor Cuellar, Caltrans HQ)
  - Nestor Cuellar from Caltrans presented the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA). The CRRSAA Program requires projects be programmed by the Commission via approval of a Project List, prior to obligation of funds. The Program allows for rural and small urbanized areas, with a population less than 200,000, to request State Funds as an exchange.
  - Projects from areas with a population of 200,000 or greater may request State Only Funds on a case-by-case basis. Nestor Cuellar went over the steps that must occur to obtain CRRSAA funds. First, Agencies need to submit a project listing to their District Local Assistance office. The projects must appear on and be approved by the Commission prior to requesting allocation from the Department.
  - Furthermore, projects must appear on the FSTIP; process amendments are required. State Only Funds (SOF) projects do not have to be in the FSTIP.
  - Ben Guerrero from Caltrans provided more information on the CRRSAA funds and the guidelines. Funds can be used for multiple fundings. It can be used to support other fundings. Nestor Cuellar then stated that if the project initially is state funded, then the guidelines must be followed as state. If the project is initially Federal funded, then the guidelines for Federal must be followed.
  - Furthermore, Abraham Campos, from the City of El Centro, questioned if the money was either a reimbursement or a cash distribution. Nestor Cuellar answered that it is reimbursement, federal money that needs CTC approval.
  - Virginia Mendoza, from ICTC, followed up if there was an option to convert to state only funds. Nestor Cuellar answered that it is federal money, however, you can use it for any kind of project to supplement the funding.
  - Mr. Campos asked how to invoice the funds. Mr. Cuellar stated it is the same process. Once received the CTC approval, you will receive a finance and allocation letter. In this case, you would need to be in contact with District 11.
  - Mr. Cuellar added that the last time to get allocation from CTC is September 30, 2023, and the deadline to use the money is September 30, 2024.
  - Abraham Campos raised an option to send all the information to ICTC, then ICTC will forward the checks to each city on its own.
  - Moreover, Virginia Mendoza followed up by asking the questions that were asked in the last meeting. She asked if the funds can be used for a project that was just completed, will ICTC coordinate the projects that will be utilized and be responsible for the initial approval? Nestor Cuellar recommended for ICTC to take the lead and coordinate with the agencies to avoid any problems. He also offered to set up any meetings after for more understanding. Mr. Campos stated that the idea can be brought back for another discussion on the following meeting.
  - For more information, please go to: <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/crrsaa>

**5. Caltrans Updates / Announcements** *(Presented by: Ben Guerrero):*

- September 3, 2021 was the deadline to submit Inactive invoices. Agencies that did not invoice prior to September 30, 2021, must submit a justification on the Inactive Justification Form spreadsheet.
- Exhibit 9-A This form was updated and needs to resign the agreement.
- CTC Schedule is updated. Please review and follow the deadlines.
- Notify Caltrans with any anticipated submittal date for a forthcoming inactive project invoice. FHWA now requires status updated quarterly.
- DBE Goal Methodology Mid- Year Adjustments- OCR issued the following temporary guidance to increase the DBE goal for the rest of the current year. When the Exhibit 9-D: Contract Goal Methodology is sent to OCR for review and approval, OCR may modify the reduction factor from 80 percent to 100 percent. This modification will be on a contract by contract, district by district basis. When local agencies set DBE goals for their contracts, they will still use the factor of 80 percent.
- January 31, 2022- Federal Fiscal Year (FFY) 21/22 Requests for Authorization Obligations are due.
- Obligation Authority funds for redistribution are dwindling faster than in prior years. All RFA details must be transmitted on LAPM Exhibit 3-A and use the newest version from May 2021.
- November 18, 2021- “Clean California” Local Grant Program Application Workshop (online). Caltrans will administer approximately \$296 million as a part of a two-year program to improve and beautify rights-of-way, tribal lands, parks, pathways, and transit centers to restore pride in public spaces. Local, regional, or tribal governments, as well as public transit agencies, are eligible to apply. Nonprofit organizations may be sub-applicants.
- At-Risk Preliminary Engineering (PE)- local agencies may begin reimbursable Preliminary Engineering (PE) work prior to receiving federal authorization for such work, assuming the project and PE phase are included in a federally approved Federal Statewide Transportation Improvement Program (FSTIP) document or an FSTIP amendment prior to incurring costs.
- QAP Updates- City of Imperial is about to expire. Please see the updated list provided by Ben Guerrero. Updated QAP packages must be submitted to the Local Area Engineer, Ben Guerrero. Otherwise, no Construction funding authorization requests will be processed.
- Virtual Training Updates available. Federal Aid Series is coming up as well as other trainings.
- Subsidized Classes for Local Agencies are available to apply. Both the Federal Aid Series and Resident Engineers Academy courses fill-up quickly.
- The LPA should use the Floodplain Encroachment Location Hydraulic Study(LHS) Memo- No Significant Encroachment for low risk project types located within the floodplain: <https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/env/kelly-hobb-floodplains-clearance-memo-pdf>.

**6. SCAG Updates / Announcements** *(Presented by David Salgado):*

- **SCAG GO-Human:** SCAG was awarded a \$1.25 million grant from the California State Office of Traffic Safety (OTS) to fund ongoing work around regional active transportation safety. The GO Human programs provides marketing and promotional materials which can be tailored to meet the needs of participating agencies. The Go Human campaign launched in 2015 to reduce collisions, improve safety for people walking and biking and raise awareness of the importance of traffic safety.
- **SCAG Broadband Action Plan** at the February 4th SCAG Regional Council (RC) Meeting, the SCAG RC adopted a resolution which directs SCAG staff to develop a “Broadband Action Plan.” The development of an action plan would provide a model resolution and policy paper for local jurisdictions, pursue funding opportunities and partnerships to assist local jurisdictions with broadband implementation, convene a

working group, and further support broadband planning and data research. These efforts would also be developed to complement SCAG's ongoing efforts to support an Inclusive

- Economic Recovery and efforts supporting Racial Equity and Social Justice.
- **SCAG Regional Data Platform (RDP):** The Regional Data Platform will standardize regionally significant datasets, provide opportunities for local partners to update their data in real time, and draw insights from local trends. More specifically, it will be an online tool for SCAG and local jurisdictions to access data necessary for local general plan development trends, housing and economic growth, and sustainability conditions.
- **Housing Element Parcel Tool (HELPR):** The HELPR tool is a readily available mapping and data tool available to SCAG member agencies and partners. The tool drills down on parcel specific data and demographics which will support the development of housing plans and general plan updates.
- **Go Human Kit of Parts:** David Salgado included a presentation that demonstrates some examples of the pop-up demonstration materials.

## 7. Cities and County Planning / Public Works Updates:

- Local agencies gave an update on their local projects in progress.

## 8. ICTC Updates / Announcements

*Presented by Marlene Flores, David Aguirre, and Virginia Mendoza*

### a. Transit Planning Updates

- ICTC is still operating under COVID-19 requirements those which include Free fares for Transit riders including Med Trans. The 90% of the ICTC improvement plans had just finished and were delivered to the City of Calexico.

### b. Transportation Planning Updates

#### 1. Active Transportation Plan Update-

ATP project had their Technical Advisory Committee (TAC) meeting on October 19, 2021. Upcoming events include public workshops during the month of October and November.

- October 28, 2021, from 5:00pm – 7:00pm – Calexico Halloween Family Night
- October 30, 2021, from 4:00pm – 7:00pm – Heber Fall Festival
- November 6, 2021, from 10:00am – 2:00pm – Brawley Chili Cookoff
- November 6, 2021, from 10:00am – 2:00pm – Holtville Veterans Parade

#### 2. FY 2020-21 Programmed Project Obligation Updates

- Federal and State project list was presented. The list is a list of projects that reflects projects that have funding in FFY 21/22.

## 9. General Discussion / New Business

No New Business was discussed during the meeting.

Next TAC meeting will be December 16, 2021, via Zoom

## 10. Meeting adjourned at 11:47 a.m.



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## **SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL**

### **DRAFT MINUTES**

December 1, 2021

#### Present

#### Voting Attendees:

Ted Ceasar	Consumer
Kathleen Lang	California Health & Wellness (CH&W)
Mitzi Perez	ARC-IV
Raul Cordova	Work Training Center (WTC)
Karen Teran	Access to Independence
Sarah Enz	Area Agency on Aging (AAA)
David Aguirre	CTSA-ICTC
Maricela Galarza	CTSA-ICTC
Gustavo Gomez	CTSA-ICTC

#### Non-Voting Attendees:

Cesar Sanchez	IVT/IVTAccess/IVTRide/IVTMedtrans
Helio Sanchez	IVT
Jose Guillen	IVT MedTrans
Karla Pacheco	IVT Access
Karla Aguilar	IVT Ride
Liz Santucci	Caltrans

1. Mr. Ceasar called the meeting to order at 10:01 a.m. **A quorum was present.** Introductions were made.
  - Hybrid meeting.
2. SSTAC Remote Resolution.
  - Ms. Galarza explained the purpose of the implementation of the resolution. The resolution will be required for this meeting and future meetings until further notice.
  - SSTAC members reviewed the resolution, motioned to approve as is. (Perez, Cordova), **Motion Carried.**
  - Required signatures will be collected after the meeting.
3. Minutes were adopted for November 3, 2021. (Ceasar, Perez), **Motion Carried.**
4. CTSA Reports:

Mr. Aguirre had the following updates:

- The free fares program is expected to run for a few more months. Mr. Aguirre stated that starting November 15, 2021 MedTrans will be included in the Free fare programs, thus all IVT services will now be free to passengers. The program is expected to run until approximately the month of February or March.
- Working on several projects
- The CAD/AVL project is close to being completed, with some GPS signal final testings. The project is expected to roll out in the next couple of months.
- Staff provided a presentation at IVC to residents of the tiny home community in El Centro, CA. It consisted of explaining the different bus routes and fastest bus routes to get from the tiny home community to IVC.
- The ITC project in Calexico is currently in the design phase, which is 90% completed. Grant funding for the project has been submitted to further project completion, construction, right away, etc.

Ms. Gomez had the following updates:

- IVT Access and IVT Ride continue to be remotely conducted, but the public does have the option to come to the office to sign up for IVT Ride or pick up an application for IVT Access.
- Staff attended a couple of presentations this past month which included; Chamber of Commerce and AAA council meeting.
- Staff also conducted 2 sessions of presentations for high school level students concerning different public transportation options. Both sessions included travel training for the IVT fixed-route service.
- Staff also conducted a presentation to the Kiwanis Club of all public transportation options in the Imperial Valley.
- Staff also attended the Veteran's Fair this past month. The staff was excited as it is the first in-person fair since the pandemic began. Outreach was conducted and networking opportunities occurred.
- Staff will also look at further outreach of the services throughout the variety of cities to inform individuals of the different public transportation options.

5. FY 2022-23 Master Needs List:

- Ms. Galarza presented and explained both the Master Needs List and UTN sample letter purpose through the Unmet Transit Needs process.
- Mr. Aguirre stated that once SSTAC members have agreed on some of the priorities in transit needs, a letter is developed to present to the panel during the Unmet Transit Needs Hearing which usually occurs in February or March timeframe. The chair of the SSTAC committee would present it to the panel during this hearing.
- Further discussion on items will move forward to the next meeting.

6. FTA 5310 Funding Opportunity-Call for projects:

ARC

- Ms. Galarza presented (2) support letters for ARC-IV,
  - o (1) Continuing of Operation Funds
  - o (3) Replacement of a Vehicle
- Ms. Galarza explained to SSTAC members that ARC-IV will be proceeding to apply for the following, under the FTA 5310 Grant;
  - o Continuing of Operation Funds
  - o Replacement of a Vehicle

Therefore, 2 support letters were found to be necessary.

- Ms. Galarza presented (1) support letter for ICTC's Mobility Management Program,

- (1) Continuing of Operation Funds
- Ms. Galarza explained to SSTAC members that ICTC will be proceeding to apply for the following, under the FTA 5310 Grant;
  - Continuing of Operation Funds for the Mobility Management Program

Therefore, 1 support letter was found to be necessary.
- Ms. Galarza opened it up to any possible changes and comments.
- No comments were made and no changes were requested, (Enz, Cordova), **Motion Carried.**
- Mr. Ceasar will sign the letters after the SSTAC meeting and they will be given to ARC for their records.

## 7. Transit Operator Updates:

### Imperial Valley Transit

- Mr. H. Sanchez provided updates on the service.
- There is a slight increase in ridership.
- IVT Blue, Green, and Gold still operating in a slightly modified schedule.
- The staff has been doing outreach including mobility training for individuals that need it. Showing the individuals the in's and out's of utilizing the IVT service.
- Once IVC opens to increase capacity for its students, IVT will see a slight peak in IVC express routes and IVT service routes. Students are a big part of public transit's ridership.
  - Mr. Aguirre stated that conversations with IVC representatives have concluded that IVC will expand its capacity to in-person classes in the 2022 Spring semester.

### IVT Access

- Ms. Pacheco provided updates on the service.
- Service is running smoothly.
- Free fares are still provided, demand is still the same.

### IVT Ride

- Ms. Aguilar provided updates on the services.
- An increase in ridership is observed.
- IVT Ride Westshores will begin transporting passengers to the nutrition center.
- There has been an increase in registrations for the services.

### IVT MedTrans

- Mr. Guillen presented the Quarter 1 report for the service.
- Outreach to San Diego is planned soon to pass out brochures.
- Service hours are the same and both buses are available. It is in response to demand.
- Free fare for the service will hopefully get individuals interested to use the service.

## 8. General Discussion

- Ms. Galarza stated that as ICTC prepares to apply for the upcoming FTA 5310 grant funding opportunity a few support letters from agencies will be necessary. Ms. Galarza asked if any agencies would volunteer to support ICTC staff with this, it would greatly be appreciated. Ms. Galarza will forward via email a template for all participating agencies.
  - A few agencies volunteered to provide ICTC with a support letter;
    - California Health & Wellness (Dr. Lang)
    - Access to Independence (Ms. Teran)
    - Work Training Center (Mr. Cordova)
    - Area Agency on Aging (Ms. Enz)

9. Adjournment

- The meeting adjourned at 10:38 a.m. ([Ceasar, Cordova](#)), **Motion Carried.**
- The next meeting will be held on Wednesday, January 5, 2022, at the Imperial County Transportation Commission Office, 1503 N. Imperial Ave., Suite 104, El Centro, CA 92243.

# **VI. REPORTS**

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



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## Memorandum

**Date:** December 8, 2021  
**To:** ICTC Committee Members  
**From:** David Aguirre, Interim 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 Management Committee on January 12, 2022.

- 1) **Surface Transportation Block Grant Program (STBG) and Congestion Mitigation and Air Quality Program (CMAQ) 2022 Call for Projects – FFY 2022/2023 to FFY 2024/2025:** *The STBG and CMAQ Call For Projects began on November 18, 2021. The approved 2022 CMAQ & STBG Guidelines are posted on the ICTC website at <http://www.imperialctc.org/call-for-projects/>. Applications are due by 5:00 p.m. on Friday, February 25, 2022 (or postmarked no later than February 25, 2022) to ICTC at 1503 N. Imperial Ave., Suite 104, El Centro, CA 92243. For additional information, please contact Marlene Flores at (760) 592-4494 or at [marleneflores@imperialctc.org](mailto:marleneflores@imperialctc.org).*
- 2) **Imperial Mexicali Binational Alliance (IMBA):** *The 2021-22 Strategic Planning meeting and last IMBA meeting of the year was held both by Zoom Meeting and at Cety's University in Mexicali on Thursday, November 18, 2021. At the strategic planning meeting the new Chair and Vice-Chair positions were elected. For 2022, Andres Daniel Ruelas from Grupo Educativo de 16 de Septiembre (Mexican Representative) was selected to serve as the Chair, and Tom DuBose from IVEDEC (Imperial Representative) was selected as the Vice-Chair. The next IMBA meeting is scheduled for January 20, 2022 via Zoom only as a precaution due to rise in COVID-19 cases.*
- 3) **Regional Active Transportation Plan:** Imperial County Transportation Commission is undertaking a Regional Active Transportation Plan (ATP) to improve access, mobility, and safety for non-motorized modes of travel, including walking, bicycling, and riding transit. The Regional ATP is grant funded by the Southern California Association of Governments (SCAG). ICTC staff kicked off this project in April 2021 and has conducted two (2) Technical Advisory Committee meetings with City, County, SCAG, and Caltrans staff to start data gathering and early outreach efforts. A dedicated project page has been developed for the project: <https://ictcatp-ktuagis.hub.arcgis.com/>

ICTC staff has coordinated with Caltrans planning staff leading the state's ATP effort. Participation and information sharing will continue between the two planning efforts. Additional public education and engagement has been conducted with help of the Go Human Program from SCAG. *Billboards and radio announcements promoting active transportation safety and awareness have been online starting the last week of November 2021.*

*The 6<sup>th</sup> Project Technical Advisory Committee (TAC) meeting was held on Wednesday, December 1, 2021 to discuss a summary of the completed community engagement process and overview of the regional priorities with special attention to the City priorities and regional connections. The final TAC meeting is scheduled for*

Thursday, January 13, 2022 via Zoom. The final plan and presentations are scheduled for ICTC TAC, Management Committee, and Commission in the months of January and February 2022.

- 4) **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 the City of Calexico's private transit operators, taxis and farm labor buses. ICTC received a Congestion Mitigation and Air Quality federal program fund to complete the environmental and design plans of the new Calexico ITC. ICTC staff is in the process of completing the contract award for a consultant firm that will complete the environmental and design phase. Currently, ICTC staff is completing the Caltrans award review process with multiple Caltrans' departments. The ICTC Board adopted the agreement with Psomas on September 26, 2018. Environmental phase has been completed. *Design and Right of Way Acquisition is underway and is expected to be completed in February 2022. ICTC is exploring funding opportunities for the \$12.5 million needed for construction.*
- 5) **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 to widen 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. *The design portion of the project is ongoing. The project is estimated to begin construction in early 2022, and is scheduled for completion in 2023.*
- 6) **Potential Bus Stop in Calipatria:** ICTC has evaluated all of its fixed route service routes to attempt to provide service to the east side of Calipatria. Staff conducted time trials as well utilized several types of buses to verify buses would not have issues with other existing stops within proposed routes. Potential stops for the area include a stop along Commercial Avenue and potentially another stop near Alexandria Street. Staff is proposing to utilize its IVC Express route to potentially service the area. ICTC and City staff have begun coordination to implement final location and infrastructure associated with the potential bus stop(s). *ICTC has begun utilizing the IVC Express route to service both bus stops along the east side (intersection of Bonita Place and Commercial Avenue) and (intersection of Alexandria Street and Brown Avenue) of Calipatria.*
- 7) **Imperial Valley Transit (IVT) FREE FARES PROGRAM:** On August 7, 2020, the Imperial County Transportation Commission (ICTC) announced the implementation of a **Free Fares Program** for various Imperial Valley Transit (IVT) services. Eligible services include IVT Fixed Route, IVT Circulators (Blue, Green and Gold Lines), IVT ACCESS and IVT RIDE (EL Centro, Imperial, Heber, Brawley, Calexico, Westshores). All passengers are eligible to benefit from the Free Fares Program. The fares are subsidized by a State of California grant and fare contributions to IVT RIDE passengers by the County of Imperial's Area Agency for the Aging (AAA). *The Free Fares Program received an additional grant that will allow for the continuation of free fares until grant funds are fully expended. The program now includes the IVT Medtrans service. All regular service eligibility requirements and restrictions remain in effect.*
- 8) **Organic waste: reduction regulations: local jurisdiction compliance:** Current law requires the State Air Resources Board to complete, approve, and implement a comprehensive strategy to reduce emissions of short-lived climate pollutants in the state to achieve, among other things, a reduction in the statewide emissions of methane by 40%. Current law requires the methane emissions reduction goals to include specified targets to reduce the landfill disposal of organics. Current law requires the Department of Resources Recycling and Recovery, in consultation with the state board, to adopt regulations to achieve those targets for reducing organic waste in landfills, and authorizes those regulations to require local jurisdictions to impose requirements on generators or other relevant entities within their jurisdiction, to authorize local jurisdictions to impose penalties on generators for noncompliance, and to include penalties to be imposed by the department for noncompliance.

This bill would authorize a local jurisdiction facing continuing violations that commence during the 2022 calendar year of those regulations to submit to the department no later than March 1, 2022, a notification of intent to comply, as prescribed. For a copy of the senate bill go to: [Senate Bill \(SB\) 619 \(Laird D\)](#)

- 9) **\$60 million for SB 1383 Implementation - SB 170:** *The Legislature recently released language for a new budget bill jr., SB 170, that includes \$60 million for grants to local jurisdictions to assist in implementation of SB 1383 (Lara, 2016). Should SB 170 be passed by the Legislature and signed by Gov. Newsom, CalRecycle would be in charge of creating the grant application and timeline for submittal. Cities would need to apply for the funding and CalRecycle would determine that amount of the grant award. The specific details, however, are forthcoming.*

*Additionally, there is approximately \$110 million in SB 170 for organic waste infrastructure, such as anaerobic digesters and compost facilities. For a full breakdown of the funds in SB 170, please see the Senate Budget and Fiscal Review's analysis here: [September 7 2021 Hearing Agenda Final.pdf\(ca.gov\)](#)*

- 10) **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. Discussions have been on-going through to this week of March 15, 2021. 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 million to complete the traffic study, 100% design plans, and construction of the canopy, lighting related to the canopy, and traffic related improvements required by Caltrans. Border Patrol has committed 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 and Caltrans Permits with a goal to begin construction in early 2022 with construction completed in approximately six months after construction begins.*

- 11) **I-8 / Imperial Avenue Interchange Reconstruction:** Caltrans and construction team met with City of El Centro and ICTC to discuss details of construction phases and the public information campaign for both the Interchange Project and the Imperial Avenue Extension South Project. Stage 1 of construction began on Monday, May 6, 2020. During the extended closure, motorists on eastbound I-8 detoured along 4th Street/State Route 86 (SR-86) located east of Imperial Avenue. On July 23<sup>rd</sup> closure of the I-8 was needed to demolish and remove the existing bridge. Crews completed the demolition of the existing bridge at the I-8/Imperial Avenue Interchange. Stage 2 work on the northern portion of I-8 took four to six months to complete and could began in December. During Stage 2, all I-8/Imperial Avenue on- and off- ramps were fully closed. *The project ribbon cutting was conducted on December 21, 2022. The interchange was open to the public the evening of December 21, 2022.*
- 12) **State Route 98 Widening from Ollie to Rockwood:** As part of the Calexico West POE Expansion project, SR-98 and Cesar Chavez Boulevard were widened and improved to serve the expansion to the west. Caltrans' SR-98 work between VV Williams and Ollie Avenue was completed in March 2018, and the Cesar Chavez Blvd. Widening was completed in October 2019. Caltrans has completed the design and right of way phase for SR-98 Widening between Rockwood Avenue and Ollie Avenue. On June 24, 2020, CTC authorized construction funding. The total project cost is estimated at \$7 million using a combination of 2016 Earmark Repurposing, Demonstration, Traffic Congestion Relief, ICTC and local funds. *The construction start date was delayed to due to environmental impacts and other utility projects in progress within the project area. Construction of the project began on August 6, 2021.*

- 13) **Funding for Phase II of the Calexico West Port of Entry:** As previously noted, Congress authorized \$98 million for Phase 1. The U.S. General Services Administration (GSA) began construction for Phase 1 in December 2015 with completion now scheduled for July 2018. Phase 2A was awarded in the amount of \$191million and will include six additional northbound privately-owned vehicle (POV) inspection lanes, permanent southbound POV inspection, expanded secondary inspection and adding a pre-primary canopy, new administration building, and employee parking structure. *Funding for phase 2B is in the President's Budget Proposal in the amount of \$99.7million. Work for phase 2B will include demolition of the old port building and construction of the new pedestrian building. The total estimated cost for phases 2A plus 2B are \$276million. According to GSA Phase 2A is anticipated to be completed Spring 2023.*
- 14) **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). *See complete project list attached.*
- 15) **2018 Trade Corridor Enhancement Program:** The Trade Corridor Enhancement Program (TCEP), created by Senate Bill (SB) 1 (Beall, Chapter 5, Statutes of 2017), provides approximately \$300 million annually for infrastructure improvements on federally designated Trade Corridors of National and Regional Significance, on the Primary Freight Network, and along other corridors that have a high volume of freight movement. ICTC in partnership with Caltrans and the San Diego Association of Governments (SANDAG) were successful in receiving TCEP funds for Advanced Technology Corridors at the California-Mexico Ports of Entry (POE). The goal project is to implement Intelligent Transportation System (ITS) strategies that will improve border travel delays. Some of the ITS strategies will include Bluetooth and Wi-Fi readers to help track vehicle delays, as well as implement changeable message signs on State Routes to inform border travelers of POE delays. Caltrans will serve as the implementing agency of this project and has an estimated completion date of early 2020. *Caltrans has initiated the environmental phase and preliminary design of the project. TCEP funds will be used in collaboration with the BUILD grant award for the design and construction phases. ICTC made a request for allocation from the California Transportation Commission (CTC) for the \$7.5 million for design and construction at their June 23, 2021 meeting.*
- 16) **State Legislation for Transportation Funding – SB 1 Road Maintenance and Rehabilitation Account (RMRA):** *The following are projected annual revenues of RMRA for the FY 21/22. In addition to the funding estimates of RMRA funds listed below, the League of California Cities website and the State Controllers office provides additional resources on the various transportation funding and reporting requirements associated with transportation funds.*

*The League of California Cities website provides an overview update of available city and county estimated allocations of roadway funding such as RMRA and Highway Users Tax Account (HUTA). The following is a link to the League of California Cities website <https://www.calcities.org/detail-pages/news/2021/01/27/cal-cities-and-csac-release-huta-and-rmra-estimates-for-proposed-fy-2021-22-state-budget-29447>*

*The following is the projected annual revenues for FY 2021/2022. All funding recipients are required to submit their list of projects in order to be eligible for funding distribution. The following link is the frequently asked questions resource for (SB1) RMRA [https://sco.ca.gov/aud\\_road\\_maintenance\\_sb1.html](https://sco.ca.gov/aud_road_maintenance_sb1.html)*

<b>Agency</b>	<b>RMRA Estimated Amount FY 2021-2022</b>
<i>Brawley</i>	<i>\$525,382</i>
<i>Calexico</i>	<i>\$785,624</i>
<i>Calipatria</i>	<i>\$148,015</i>
<i>El Centro</i>	<i>\$877,084</i>
<i>Holtville</i>	<i>\$122,158</i>
<i>Imperial</i>	<i>\$382,419</i>

Westmorland	\$45,067
County of Imperial	\$9,324,428
<b>TOTAL</b>	<b>\$12,210,177*</b>

*\*Estimate source is from California City Finance website dated May 14, 2021*

<http://www.californiacityfinance.com/LSR2105.pdf>

- 17) **State Legislation for Transportation Funding – SB 1 2018 Local Partnership Program (LPP):** Local Partnership Program is comprised of formulaic program and competitive programs. In FY2017/2018 total amount available statewide is \$200M and distribution is 50/50 for both formulaic and competitive programs. The formulaic program share distributions for the Local Partnership Program were presented at the CTC meeting in December 6-7, 2017. The Imperial County received \$1,632 of Local Partnership Formulaic Program (LPFP) funds in Cycle 1 (\$1,076) and Cycle 2 (\$556) for a total of \$1,632.

List of projects for Imperial County:

Local Partnership Program (LPP) Programing for FY19/20						
Agency	Project Name	LPP Formulaic Funds	Local Match	Total Cost	Project Implementation Fiscal Year	Proposed CTC Programming Date
Brawley	2020 Legion Street Improvements	\$ 209,000	\$ 209,000	\$ 418,000	2019-2020	1/30/2020
Calexico	Scaroni Road Improvements	\$ 305,000	\$ 550,000	\$ 855,000	2019-2020	5/16/2019
Calipatria	Calipatria Date Street Sidewalk Improvement Project	\$ 41,000	\$ 41,000	\$ 82,000	2019-2020	5/16/2019
County	Overlay of Picacho Road from Winterhaven Road to Quechan Drive	\$ 523,000	\$ 523,000	\$ 1,046,000	2019-2020	5/16/2019
Imperial	Aten/Clark Road Improvements	\$ 154,000	\$ 327,000	\$ 481,000	2019-2020	5/16/2019

Local Partnership Program (LPP) Programing for FY20/21						
Agency	Project Name	LPP Formulaic Funds	Local Match	Total Cost	Project Implementation Fiscal Year	Proposed CTC Programming Date
Holtville	Orchard Road/Cedar Avenue	\$ 60,000	\$ 60,000	\$ 120,000	2020-2021	Jun-20
El Centro	Dogwood Road from Villa Road to Commercial Avenue	\$ 339,000	\$ 339,000	\$ 678,000	2020-2021	Jun-20

The following is the link to the 2019 Local Partnership Program guidelines:

[http://catc.ca.gov/programs/sb1/lpp/docs/062719+Amended\\_LPP%20Guidelines.pdf](http://catc.ca.gov/programs/sb1/lpp/docs/062719+Amended_LPP%20Guidelines.pdf)

#### 18) Partnerships with IVEDC:

- a) **Southern Border Broadband Consortium (SBBC):** SBBC continues to work with local stakeholders to identify, prioritize and advance broadband infrastructure and improvement projects; facilitate and promote broadband education community wide using survey data; work with the Boys and Girls Club of IV and the Workforce Development Board to create Digital Literacy Centers throughout Imperial County; and develop

a preferred scenario for 98% deployment in Imperial County and present to the California Advanced Service Fund and the CPUC.

As of January 07, 2022 a total of \$109,369.48 have been submitted and approved for reimbursement. The remaining grant balance is \$340,630.52 out of the original \$450,000 grant award.

- b) **The Brawley Transit Corridor Brownfield Assessment:** ICTC in partnership with IVEDC received a U.S. Environmental Protection Agency (EPA) Brownfields Communitywide Assessment Grant award of \$300,000 from the Environmental Protection Agency's Brownfields Assessment Program. This assessment is focused along the transit circulator route within the 13-mile Imperial Valley Transit's (IVTs) Brawley Gold Line Transit Route and the Brawley Transit Center that serves as the IVTs North Imperial County transfer terminal. The commercial corridors in the target assessment area include over 100 known commercial properties and suspected historical gas station sites with known or suspected underground tanks in the target area. ICTC is the fiscal agent and has developed an MOU which will define roles and responsibilities (Audits, Administration and Project Management) of ICTC and IVEDC. SCS Engineers Tasks include the Quality Assurance Project Plan (QAPP) and project management plan as required by EPA.

As of January 07, 2022, there is a remaining grant balance of \$70,283. Of the \$70,283, \$66,079 is the remaining contract balance for SCS Engineers.

## Federal Funded Project Obligation List

**Federal funding Obligations:** The following is a list of projects that must submit a Request for Authorization to Caltrans Local Assistance. Projects must obligate (E-76) federal funds in FFY 2021/2022. (Starting October 1, 2021 thru September 30, 2022)

Agency	Project ID	Project Name	Fiscal Year	Funding Type	PE	ROW	CON	Total	Obligation Status
Brawley	IMP190701	Pedestrian and street improvements (paving of dirt road) on Legion Street between State Route 86 and Western Avenue	2019/20	CMAQ	\$ 177	\$ -	\$ -	\$ 177	
	5167(044)	Comments: EPSP. Need to obligate on FFY21/22 Status: end of Jan. the design will be completed.	2019/20	Agency	\$ 23	\$ -	\$ -	\$ 23	
			2021/22	CMAQ	\$ -	\$ -	\$ 797	\$ 797	
			2021/22	Agency	\$ -	\$ -	\$ 103	\$ 103	
							<b>Total</b>	<b>\$ 1,100</b>	
Agency	Project ID	Project Name	Fiscal Year	Funding Type	PE	ROW	CON	Total	Obligation Status
Brawley	IMP190702	Construct street improvements (paving of dirt road) along Western Avenue between Legion street and Wildcat Drive.	2019/20	CMAQ	\$ 177	\$ -	\$ -	\$ 177	
	5167(045)	Comments: Status of Design and ROW: PE phase will have completed by end of February. Award the Design in the month of December.	2019/20	Agency	\$ 23	\$ -	\$ -	\$ 23	
			2021/22	CMAQ	\$ -	\$ -	\$ 784	\$ 784	
			2021/22	Agency	\$ -	\$ -	\$ 102	\$ 102	
							<b>Total</b>	<b>\$ 1,086</b>	
Agency	Project ID	Project Name	Fiscal Year	Funding Type	PE	ROW	CON	Total	Obligation Status
Brawley	IMP190709	Street Improvement (repavement) along K street from Highway 86 to 8th street.	2019/20	STBG	\$ 52	\$ -	\$ -	\$ 52	
	5167(043)	Comments: Design has been completed as of week of 12/3/21. Will move with the adv. Of the CON on Dec. 15th	2019/20	Agency	\$ 8	\$ -	\$ -	\$ 8	
			2021/22	STBG	\$ -	\$ -	\$ 370	\$ 370	
			2021/22	Agency	\$ -	\$ -	\$ 48	\$ 48	
							<b>Total</b>	<b>\$ 478</b>	
Agency	Project ID	Project Name	Fiscal Year	Funding Type	PE	ROW	CON	Total	Obligation Status
		Comments:	2020/21	STBG	\$ -	\$ -	\$ -	\$ -	
			2020/21	Agency	\$ -	\$ -	\$ -	\$ -	
			2021/22	STBG	\$ -	\$ -	\$ -	\$ -	
			2021/22	Agency	\$ -	\$ -	\$ -	\$ -	
							<b>Total</b>	<b>\$ -</b>	
Agency	Project ID	Project Name	Fiscal Year	Funding Type	PE	ROW	CON	Total	Obligation Status
		Comments:	2020/21	CMAQ	\$ -	\$ -	\$ -	\$ -	
			2020/21	Agency	\$ -	\$ -	\$ -	\$ -	
			2021/22	CMAQ	\$ -	\$ -	\$ -	\$ -	
			2021/22	Agency	\$ -	\$ -	\$ -	\$ -	
							<b>Total</b>	<b>\$ -</b>	

## Federal Funded Project Obligation List

**Federal funding Obligations:** The following is a list of projects that must submit a Request for Authorization to Caltrans Local Assistance. Projects must obligate (E-76) federal funds in FFY 2021/2022. (Starting October 1, 2021 thru September 30, 2022)

Agency	Project ID	Project Name	Fiscal Year	Funding Type	PE	ROW	CON	Total	Obligation Status
Calexico	IMP191001	Weakley Street Improvements between Scaroni Blvd. and Portico Blvd. (paving of dirt road).	2019/20	CMAQ	\$ 18	\$ 155	\$ -	\$ 173	
		Comments: EPSP- Need to obligate in FFY 21/22. Engineering and Right-of-way Phase.	2019/20	Agency	\$ 2	\$ 18	\$ -	\$ 20	
			2021/22	CMAQ	\$ -	\$ -	\$ 291	\$ 291	
			2021/22	Agency	\$ -	\$ -	\$ 40	\$ 40	
							<b>Total</b>	<b>\$ 524</b>	
Agency	Project ID	Project Name	Fiscal Year	Funding Type	PE	ROW	CON	Total	Obligation Status
			2019/20	CMAQ		\$ -	\$ -	\$ -	
		Comments:	2019/20	Agency		\$ -	\$ -	\$ -	
			2020/21	CMAQ	\$ -	\$ -		\$ -	
			2020/21	Agency	\$ -	\$ -		\$ -	
							<b>Total</b>	<b>\$ -</b>	
Agency	Project ID	Project Name	Fiscal Year	Funding Type	PE	ROW	CON	Total	Obligation Status
County	IMP190713		2020/21	CMAQ		\$ -	\$ -	\$ -	
		Comments:	2020/21	Agency		\$ -	\$ -	\$ -	
			2021/22	CMAQ	\$ -	\$ -		\$ -	
			2021/22	Agency	\$ -	\$ -		\$ -	
							<b>Total</b>	<b>\$ -</b>	
Agency	Project ID	Project Name	Fiscal Year	Funding Type	PE	ROW	CON	Total	Obligation Status
El Centro			2020/21	STBG	\$ -	\$ -			
		Comments:	2020/21	Agency	\$ -	\$ -		\$ -	
			2021/22	STBG	\$ -	\$ -		\$ -	
			2021/22	Agency	\$ -	\$ -		\$ -	
							<b>Total</b>	<b>\$ -</b>	

Agency	Project ID	Project Name	Fiscal Year	Funding Type	PE	ROW	CON	Total	Obligation Status
			2020/21	STBG	\$ -	\$ -		\$ -	
		Comments:	2020/21	Agency	\$ -	\$ -	\$ -	\$ -	
			2020/21	CMAQ	\$ -	\$ -	\$ -	\$ -	
			2021/22	CMAQ	\$ -	\$ -	\$ -	\$ -	
			2021/22	Agency	\$ -	\$ -	\$ -	\$ -	
							<b>Total</b>	<b>\$ -</b>	
Agency	Project ID	Project Name	Fiscal Year	Funding Type	PE	ROW	CON	Total	Obligation Status
			2020/21	CMAQ	\$ -	\$ -	\$ -	\$ -	
		Comments:	2020/21	Agency	\$ -	\$ -	\$ -	\$ -	
			2021/22	CMAQ	\$ -	\$ -	\$ -	\$ -	
			2021/22	Agency	\$ -	\$ -	\$ -	\$ -	
							<b>Total</b>	<b>\$ -</b>	

## Federal Funded Project Obligation List

**Federal funding Obligations:** The following is a list of projects that must submit a Request for Authorization to Caltrans Local Assistance. Projects must obligate (E-76) federal funds in FFY 2021/2022. (Starting October 1, 2021 thru September 30, 2022)

Agency	Project ID	Project Name	Fiscal Year	Funding Type	PE	ROW	CON	Total	Obligation Status
El Centro	IMP190704	Interconnect and synchronize existing interconnected signal lights along Dogwood Avenue and along 8th street to the City of El Centro's master computer.	2019/20	CMAQ	\$ 48	\$ -	\$ -	\$ 48	E-76 Obligated
		Comments:	2019/20	Agency	\$ 7	\$ -	\$ -	\$ 7	
			2020/21	CMAQ	\$ -	\$ -	\$ 343	\$ 343	
			2020/21	Agency	\$ -	\$ -	\$ 45	\$ 45	
							<b>Total</b>	<b>\$ 443</b>	
Agency	Project ID	Project Name	Fiscal Year	Funding Type	PE	ROW	CON	Total	Obligation Status
El Centro	IMP190710	Imperial Avenue Extension South - new roadway from I-8 to McCabe Road. Phase 2 includes 2 lanes on Imperial Avenue from Wake Avenue to Danenberg Drive; and 2 new lanes on Danenberg Drive from the westerly extension of Danenberg Drive towards Imperial Avenue.	2020/21	STBG	\$ -	\$ -	\$ 715	\$ 715	E-76 Obligated
		Comments:	2020/21	Agency	\$ -	\$ -	\$ 93	\$ 93	
			2021/22	STBG	\$ -	\$ -	\$ 2,200	\$ 2,200	
			2021/22	Agency	\$ -	\$ -	\$ 285	\$ 285	
							<b>Total</b>	<b>\$ 3,293</b>	

Agency	Project ID	Project Name	Fiscal Year	Funding Type	PE	ROW	CON	Total	Obligation Status
			2020/21	CMAQ	\$ -	\$ -	\$ -	\$ -	
		Comments:	2020/21	Agency	\$ -	\$ -	\$ -	\$ -	
			2021/22	CMAQ	\$ -	\$ -	\$ -	\$ -	
			2021/22	Agency	\$ -	\$ -	\$ -	\$ -	
							<b>Total</b>	<b>\$ -</b>	
Agency	Project ID	Project Name	Fiscal Year	Funding Type	PE	ROW	CON	Total	Obligation Status
			2020/21	Agency	\$ -	\$ -	\$ -	\$ -	
		Comments:	2020/21	Agency	\$ -	\$ -	\$ -	\$ -	
			2021/22	CMAQ	\$ -	\$ -	\$ -	\$ -	
			2021/22	Agency	\$ -	\$ -	\$ -	\$ -	
							<b>Total</b>	<b>\$ -</b>	

## Federal Funded Project Obligation List

**Federal funding Obligations:** *The following is a list of projects that must submit a Request for Authorization to Caltrans Local Assistance. Projects must obligate (E-76) federal funds in FFY 2021/2022. (Starting October 1, 2021 thru September 30, 2022)*

Agency	Project ID	Project Name	Fiscal Year	Funding Type	PE	ROW	CON	Total	Obligation Status
Holtiville	IMP190705	Cedar Avenue sidewalk improvements from 4th street to 5th street.	2019/20	CMAQ	\$ 17	\$ -	\$ -	\$ 17	E-76
		Comments:	2019/20	Agency	\$ 3	\$ -	\$ -	\$ 3	
			2020/21	CMAQ	\$ -	\$ -	\$ 193	\$ 193	
			2020/21	Agency	\$ -	\$ -	\$ 25	\$ 25	
							Total	\$ 238	
Agency	Project ID	Project Name	Fiscal Year	Funding Type	PE	ROW	CON	Total	Obligation Status
			2019/20	CMAQ			\$ -	\$ -	
		Comments:	2019/20	Agency			\$ -	\$ -	
			2020/21	CMAQ	\$ -	\$ -		\$ -	
			2020/21	Agency	\$ -	\$ -		\$ -	
							Total	\$ -	

Agency	Project ID	Project Name	Fiscal Year	Funding Type	PE	ROW	CON	Total	Obligation Status
			2019/20	CMAQ	\$ -	\$ -	\$ -	\$ -	
		Comments:	2019/20	Agency	\$ -	\$ -	\$ -	\$ -	
			2020/21	CMAQ	\$ -	\$ -	\$ -	\$ -	
			2020/21	Agency	\$ -	\$ -	\$ -	\$ -	
							Total	\$ -	

## Federal Funded Project Obligation List

**Federal funding Obligations:** *The following is a list of projects that must submit a Request for Authorization to Caltrans Local Assistance. Projects must obligate (E-76) federal funds in FFY 2021/2022. (Starting October 1, 2021 thru September 30, 2022)*

Agency	Project ID	Project Name	Fiscal Year	Funding Type	PE	ROW	CON	Total	Obligation Status	Agency	Project ID	Project Name	Fiscal Year	Funding Type	PE	ROW	CON	Total	Obligation Status
Imperial	IMP190301	2nd Street Rehabilitation & Reconstruction from Old SR-86 to P Street.	2020/21	STBG	\$ -	\$ -	\$1,841	\$ 1,841	60% Design				2020/21	STBG	\$ -	\$ -	\$ -	\$ -	0
		Comments: Construction phase is on on going.	2020/21	Agency	\$ -	\$ -	\$1,181	\$ 1,181				Comments:	2020/21	Agency	\$ -	\$ -	\$ -	\$ -	
					\$ -	\$ -	\$ -	\$ -							\$ -	\$ -	\$ -	\$ -	
					\$ -	\$ -	\$ -	\$ -							\$ -	\$ -	\$ -	\$ -	
					\$ -	\$ -	\$ -	\$ -							\$ -	\$ -	\$ -	\$ -	
							<b>Total</b>	<b>\$ 3,022</b>									<b>Total</b>	<b>\$ -</b>	

## Federal and State Funded Project Obligation List

**Federal funding Obligations:** The following is a list of projects that must submit a Request for Authorization to Caltrans Local Assistance. Projects must obligate (E-76) federal funds in FFY 2021/2022. (Starting October 1, 2021 thru September 30, 2022)  
**State Funded Allocations:** The following is a list of projects that must submit a Request for Allocation to Caltrans Local Assistance for State approval during FY 2021/2022(Starting July 1, 2021 thru June 30, 2022)

Agency	Project ID	Project Name	Fiscal Year	Funding Type	PE	ROW	CON	Total	Obligation Status
County	IMP170101	The project consist in providing improvements such as sidewalks, driveways, in-fill paving to accommodate a bike lane along Rio Vista Street from San Diego Avenue to Holt Avenue in the community of Seeley.	Prior	CMAQ	\$ 198	\$ -	\$ -	\$ 198	
		Comments: Pending approval of contract Change order.	Prior	Agency	\$ 26	\$ -	\$ -	\$ 26	
			2021/22	CMAQ	\$ -	\$ -	\$ 792	\$ 792	
			2021/22	Agency	\$ -	\$ -	\$ 103	\$ 103	
							<b>Total</b>	<b>\$ 1,119</b>	
Agency	Project ID	Project Name	Fiscal Year	Funding Type	PE	ROW	CON	Total	Obligation Status
County	IMP190716	Sidewalk improvements on Heffernan Avenue from 14th street to 11th street.	2019/20	ATP	\$ 87	\$ -	\$ -	\$ 87	
		Comments: They are on the Design Phase.	2019/20	Agency	\$ 13	\$ -	\$ -	\$ 13	
			2020/21	ATP	\$ -	\$ 44	\$ -	\$ 44	
			2020/21	Agency	\$ -	\$ 6	\$ -	\$ 6	
			2021/22	ATP	\$ -	\$ -	\$ 511	\$ 511	
			2021/22	Agency	\$ -	\$ -	\$ 66	\$ 66	
							<b>Total</b>	<b>\$ 727</b>	

Agency	Project ID	Project Name	Fiscal Year	Funding Type	PE	ROW	CON	Total	Obligation Status
County	IMP190713	The project consist in providing improvements on Main Street such as widening of existing road to add bike lane, sidewalks, shoulder, curb and gutter from Highway 111 to Memphis Avenue in Niland.	2020/21	CMAQ	\$ 107	\$ -	\$ -	\$ 107	
		Comments: PE received E-76, 30% design complete. Pending CON RFA in FFY21/22.	2020/21	Agency	\$ 14	\$ -	\$ -	\$ 14	
			2021/22	CMAQ	\$ -	\$ -	\$ 165	\$ 165	
			2021/22	Agency	\$ -	\$ -	\$ 916	\$ 916	
							<b>Total</b>	<b>\$ 1,202</b>	
Agency	Project ID	Project Name	Fiscal Year	Funding Type	PE	ROW	CON	Total	Obligation Status
County	IMP190715	Aten Road Bicycle Path Improvements from Dogwood Road to Imperial Valley College in Imperial County.	2019/20	ATP	\$ 71	\$ -	\$ -	\$ 71	
		Comments: Extension was requested. Requesting a 12-month extension. Allocation Request must be approved by CTC no later than 12/31/2021.	2019/20	Agency	\$ 24	\$ -	\$ -	\$ 24	
			2020/21	ATP	\$ -	\$ -	\$ 215	\$ 215	
			2020/21	Agency	\$ -	\$ -	\$ 133	\$ 133	
							\$ -	\$ -	
							\$ -	\$ -	
							<b>Total</b>	<b>\$ 443</b>	



## IMPERIAL VALLEY RESOURCE MANAGEMENT AGENCY

SERVING THE CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO,  
HOLTVILLE, IMPERIAL, WESTMORLAND AND COUNTY OF IMPERIAL

### PROGRAM REPORT

**TO:** IVRMA Board Members and City / County Managers  
**FROM:** Daveline Villaseñor, Project Manager  
**SUBJECT:** IVRMA Board Meeting  
**MEETING DATE:** January 12, 2022

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1. **City County Payment Program (CCPP):** The Department of Resources Recycling and Recovery (CalRecycle) has announced the [Notice of Funds Available: Beverage Container Recycling City/County Payment Program \(FY 2021-22\) \(ca.gov\)](#). CalRecycle will be distributing \$10,500,000 in fiscal year 2021-22 to eligible cities and counties in California specifically for beverage container recycling and litter cleanup activities. Cities are eligible to receive a minimum of \$5,000 and counties are eligible to receive a minimum of \$10,000 per grant award. This program is available for cities and counties to implement beverage container recycling and litter abatement projects supporting AB 341 Mandatory Commercial Recycling (MCR) requirements. IVRMA has begun the preparation of the application which is due on January 18, 2022. Allocated funding combined between all (8) jurisdictions totals to \$59,331.00 upon approval. IVRMA may require additional support documentation from the member agencies
2. **SB 1383 Short-Lived Climate Pollutants (SLCP):** Effective January 1, 2022, CalRecycle's regulations to meet the organic waste reduction targets for 2020 through 2025 take effect and are enforceable. The Department of Resources Recycling and Recovery (CalRecycle) is administering a one-time grant program meant to provide aid in the implementation of regulations adopted required to comply with SB1383 (SLCP). This non-competitive grant program provides \$57,000,000 of funding to local jurisdictions to assist with the implementation of regulation requirements associated with SB 1383, including but not limited to: Capacity Planning, Collection, Edible Food Recovery, Education and outreach (includes organic waste & edible food recovery), Enforcement and Inspection, Program Evaluation/Gap Analysis, Procurement Requirements, and Record Keeping. Funds to eligible entities are based on per capita calculations using the Department of Finance's January 2021 population statistics. Applicants must certify they will adopt a Mandatory Organic Waste Disposal Reduction Ordinance to CalRecycle by April 1, 2022, or they will be disqualified. IVRMA intends to submit a grant application on behalf of multiple member agencies. Approved Resolution, and if applicable, Letters of Designation and Letters of Authorization, must be submitted by the grant submittal due date. The deadline to apply is February 1, 2022.
3. **CalRecycle Local Assistance Compliance Review:** CalRecycle Local Assistance and Market Development (LAMM), Haley Aumiller and Jill Larner, CalRecycle Supervisor, completed the annual Local Assistance Compliance Review during the week of November 15<sup>th</sup> thru 19<sup>th</sup> 2021. The review focused on the updates of AB 341 Mandatory Commercial Recycling (MCR) and SB 1826 Mandatory Commercial Organics Recycling (MORE) Plan established for all Jurisdictions on December 2020. The plan consists of monitoring and updates of AB341 & SB1826, SB1383 Enforcement Ordinance development and updates, and the preparation of the Edible Food Recovery requirements, City and Hauler coordination, Monitoring Methodology and Procurement on SB1383 SLCP. On January 5, 2022, CalRecycle forwarded a letter pertaining to the AB939 requirements compliance and status review for the County of Imperial. Noting the efforts of the County, CalRecycle will be monitoring the progress over the next 6 months, until July 1, 2022.
4. **Household Hazardous Waste (HHW):** The HHW facilities schedule for 2022 is not yet available on IVRMA's website ([www.ivrma.org](http://www.ivrma.org)). Imperial Valley residents can drop off (free of charge) their household hazardous waste at the following locations and within the following hours: Brawley & Calexico every other Sunday from

8 a.m. to 12 p.m. - El Centro from 8 a.m. to 12 p.m. every Saturday of the month. For schedule information or verification of items received please feel free to contact our office at (760) 337-4537, Monday through Friday from 8:00 a.m. to 5:00 p.m. or a full list of eligible items can be viewed at the IVRMA website at [www.ivrma.org](http://www.ivrma.org).

5. **HHW Report Form 303:** Household Hazardous Waste Collection Information for FY 2020-2021 was finalized on December 31, 2021 reporting a total of 183,581 lbs. of hazardous waste. Over 177,000 thousand pounds were recycled from the material collected.



**Imperial Valley Resource Management Agency will be available at the**

## **2022 El Centro Community Clean-Up**

Located at 599 E Main Street El Centro, CA

**Saturday January 22, 2022**

**8:00am - 12:00pm**

**El Centro residents only**



**Must Show proof of residency (Utility bill or Driver's License)**

**We are accepting the following items:**

**FREE COLLECTION of Electronic Waste: Computers-Monitors-  
TVs  
and  
Passenger and Light Truck Tires (Rims Accepted)**

**NO TIRES FROM TIRE BUSINESSES!!!**

**No more than 9 tires without a Written Exemption  
from the Local Environmental Agency  
(442) 265-1888**



**For more information call 760-337-4537 or 1-877-RECYCLE (1-877-732-9253)  
[www.ivrma.org](http://www.ivrma.org) **

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Funded by Grant from Cal Recycle



## Memorandum

**Date:** January 12<sup>th</sup>, 2021  
**To:** ICTC Management Committee Meeting  
**From:** David Salgado, Regional Affairs Officer (RAO)  
**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's Management Committee regular meeting for the month of January 2022.

- 1. SCAG Housing Policy Leadership Academy:** With support from the State's Regional Early Action Planning (REAP) grant program and to support the region's efforts in response to recent state investments in planning to accelerate housing production and meet the goals of the Regional Housing Needs Allocation (RHNA), SCAG has developed a series of trainings that will support elected officials, advocates, and interested stakeholders in moving forward a pro-housing development agenda.

The SCAG Housing Policy Leadership Academy (SCAG-HPLA) offers a 10-session online training for emerging and established community leaders who want to better understand how to advance policy solutions to increase the supply and availability of affordable housing. The course brings together people from different backgrounds and disciplines in monthly sessions to examine issues and solutions from multiple perspectives and apply their learning to current housing policy challenges. Sessions explore the relationship between policy, planning, and housing development with a focus on how different policy solutions shape both the physical and social landscape and capacity to produce housing for all.

The course is grounded in the HPLA 5Ps framework, which provides a foundation for examining the physical and social aspects of a healthy housing ecosystem.

**Applications can be completed online and are due by January 10, 2022. Notifications of acceptance will be issued no later than Jan. 18, 2022.**

**2. 2022 SCAG Regional Conference and General Assembly May 4-6, 2022:** On May 4-6, local leaders from throughout Southern California will convene for SCAG's 57th annual Regional Conference and General Assembly at the JW Marriott Desert Springs Resort & Spa in Palm Desert, CA. This three-day conference will bring together state and local elected officials, CEOs, business and civic leaders, transportation and environmental stakeholders, local government staff, and others.

**3. SCAG Toolbox Tuesday!! Equity in Action: Developing Equity Tools:** Tuesday, Jan. 25 1 – 2:30 p.m. Kick-off the new year by joining us for this equity-focused Toolbox Tuesday to learn about using and developing equity tool(s) for your jurisdiction.

Equity tools are designed to integrate the explicit consideration of equity in decisions, including policies, practices, programs, and budgets. They can focus on different aspects of your work, such as during project scope development or the budgeting process, or can serve as a checkpoint to help jurisdictions investigate disparities within their communities and incorporate equity in their work.

SCAG, along with a local jurisdiction, will share insights into the development of their own equity tools. SCAG's Racial Equity Toolkit contains a series of six tools aimed at different aspects of the planning process:

- Communications Tool
- Community Engagement & Relationship Building Tool
- Data Gathering & Analysis Tool
- Equitable Strategy & Action Tool
- Equity Assessment Tool
- Stakeholder Analysis Tool

**4. 2022 SCAG SUSTAINABILITY AWARDS CALL FOR NOMINATIONS:** SCAG is now accepting nominations for the 2022 SCAG Sustainability Awards. Each year, the Sustainability Awards celebrate plans and projects that use innovative planning to promote a healthier, happier, and resilient Southern California. **Now through Thursday, Jan. 13**, nominations will be accepted for the following award categories:

- |  |   |
|--|---|
| • Active, Healthy and Safe Communities             | • Equity  |
| • Clean Cities: Alternative Fuels & Infrastructure | • Green Region Initiative: Resource Conservation & Climate Action |
| • Efficient & Sustainable Land Use                 | • Housing Innovation  |

For questions regarding the 2022 Sustainability Awards, please contact Lyle Janicek at [janicek@scag.ca.gov](mailto:janicek@scag.ca.gov). For more information on the SCAG Sustainability Awards including the award criteria or to view past award winners visit [scag.ca.gov/sustainabilityawards](http://scag.ca.gov/sustainabilityawards)

5. **SCAG Regional Data Platform (RDP):** The Regional Data Platform will standardize regionally significant datasets, provide opportunities for local partners to update their data in real-time, and draw insights from local trends. More specifically, it will be an online tool for SCAG and local jurisdictions to access data necessary for local general plan development and general decision making by monitoring transportation, land development trends, housing and economic growth, and sustainability conditions. The platform will also feature a data-driven collaboration hub for local jurisdictions to engage with stakeholders for individual projects, such as local and regional land use planning, active transportation planning, greenhouse gas reduction strategies and development impact assessments.

Moving beyond just technology, this platform will help government engage with data in a simpler way, allowing the interpretation of information into actionable insights and knowledge, and provide a digital venue for local agencies to engage with their residents using data as a medium.

Process wise, SCAG will enable users to improve the platform through data revision and insight sharing, empower local partners to use the platform for their own initiatives (thereby spotlighting best practices), and ultimately foster continuous experimentation at the local level by helping jurisdictions understand how their plans could impact the region's most significant challenges – transportation, jobs, housing, and sustainability.

- **Housing Element Parcel Tool (HELPR):** The HELPR tool is a readily available mapping and data tool available to SCAG member agencies and partners. The tool drills down on parcel specific data and demographics which will support the development of housing plans and general plan updates.
- **Local Information Services Team (LIST):** SCAG has created the “Local Information Services Team” to support the roll out of the Regional Data Platform (RDP) and other housing and data support needs.

6. **SCAG Aerial Imagery Project 2020-21 Update:** The flyovers have been completed and an introductory meeting was held with the vendor, EagleView. The meeting was offered to member jurisdictions and stakeholders to introduce some of the new products provided as a part of the project, which includes high resolution imagery, ortho imagery and other products. SCAG is working with the county to finalize an MOU prior to requesting local contributions for supporting the program.

## 12TH ANNUAL SOUTHERN CALIFORNIA ECONOMIC SUMMIT

On Dec. 2, 2021, SCAG virtually hosted its 12th Annual Regional Economic Summit. Over 300 people participated in this year's event. SCAG honored Senator Susan Rubio (D-Baldwin Park) by naming her the Legislative Champion of Economic Empowerment. Earlier this year, Senator Rubio was instrumental in SCAG receiving a \$3.5 million grant from the State to implement the agency's Inclusive Economic Recovery Strategy recommendations.

Dr. Wallace Walrod, SCAG's Chief Economic Advisor, reported his outlook on the regional economy, expressing a positive – but cautious – outlook for the region, noting that the regional economy is fundamentally strong and resilient in the face of our recent challenges. The region's most immediate challenge is COVID-19 and its aftermath, including ongoing supply chain issues, labor supply disruptions, and inflation. In addition, Dr. Walrod reiterated that the greatest challenge to the region's long-term growth is unaffordable housing.

Essential to a resilient economy is inclusive and equitable economic growth. Dr. Karthick Ramakrishnan, from the University of California, Riverside's Center for Social Innovation, discussed the economic benefits of equitable and inclusive growth. He outlined ways SCAG can better incorporate and communicate measures of equity and inclusion in its long-term planning.

An energetic and informative panel discussion followed the economic briefing. Dr. Micah Weinberg, Chief Executive Officer and President of California Forward, moderated the panel, which included Dr. Daryl Fairweather, Chief Economist at Redfin; Estelle Reyes, Senior Vice President, Enhancing Community at LA Cleantech Incubator; Dee Dee Myers, Director of the Governor's Office of Business and Economic Development (GoBiz) and Senior Advisor to the Governor of California; and David Hickey, Vice President West Business Markets at Verizon. The panelists highlighted the region's ingenuity and diversity as a source of opportunity. Still, they also noted the challenges the region faces, echoing concerns about the economic burden of the region's housing shortage.

The event culminated with a keynote address Rana Foroohar, a Global Business Columnist at The Financial Times and Global Economic Analyst at CNN, who spoke about the pandemic supercharging preexisting economic issues, including economic inequality. Her address laid out a vision for a truly sustainable recovery and an economic future that relies less on the global and more on the local.

Materials (including SCAG's regional economic outlook and related research in the Regional Briefing Book), presentations, and videos from the event are available on SCAG's website at [scag.ca.gov/economicsummit](https://scag.ca.gov/economicsummit).

## LEGISLATIVE UPDATE

SCAG hosted a meet-and-greets with two freshmen members of the Southern California Congressional Delegation. Representatives Jay Obernolte (R-Hesperia) and Young Kim (R-Fullerton) both assumed office in January 2021.

On Nov. 16, 2021, SCAG President Clint Lorimore, Legislative/Communications and Membership Committee (LCMC) Chair Alan Wapner, and LCMC Vice Chair Peggy Huang were joined by Regional Councilmembers Randall Putz and Larry McCallon to meet with Congressman Obernolte, who expressed his long-standing support for core infrastructure, such as roads, highways, and bridges, and even expressed support for member-directed spending.

On Nov. 22, 2021, President Lorimore, First Vice President Jan Harnik, Second Vice President Carmen Ramirez, and LCMC Vice Chair Huang were joined by Regional Councilmembers Marty Simonoff, Art Brown, Tim Shaw, and Ray Marquez in a meeting with Congresswoman Kim that included a discussion on ongoing issues in the goods movement sector and brief for our members on the Ocean Shipping Reform Act (H.R. 4996), which Congresswoman Kim co-sponsored. The bill would

make various changes to improve ocean shipping and port operations. The bill recently passed the House and has moved to the U.S. Senate for consideration.

As a follow-up to the State Assembly's Housing Roundtable meetings, SCAG met with Assemblymembers Robert Rivas (D-Salinas), Timothy Grayson (D-Concord), and Buffy Wicks (D-Oakland), the newly appointed Chair of the Assembly Housing and Community Development Committee.

On Dec. 16, 2021, President Lorimore, LCMC Chair Wapner, and LCMC Vice Chair Huang met with Assemblymember Rivas, who expressed his support for more local tools to address the housing affordability gap given the wide range of housing production challenges, including tax increment financing and revisiting redevelopment agencies. He also indicated that the Assembly would focus its attention on housing production and the projected budget surplus in 2022.

On Dec. 20, 2021, President Lorimore, First Vice President Harnik, Second Vice President Ramirez, LCMC Chair Wapner, and LCMC Vice Chair Huang met with Assemblymember Grayson and Chair Wicks. Assemblymember Grayson expressed his support for regional solutions to the housing crisis instead of one-size-fits-all policies. As the former Chair of the City of Concord's Redevelopment Agency, Assemblymember Grayson appreciated SCAG's continued support for tax increment financing to fund housing development and the infrastructure to support it. Chair Wicks said she recognized that the state's diverse regions face different challenges to address the housing crisis and that the Housing Roundtables helped to convey that. She expressed the need for ongoing funding to incentivize the creation of affordable housing and expressed support for housing for the "missing middle." While her ultimate goal is to focus on housing production, she stated that there will be an ongoing conversation surrounding balancing local control and meeting the state's housing production goals.

SCAG leadership will continue to meet with other Assemblymembers who attended the Housing Roundtables and continue to convey the Regional Council's housing legislative priorities to them.

### SCAG TOURS THE CITY OF ANAHEIM

SCAG President Clint Lorimore and I joined Regional Councilmember Trevor O'Neil and senior city officials for an informative presentation and tour of some of the exciting happenings in the City of Anaheim. Topics covered included the city's housing element and recent affordable housing developments, Smart Center City Anaheim parking guidance and mobile application (which received SCAG grant funding), and the income-qualified electric vehicle (EV) rideshare program developed by Anaheim's municipal public utility. Participants also learned about the proposed pedestrian-friendly ocV!be project that will bring many benefits for Anaheim residents and visitors. The City of Anaheim was an early leader in mixed-use development and also allows for by-right housing development when certain conditions are met. Many recent projects in the city have placed a strong emphasis on walkability and overall quality of life.

### 2022 SCAG SUSTAINABILITY AWARDS CALL FOR NOMINATIONS

SCAG is now accepting nominations for the 2022 SCAG Sustainability Awards. Each year, the Sustainability Awards celebrate plans and projects that use innovative planning to promote a healthier, happier, and resilient Southern California. Now through Thursday, Jan. 13, 2022, nominations will be accepted for the following award categories:

- Active, Healthy and Safe Communities
- Clean Cities: Alternative Fuels & Infrastructure
- Efficient & Sustainable Land Use
- Equity
- Green Region Initiative: Resource Conservation & Climate Action
- Housing Innovation

For questions regarding the 2022 Sustainability Awards, please contact Lyle Janicek at [janicek@scag.ca.gov](mailto:janicek@scag.ca.gov). For more information on the SCAG Sustainability Awards including the award criteria or to view past award winners visit [scag.ca.gov/sustainabilityawards](https://scag.ca.gov/sustainabilityawards).

### REAP: SCAG PARTNERS WITH USC SOL PRICE SCHOOL OF PUBLIC POLICY TO DEVELOP AN OTHER-TO-RESIDENTIAL TOOLKIT

SCAG staff is working hard on implementation of the \$47 million Regional Early Action Planning (REAP) grant program. A collaboration team consisting of SCAG staff, staff and students at the University of Southern California's (USC) Sol Price School of Public Policy, and a consultant team are looking at ways to expand opportunities for students to engage with real-world examples. Through their work, the Other-to-Resident project was developed, which considers the potential conversion of underutilized non-residential sites to much-needed residential use in the SCAG region. The final deliverable will be an Other-to-Residential Toolkit that will showcase best practices and case studies that highlight common barriers faced by jurisdictions and the development community in the conversion of non-residential land uses, as well as offer measures to overcome them. The toolkit will be accompanied by a Design "Look Book" driven by the student work. Last month SCAG staff participated in a workshop review of the student case studies that will be developed into the final Look Book. The final Other-to-Residential Toolkit and Design Look Book will be completed and delivered to SCAG in Spring 2022.

### SCAG KICKS OFF THE REGIONAL ADVANCE MITIGATION PLANNING ADVISORY TASK GROUP

On Dec. 10, 2021, SCAG held the kickoff meeting for the Regional Advance Mitigation Planning – Advisory Task Group (RAMP-ATG). As charged by the Regional Council in October 2021 (please see the [original staff report](#) and [supplemental staff report](#)), staff will work with the RAMP-ATG on establishing a policy framework for advance mitigation in the SCAG region to ensure the [SoCal Greenprint](#) tool is aligned with policy objectives. As part of developing the policy framework, the RAMP-ATG will also provide feedback on a white paper on Regional Advance Mitigation Planning (RAMP) and can provide input on how existing publicly available data can support RAMP in Southern California. Feedback from the RAMP-ATG, along with feedback from all stakeholders as required by the Regional Council's directive, will help SCAG staff complete the white paper and identify the final data layers to be included in the SoCal Greenprint tool.

During the kickoff meeting, RAMP-ATG members Sean Ashton, Curt Hagman, Peggy Huang, and David Pollock elected SCAG President Clint Lorimore to be the Chair of the RAMP-ATG. The meeting included a brief overview presentation from SCAG staff on RAMP, including its benefits for regional growth and examples of established initiatives across the SCAG region. A recording of the meeting can be found on SCAG's website at [scag.ca.gov](https://scag.ca.gov).

The RAMP-ATG will meet at least three more times before disbanding upon reporting to both the Regional Council and Energy & Environment Committee, which is anticipated in April 2022. The next meeting is planned for Jan. 28, 2022, from 3 – 5 p.m. All meetings are open to the public and stakeholders are encouraged to submit public comments. Upcoming meetings will include presentations on existing regional advance mitigation programs, a review of feedback from interviews with the county transportation commissions, a presentation of the RAMP white paper outline and final draft, and the finalization of recommendations on a policy framework for advanced mitigation, including guidance for aligning the SoCal Greenprint and its data layers with related policy objectives.

The work of the RAMP-ATG is taking place during a pause on implementation of the SoCal Greenprint tool. There are several concurrent steps underway during this pause as directed by the Regional Council, which will include:

- Developing the SoCal Greenprint tool with focus on maximizing benefits to cities, counties, and transportation agencies.
- Reviewing and revising proposed data layers with feedback from project advisors and other stakeholders.

- Prospective user testing to ensure the tool is working and functional as developed with targeted audiences.
- Developing a disclosure statement and user acknowledgement to convey tool limitations and foster its proper use.

Please visit [scag.ca.gov/ramp-atg](https://scag.ca.gov/ramp-atg) for more information.

## GO HUMAN – 2021 IN REVIEW

As 2021 comes to a close, SCAG's *Go Human* campaign hopes to continue to provide helpful resources during these challenging times. With the goal of supporting communities during the ongoing pandemic, SCAG partnered with community members, nonprofit organizations, agencies, and elected officials throughout the region to create safer and healthier places through education, advocacy, resource sharing and projects throughout 2021. We invite you to review the *Go Human* [2021 Year in Review blog post](#), highlighting strategies, successes, partnerships and more, including spotlights on:

- 31 Community Streets Mini Grant Projects
- 48 Community Safety Ambassadors and Safety Activations & New Program Toolkit
- 14 Temporary Safety Demonstrations Utilizing the Kit of Parts
- 4 Demonstration Projects Were Moved Forward
- 12 Traffic Safety Peer Exchanges
- 16+ Million Impressions Through Advertising Campaigns and 7,000 Safety Ads to 30+ Partners
- New Safety Pledge and Map with over 50 New Signatories

## TRANSPORTATION RESEARCH BOARD – RECOGNIZING SCAG'S SAFETY MODELS

SCAG's work on transportation safety crash prediction models will be highlighted at the [Transportation Research Board's Annual meeting](#), which is being held this year from Jan. 9-13, 2022, in Washington, D.C. The work was completed in partnership with the Federal Highway Administration and resulted in a series of predictive models for safety planning and target setting that will support SCAG's annual efforts to forecast safety outcomes such as fatalities and serious injuries. The models consider traffic, socioeconomic, and other trends. SCAG anticipates building on this work by developing an interactive tool for community modeling in the coming year. To learn more, please contact [aguirre@scag.ca.gov](mailto:aguirre@scag.ca.gov).

## LOCAL INFORMATION SERVICE TEAM UPDATE

Responding to jurisdictions' requests for further technical assistance, SCAG created the Local Information Services Team (LIST), which is a team of technical staff prepared to provide one-on-one technical and information services. Currently, the LIST members are focusing on assisting local jurisdictions with Safety Element updates, specifically the component under Senate Bill (SB) 379 that requires cities and counties to include climate adaptation and resilience strategies into their next Safety Element update. LIST members are providing technical assistance services on SCAG's available climate adaptation data and tools, such as toolkits from the Regional Climate Adaptation Framework, environmentally-sensitive layers within [HELPR 2.0](#), and the recently published "[SB 379 Compliance Curriculum for Local Jurisdictions](#)." To date, SCAG has conducted four SB 379 training sessions, with the most recent training held on Dec. 14, 2021, with the City of Camarillo. To learn more or request technical assistance, please contact [list@scag.ca.gov](mailto:list@scag.ca.gov).

## **WTS-OC AWARDS CEREMONY**

On Dec. 2, 2021, I had the opportunity to join with other transportation leaders to congratulate industry and scholarship award recipients during the Women's Transportation Seminar, Orange County Chapter (WTS-OC) virtual awards program. SCAG has co-sponsored a graduate student scholarship for several years, and I was able to personally congratulate this year's winner of that award, Ms. Karen Phan, a second-year master's student in Urban and Regional Planning at the University of California, Los Angeles.

# California Department of Transportation



**To:** ICTC Management Committee

**Date:** January 2022

**From:** GUSTAVO DALLARDA  
Caltrans District 11 Director

**Subject:** DISTRICT DIRECTOR'S REPORT

## CONSTRUCTION

1. **I-8/Imperial Avenue Interchange:** The project includes installing two ramps that will provide direct access to southbound Imperial Avenue which will provide connectivity to southern El Centro. The interchange was opened to traffic on December 21<sup>st</sup>. The community identifier installation is undergoing adjustments and estimated to be completed in late January.



The contractor is continuing with the remaining work, with plant establishment/close out activities continuing through 2023.

<https://dot.ca.gov/caltrans-near-me/district-11/current-projects/i8-imp-interchange>

2. **SR-98 Widening Project:** As part of the Calexico West POE Expansion project, SR-98 and Cesar Chavez Boulevard were widened and improved to serve the expansion to the west. SR-98 work between VV Williams and Ollie Avenue was completed in March 2018, and the Cesar Chavez Blvd. widening was completed in October 2019 by the City of Calexico. Construction for stage 1 of the SR-98 widening between Rockwood Avenue and Ollie Avenue is underway. Stage 2 is expected to start in March 2022. The project is expected to be substantially completed and open to traffic in late 2022. The total project cost is estimated at \$8.2 million.

3. **SR-111 Niland Geyser/Mud Pot:** The SR-111 Niland Geyser/Mud Pot is active. The caldera has moved and is now 15 feet from the SR-111 edge of travel way, another smaller caldera recently appeared a few feet to the east of the original and is being investigated. Water from the Mud Pot continues free-flowing through the subsurface drainage installed in 2019. The original temporary detour road was opened to traffic in August of 2020. Due to the Mud Pot's unpredictable change in direction, a revised detour was required. The revised detour was completed on April 30, 2021. The detour will remain in place as the mud pot moves beyond the original freeway.  
<https://www.youtube.com/watch?v=Ek1buV2HA68>

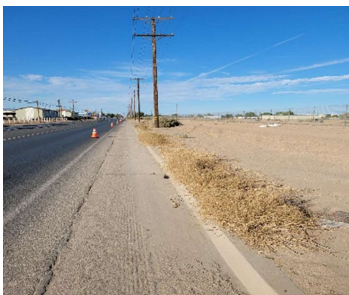
## **PROJECT DELIVERY**

1. **SR-186 All-American Canal Bridge:** This project proposes to construct a new bridge over the All-American Canal (AAC). The new bridge will improve safety and better facilitate international and interregional movement of people, goods and services. A 2019 feasibility study proposed 8 alternatives including a no-build option. The following stakeholders have been identified, Fort Yuma Quechan Indian Tribe, US BIA, US BOR, IID, International Boundary and Water Commission, County of Imperial, Union Pacific Railroad and US GSA. *Project Milestones: Project Approval/Environmental Clearance 9/2023. The Anticipated funding fiscal year for construction is 2025/26.*

## **MAINTENANCE AND TRAFFIC OPERATIONS**

All Imperial County Crews – Litter control 1<sup>st</sup> and 3<sup>rd</sup> Thursday of the month.

1. El Centro Traveled Way Crew – Sweeping-I-8/SR111, mowing-SR115, lateral support SR111, brush control SR98/Calexico



2. Midway Traveled Way Crew – Sweeping/brush control/mowing on I-8
3. El Centro Functional/Landscape – Sign/landscape maintenance, chemical control SR86, striping installation orders for SR78/Orita Curve.



4. Brawley Traveled Way Crew – SR86 brush control/crack sealing, SR78 brush control
5. **SR-86/Customs & Border Protection Checkpoint Expansion:** ICTC received confirmation from Customs & Border Protection (CBP) HQ that they will move forward with the original canopy design similar to the I-8 Pine Valley checkpoint. Caltrans has received the 65% plans for circulation from ICTC and their consultant, AECOM. The environmental studies are being prepared by AECOM and will soon be sent for review. Caltrans will assist ICTC in coordinating upcoming meetings.

An environmental document as well all other appropriate studies will be needed to finalize the project. A series of permits will be required for existing traffic control at the checkpoint, for the inspection operations and equipment within the facility, and for a temporary checkpoint while the project is in construction. A new Freeway Maintenance Agreement will be required for the portion of the existing canopy that is within Caltrans ROW.

## **PLANNING AND LOCAL ASSISTANCE**

1. **District 11 Active Transportation Plan:** The D11 CAT Plan survey period has ended. Caltrans will begin determining the location-based needs and compile a needs list over the next months. The District 11 CAT Plan is scheduled for completion in summer 2022. For more information please visit: <https://www.catplan.org/district-11>
2. **Project Study Report: Forrester Road Improvements:** This study will propose improvements to Forrester Road from I-8 to the SR 78 intersection in the City of Westmorland. This is a critical goods movement corridor that handles a high volume of interregional and local agricultural trucks and it's anticipated volumes will continue to increase. Caltrans and ICTC are preparing a PSR spearheaded by a Technical Working Group (TWG) that includes the County of Imperial, the Imperial Irrigation District (IID), and the cities of El Centro, Westmorland, Imperial, and Brawley. To address the needs of this corridor, likely improvements will include shoulder widening, passing lanes, intersection

improvements, multimodal elements, and a bypass to the city of Westmorland.

### 3. **Grant Opportunities:**

Caltrans Internal Project Nominations of SB1 Competitive Programs for the Solutions for Congested Corridor Program (SCCP) and Trade Corridor Enhancement Program (TCEP) Cycle 3 kicked off in September. Caltrans is working with our transportation partners to properly identify competitive projects for nomination and to develop high-quality applications. Each District may submit up to five (5) projects for nomination consideration for each Programs, respectively, by December 15, 2021.

Program dates (internal) to consider:

- September 2021 – December 2021: Call for projects
- February 1: Project nominations due
- July 2022: Final project approval
- August 2022: Draft applications due from districts - *subject to change based on final program schedules*
- October 2022: Final applications due to HQ (for signature) – *subject to change based on final program schedules*

<https://catc.ca.gov/programs/sb1>

Clean California Local Grant Program Workshop (online)

The California Department of Transportation (Caltrans) will administer approximately \$296 million as part of a two-year program to improve and beautify rights-of-way, tribal lands, parks, pathways, and transit centers to restore pride in public spaces. Applicants must be local, regional or tribal governments or public transit agencies. Nonprofit organizations may be sub-applicants.

*Call for projects has been announced with the application deadline of February 1, 2022.*

<https://cleancalifornia.dot.ca.gov/local-grants>

An online workshop is scheduled for Wed, 1/12/22 from 1:30-3:30. Register here: [https://us06web.zoom.us/webinar/register/WN\\_5p3Za6HiSI2ie9IntPc\\_gQ](https://us06web.zoom.us/webinar/register/WN_5p3Za6HiSI2ie9IntPc_gQ)

Recordings of prior workshops are available through links below.

Workshop #1 <https://www.youtube.com/watch?v=0sdjkfXza8c>

Workshop #2 <https://www.youtube.com/watch?v=eP2Kv6R058c>

Workshop #3 <https://www.youtube.com/watch?v=cl5wKljKICs>

#### 4. **Local Assistance:**

##### Active Transportation Program Guidelines Virtual Workshop Series

The California Transportation Commission (CTC) is hosting a series of Active Transportation Program (ATP) Guideline Development Workshops in preparation for projects to be awarded by 2023 (ATP Cycle 6).

Attached is a tentative schedule for these workshops

*Updates appear on this webpage –*

<https://catc.ca.gov/programs/active-transportation-program>

##### CTC Active Transportation Program Virtual Site Visits

The CTC's Active Transportation Program will be holding virtual site visits for all interested agencies across the state. The site visits will allow Cycle 6 applicants the opportunity to discuss upcoming projects with Commission staff.

Commission staff will be available on Tuesday's (1:00 pm - 3:00 pm) and Friday's (9:00 am - 3:00 pm) each week beginning November 2021 through February 2022. To schedule a site visit with Commission staff, please use the following link: [https://docs.google.com/forms/d/e/1FAIpQLSeauLojjlB2cNM-Q0U6R7l6tui2lfURcTTNqxRhZ-\\_g1JapQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSeauLojjlB2cNM-Q0U6R7l6tui2lfURcTTNqxRhZ-_g1JapQ/viewform)

See attached flyer for more information.

##### Quality Assurance Program (QAP) – Renewal for 2022

*As a reminder, Quality Assurance Program (QAP) approval expires in January 2022 for the City of Imperial. Updated QAP packages must be submitted to the Local Area Engineer, Benjamin Guerrero. Otherwise, no Construction funding authorization requests will be processed.*

##### California Transportation Commission (CTC) Allocation Requests

Please review the attached schedule of deadlines to send requests for California Transportation Commission (CTC) allocation at the March 16-17 CTC meeting. Caltrans District 11 must receive all documents at least two months prior to the preferred CTC meeting date. *Friday, January 15, 2022 is the deadline for the March 16-17, 2021 CTC meeting.*

##### 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.*

[www.dot.ca.gov/programs/local-assistance/guidance-and-oversight/title-vi](http://www.dot.ca.gov/programs/local-assistance/guidance-and-oversight/title-vi)

[www.localassistanceblog.com/2020/10/29/frequently-asked-questions-faq-new-resource-for-appendix-e-of-the-title-vi-assurances](http://www.localassistanceblog.com/2020/10/29/frequently-asked-questions-faq-new-resource-for-appendix-e-of-the-title-vi-assurances)

## **RELINQUISHMENTS**

1. **SR-86** from *SR-111 to Countryside Dr, West Ralph Rd to Calle Estrella*, and east of *Brandt Rd to SR-78*. Relinquishment to County of Imperial, estimated completion 2026. (#11 on Status Map)
2. **SR-86** from *Countryside Dr to Treshill Rd*. Relinquishment to City of El Centro, estimated completion 2026. (#12 on Status Map)
3. **SR-111** from *2nd St to SR-98*. Relinquishment to City of Calexico, estimated completion 2024. (#13 on Status Map)



## California Transportation Commission

# SAVE THE DATE

## 2023 Active Transportation Program Guideline Development Workshops

Please mark your calendars for the upcoming California Transportation Commission guideline development workshops for the Active Transportation Program (ATP). Registration information and workshop agenda/details will be posted in advance of each workshop on the [ATP website](#). Until further notice, all workshops will be held via virtual meeting format. **All workshop dates are subject to change. Additional workshops may be scheduled in 2022.**

### Kick-Off Workshop

**Tuesday, November 9, 2021 9:30am – 12:30pm**

Central Workshops	
Topic	Date
<del>Guidelines</del>	<del>Wednesday, November 17, 2021 1:00pm – 4:00pm</del>
<del>PSR Equivalent</del>	<del>Wednesday, December 1, 2021 1:00pm – 4:00pm</del>
<del>Guidelines</del>	<del>Wednesday, December 15, 2021 9:30am – 12:30pm</del>
<del>Guidelines</del>	<del>Tuesday, January 11, 2022 1:00pm – 4:00pm</del>
<del>Applications</del>	<del>Wednesday, January 19, 2022 9:30am – 12:30pm</del>
<del>Scoring Rubrics</del>	<del>Tuesday, February 8, 2022 1:00pm – 4:00pm</del>
<del>Optional Workshop</del>	<del>Wednesday, February 23, 2022 9:30am – 12:30pm</del>

To schedule a virtual Branch Workshop or site visit, please contact Elika Changizi.

For more information, please contact:

Laurie Waters at [Laurie.Waters@catc.ca.gov](mailto:Laurie.Waters@catc.ca.gov)

Beverley Newman-Burckhard at [Beverley.Newman-Burckhard@catc.ca.gov](mailto:Beverley.Newman-Burckhard@catc.ca.gov)

Elika Changizi at [Elika.Changizi@catc.ca.gov](mailto:Elika.Changizi@catc.ca.gov)

Get the latest updates from the Commission on [Twitter](#) and [Facebook](#).



## California Transportation Commission

### Active Transportation Program Site Visit Registration

Dear Active Transportation Program Stakeholders,

The California Transportation Commission's Active Transportation Program will be holding virtual site visits for all interested agencies across the state. The site visits will allow Cycle 6 applicants the opportunity to discuss upcoming projects with Commission staff.

Commission staff will be available on Tuesday's (1:00 pm - 3:00 pm) and Friday's (9:00 am - 3:00 pm) each week beginning November 2021 through February 2022.

**To schedule a site visit with Commission staff, please use the following link to access the online scheduling form:** <https://forms.gle/2XKq9C62pnv9dSeQ6>

When scheduling your site visit, please be sure to select 2-3 dates that work well for you and your team. If you have multiple projects you would like to discuss with Commission staff, please be sure to select ample time for your virtual site visit by selecting back-to-back slots **OR** separate time slots across multiple days. All dates listed in the online scheduling form reflect Commission staff's updated availability.

For any questions regarding the Cycle 6 site visits or the online scheduling form, please contact Erika Changizi at [Erika.Changizi@catc.ca.gov](mailto:Erika.Changizi@catc.ca.gov) or (916) 653-3159.

Thank you,

The Active Transportation Program Team

# 2022 PREPARATION SCHEDULE

## CALIFORNIA TRANSPORTATION COMMISSION (CTC) MEETINGS

### AGENDA ITEM(S) DUE DATES

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

As of:  
August 2021

2022 California Transportation Commission (CTC) Meeting Schedule	Local Agency Submits Off System Funds Requests, Program Amendments, and Time Extensions to Caltrans Districts	District Submits Off System and On System Requests to HQ Divisions	HQ Divisions Submit Final Off System and On System Requests to Budgets	Final Agenda Language Due From HQ Divisions to Office of CTC Liaison	Final Book Items Due from HQ Divisions to Office of CTC Liaison
Date and Location:	10:00 AM District & CTC	10:00 AM HQ Divisions	5:00 PM Email to HQ Budgets	10:00AM Email to CTC Liaison	10:00 AM Email to CTC Liaison OCTCL Email: CTCLiaison@dot.ca.gov
<del>Jan 26-27 - Sacramento</del>	<del>Mon, Nov 29, 21</del>	<del>Mon, Dec 6, 21</del>	<del>Fri, Dec 10, '21</del>	<del>Fri, Dec 17, '21</del>	<del>Fri, Dec 17, '21</del>
Mar 16-17 - San Diego	Tue, Jan 18, 22	Mon, Jan 24, 22	Mon, Jan 31, '22	Wed, Feb 9, '22	Thu, Feb 10, '22
May 18-19 -Central Valley	Mon, Mar 21, 22	Mon, Mar 28, 22	Mon, Apr 4, '22	Wed, Apr 13, '22	Thu, Apr 14, '22
June 29-30 - Sacramento	Mon, May 2, 22	Mon, May 9, 22	Mon, May 16, '22	Wed, May 25, '22	Thu, May 26, '22
Aug 17-18 - Bay Area	Mon, Jun 20, 22	Mon, Jun 27, 22	Tue, Jul 5, '22	Wed, Jul 13, '22	Thu, Jul 14, '22
Oct 12-13 - Santa Barbara	Mon, Aug 15, 22	Mon, Aug 22, 22	Mon, Aug 29, '22	Wed, Sep 7, '22	Thu, Sep 8, '22
Dec 7-8 - Riverside	Mon, Oct 10, 22	Mon, Oct 17, 22	Mon, Oct 24, '22	Wed, Nov 2, '22	Thu, Nov 3, '22

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

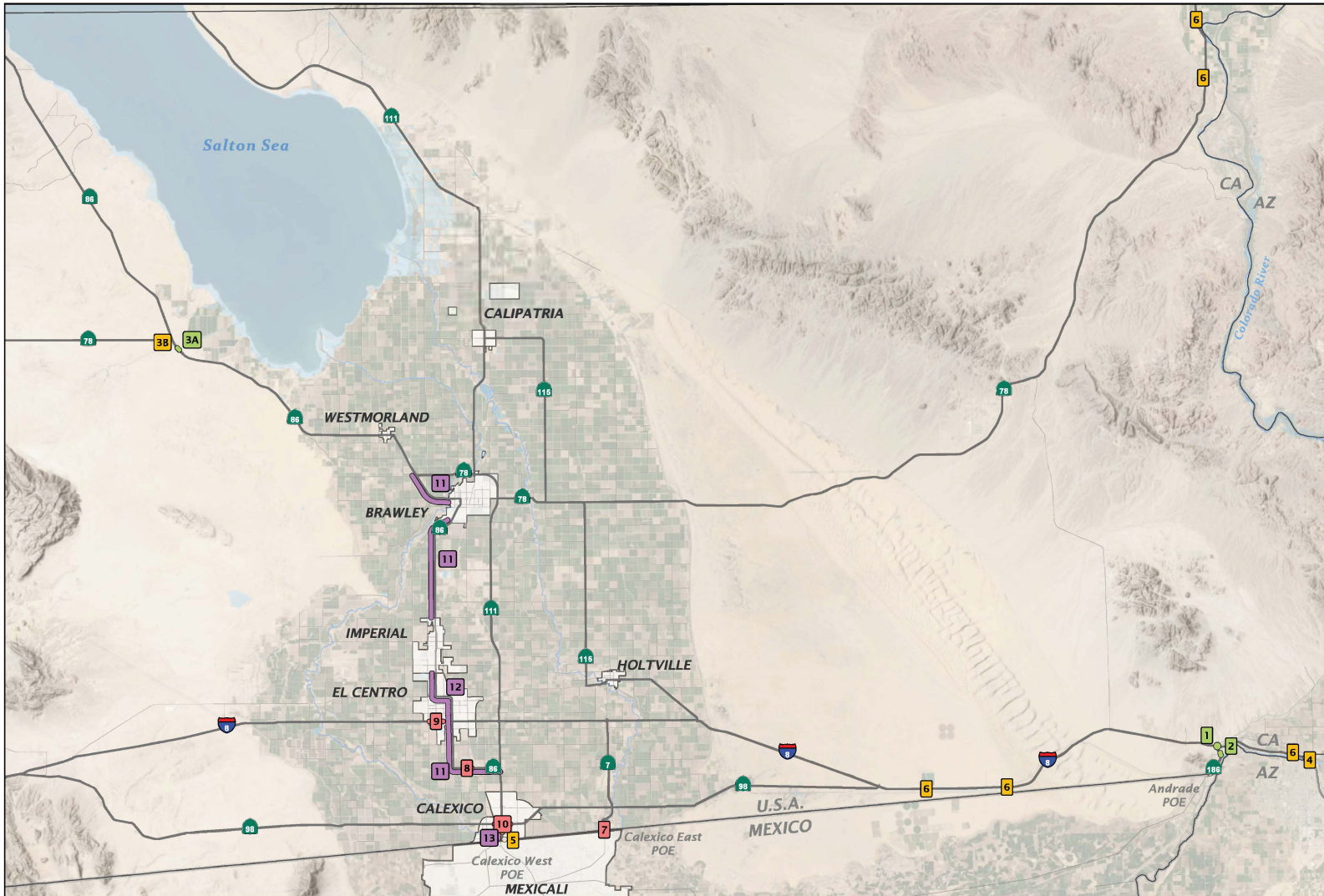
Moved - Christmas  
Moved - July 4

Moved - Christmas

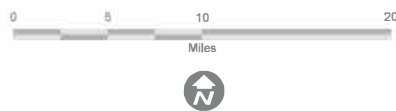
Moved - Christmas

# IMPERIAL COUNTY

## STATUS OF TRANSPORTATION PROJECTS



- Environmental
- Design
- Construction
- Relinquishment



**SBI** Project funded by Senate Bill 1

**Abbreviations:**

GSA: General Services Administration

POE: Port of Entry

Portions of this map contain geographic information copyrighted by the Imperial County GIS program. All rights reserved. The date provided is "as is" without warranty of any kind.

Questions can be directed to (619) 688-6699  
ct.public.information.d11@dot.ca.gov

Date: 09/21/2021



### ENVIRONMENTAL

1. SR-186/I-8 Quechan Interchange Improvements\*  
Complete June 2022
2. SR-186 All-American Canal Bridge  
Complete Mar 2023
- 3A. SR-86 USBP Checkpoint Canopy\*  
Complete July 2022

### DESIGN

- 3B. SR-86 USBP Checkpoint Canopy\*  
Complete July 2022
4. I-8 Colorado River Viaduct  
Complete April 2021; Begin Construction September 2022
5. SR-111 Pavement Rehabilitation, Border to SR-98  
Complete Nov 2020. Begin Construction late July 2021
6. Bridge Rehab Projects on I-8 and SR-78  
Ready to List Spring 2022

### CONSTRUCTION

7. Calexico East POE Bridge Widening  
Design/Build Begin Mar 2021; Complete June 2023
8. SR-86/Dogwood Road Intersection Improvements County Per  
Complete Oct 2022
9. I-8/Imperial Ave Interchange Improvements  
Open to Traffic Jan 2022; Complete May 2023
10. SR-98 Widening Phase 1C Ollie Ave to Rockwood Ave Complete  
Dec 2022

### RELINQUISHMENT

11. SR-86 Relinquishment to County of Imperial  
Date Estimate 2026
12. SR-86 Relinquishment to City of El Centro  
Date Estimate 2026
13. SR-111 Relinquishment from 2nd St to SR-98 to City of Calexico  
Date Estimate 2024

\* The California Department of Transportation (Caltrans) is a partner in this study/projects, although not the lead agency.

## **VII. ACTION CALENDAR**

### **A. ROTATION OF CHAIR AND VICE-CHAIR POSITIONS**



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

January 7, 2022

ICTC Management Committee  
Imperial County Transportation Commission  
1503 N. Imperial Ave Suite 104  
El Centro, CA 92243

SUBJECT: Rotation of Chair and Vice-Chair Positions

Dear Committee Members:

The ICTC Management Committee has historically rotated the Chair and Vice Chair positions from amongst the member agencies. Both of these positions serve for a period of approximately one year. Attached is a review of Chair positions since 2004.

It is requested that the Management Committee take any appropriate action in the consideration of the rotation and assignment of the two positions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. Aguirre', written over a horizontal line.

DAVID AGUIRRE  
Interim Executive Director

Attachment

DA/cl

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

IVAG / ICTC CHAIR & VICE CHAIR positions (Management Committee)
---

	<u>CHAIR</u>	<u>VICE CHAIR</u>
calendar year		
2021	Brawley	Holtville
2020	El Centro	Brawley
2019	Holtville	El Centro
2018	Calexico	Holtville
2017	Calipatria	Calexico
2016	Imperial	Calipatria
2015	Brawley	Imperial
2014	Holtville	Brawley
2013	El Centro	Holtville
2012	County	Imperial
2011	Calipatria	County
2010	Calipatria	County
2009	Calexico	Calipatria
2008	Brawley	Calexico
2007	Holtville	Brawley
2006	County	Holtville
2005	El Centro	Calexico
2004	Calexico	Imperial

#### Frequency of Positions

Brawley	3 Brawley	3
Calipatria	3 Calipatria	2
Calexico	3 Calexico	3
El Centro	3 El Centro	2
Holtville	3 Holtville	4
Imperial	1 Imperial	3
Westmorland	1 Westmorland	1
County	2 County	2
IID	0 IID	0

## VII. ACTION CALENDAR

- B. IMPERIAL COUNTY LONG RANGE TRANSPORTATION PLAN—  
SERVICE CONTRACT AWARD—MICHAEL BAKER INTERNATIONAL
1. Approve the award of the Services Agreement for the Imperial County Long Range Transportation Plan – to Michael Baker International in the amount of \$299,827.83.
  2. Authorize the Chairperson to sign the Services Agreement.



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

January 7, 2022

ICTC Management Committee  
Imperial County Transportation Commission  
1503 N. Imperial Ave., Suite 104  
El Centro, CA 92243

SUBJECT: Imperial County Long Range Transportation Plan – Services Contract Award –  
Michael Baker International

Dear Committee Members:

The Imperial County Transportation Commission (ICTC) in its capacity as the Regional Transportation Planning Agency is responsible to lead the Long-Range Transportation Plan (LRTP) in Imperial County. The last update to the LRTP was conducted in 2013. ICTC staff completed a Request for Proposal (RFP) to prepare a full update of the Imperial County LRTP.

The goal of the LRTP is to provide the following:

- Identify and promote the relationship between the transportation system to existing and future land use and community comprehensive plans and programs.
- Provide guidance to promote the improvement of multi-modal transportation circulation of people and goods, using both motorized and non-motorized transportation modes, new technologies and infrastructure facilities.
- Recommendations and guidance to provide a safe, efficient, accessible, socially equitable and cost-effective transportation system.
- Ensure compliance with state and federal transportation planning regulations
- Develop recommendations that ensure environmentally sustainable planning practices.

A total of three (3) firms submitted proposals and all were interviewed. The RFP proposal evaluation process was completed with interviews of all three (3) firms conducted on December 9, 2021. The evaluation committee consisted of technical staff from the IID, the Cities of Calexico and El Centro, Caltrans, and ICTC staff.

The evaluation team unanimously ranked Michael Baker International as the highest-ranking firm after completing the proposal evaluation and interviews. ICTC staff has proceeded with the services agreement document complete the award recommendation.

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

Michael Baker International submitted the proposed cost of \$299,827.83. Michael Baker International has extensive experience completing similar types of planning documents. The Michael Baker International team is well qualified and will be able to assist ICTC with the required long range planning tasks. Michael Baker International will utilize the services of a Disadvantage Business Enterprise (DBE) firm to assist with stakeholder and public outreach services.

Funding for the LRTP was identified and approved in the ICTC FY 2021-22 Overall Work Plan and budget. The funding source will be from state Planning, Programming and Monitoring funding.

The original procurement documents; RFP and consultant response proposals; and all contract exhibits referenced in the contract document are available for review at the ICTC administrative offices by request.

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

1. Approve the award of the Services Agreement for the Imperial County Long Range Transportation Plan – to Michael Baker International in the amount of \$299,827.83.
2. Authorize the Chairperson to sign the Services Agreement.

Sincerely,



VIRGINIA MENDOZA  
Program Manager

## VII. ACTION CALENDAR

- C. Approving and execution of the Agreement between the Imperial County Transportation Commission (ICTC) and Nomad Transit, LLC (Via) for the implementation/operation of the Calexico Microtransit Service funded by the Clean Mobility Options (CMO) Voucher Pilot Program
  - 1. Authorize the Chairman to sign the agreement between ICTC and Nomad Transit, LLC. (Via) in the amount of \$1,253,296 for a period of two years of service operations.



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

January 7, 2022

ICTC Management Committee  
Imperial County Transportation Commission  
1503 N. Imperial Ave., Suite 104  
El Centro, CA 92243

SUBJECT: Approving and execution of the Agreement between the Imperial County Transportation Commission (ICTC) and Nomad Transit, LLC (Via) for the implementation/operation of the Calexico Microtransit Service funded by the Clean Mobility Options (CMO) Voucher Pilot Program

Dear Committee Members:

The Imperial County Transportation Commission (ICTC) partnered with Via Transportation, Inc. (Via) to develop a grant application under the Clean Mobility Options Voucher Pilot Program (CMO) to implement and operate a zero emission microtransit service in the city of Calexico. ICTC was awarded the CMO grant for the maximum dollar value of one million dollars. The CMO program requires the applicant to provide the proposed services for a period of 5 years (1 year of service development and 4 years of service operation). The CMO program will fund the first two years of service operation while ICTC will fund the remaining two years of service operation. ICTC anticipates generating Fare Revenues to offset the cost of the service.

The Calexico Mobility On-Demand Service will provide micro transit type public transportation services within the city of Calexico utilizing 3 zero emission vehicles. The service will be open to the general public and rides can be obtained by using the service's mobile application or via phone. The service is anticipated to operate Monday through Friday (federal holidays excluded) during the hours of 8:00 a.m. to 5:00 p.m.

Via is a leading developer of software for on demand and dynamic transit systems. Under the partnership, Via will provide turnkey operations, infrastructure, software applications, customer service and maintenance, while ICTC will provide administration, oversight and assistance with marketing efforts. ICTC will be actively involved in the project operations and will monitor its performance throughout the life of the project. Via would also assist with the development of the service and all marketing materials.

The anticipated agreement between the two parties would be for a two-year service period with options for two additional one-year mutual service period extensions. The cost for the initial two-year service period will be \$1,253,296.00 (\$626,648.00 per year). The CMO grant will fund \$1,000,000 (\$500,000 per year) of the anticipated service cost for the first two years of operations. ICTC anticipates allocating TDA funds for the remaining service costs for the first two years of service operations. The remaining optional years would be funded by ICTC. ICTC is currently looking for grant opportunities to continue funding the service during the optional years. ICTC will not incur any service cost from the vendor until the service is operational.

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

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

1. Authorize the Chairman to sign the agreement between ICTC and Nomad Transit, LLC. (Via) in the amount of \$1,253,296 for a period of two years of service operations.

Sincerely,



David Aguirre  
Interim Executive Director

## VIII. IVRMA ACTION CALENDAR

- A. Extension of Lease between the Imperial Valley Landfill, Inc. and Imperial Valley Resource Management Agency
  - 1. Approve a new ten (10) year extension to the Lease Agreement with Imperial Valley Landfill, Inc. at a rate of one dollar (\$1.00) a year. Said lease extension would commence on January 26, 2022 and expire January 25, 2032.

# IMPERIAL VALLEY RESOURCE MANAGEMENT AGENCY

SERVING THE CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO,  
HOLTVILLE, IMPERIAL, WESTMORLAND AND IMPERIAL COUNTY



January 7, 2022

ICTC Management Committee  
Imperial Valley Resource Management Agency  
300 S. Imperial Ave., Suite 11  
El Centro, CA 92243

RE: Extension of Lease between the Imperial Valley Landfill, Inc. and Imperial Valley Resource Management Agency

Dear Management Committee:

The Imperial Valley Landfill, Inc. and Imperial Valley Resource Management Agency (IVRMA) currently maintains a lease for a portion of the property located at 702 E. Heil Ave. in El Centro, CA 92243. The purpose for the lease between the two entities is to facilitate the operation of the El Centro Permanent Household Hazardous Waste (HHW) collection facility. Imperial Valley Landfill, Inc. is the owner of the property while the Imperial Valley Resource Management Agency operates the facility.

The 1<sup>st</sup> term of the lease was for a period of ten (10) years and expires on January 25, 2022. The cost of the lease is one dollar (\$1.00) a year. IVRMA would like to request the approval to extend the Lease with the Imperial Valley Landfill Inc. for an additional term of 10 years with the same cost per year. IVRMA and Imperial Valley Landfill, Inc. have not requested any additional modifications to the lease agreement.

The El Centro Permanent Household Hazardous Waste (HHW) collection program provides Imperial Valley residents with a safe, sustainable waste reduction program, to reuse and recycle hazardous waste. The drop-off of HHW material is free of charge to residents.

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

1. Approve a new ten (10) year extension to the Lease Agreement with Imperial Valley Landfill, Inc. at a rate of one dollar (\$1.00) a year. Said lease extension would commence on January 26, 2022 and expire January 25, 2032.

Sincerely,

DAVID AGUIRRE  
Interim Executive Director

DA/dv/cl

Attachments

300 S Imperial Avenue Suite 11, El Centro, CA 92243 • 1-877-RECYCLE • Fax (760) 337-3184

[www.ivrma.org](http://www.ivrma.org)

Printed on Recycled Paper

## IVRMA BOARD MEMBERS

### CHAIR

**Cheryl Viegas-Walker**  
*City of El Centro*

### CO-CHAIR

**Rosie Arreola-  
Fernandez**  
*City of Calexico*

**George Nava**  
*City of Brawley*

**Maria Nava-Froelich**  
*City of Calipatria*

**Mike Goodsell**  
*City of Holtville*

**Robert Amparano**  
*City of Imperial*

**Ryan Kelley**  
*County of Imperial*

**Luis Plancarte**  
*County of Imperial*

**Ana Beltran**  
*City of Westmorland*

**Daveline Villasenor**  
*Project Manager*

**David Aguirre**  
*Imperial County  
Transportation  
Commission (ICTC)  
Administrator*

## **LEASE FOR HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITY**

This lease ("Lease") is made and entered into between Imperial Landfill Inc., an active California corporation ("Landlord") and the Imperial Valley Resource Management Agency ("Tenant" or "IVRMA") (individually, "Party;" collectively, "Parties").

### **RECITALS**

**WHEREAS**, IVRMA is a joint powers authority organized under California law comprised of the Cities of Brawley, Calexico, Calipatria, El Centro, Holtville, Imperial and Westmorland and the County of Imperial; and

**WHEREAS**, the mission of IVRMA is to develop, implement, and support efficient and sustainable programs for waste reduction, reuse, recycling, hazardous waste management, composting and recycled-content purchasing for Imperial Valley citizens in accordance with local, state, and national mandates; and

**WHEREAS**, Tenant desires to lease from Landlord a portion of land at Landlord's facility located at 702 East Heil Avenue, El Centro, California as shown on Exhibit A attached hereto and by this reference incorporated herein ("Premises") for the purposes of operating a permanent household hazardous waste ("HHW") collection facility; and

**WHEREAS**, Landlord will make the Premises available for such use by Tenant, subject to the terms and conditions of the Lease as herein provided.

**NOW, THEREFORE**, the Parties do mutually agree as follows:

#### **1. RESPONSIBILITIES OF TENANT**

Tenant:

a) Shall provide and place at the designated HHW collection facility location modular structures to be used by Tenant for the acceptance and storage of HHW pursuant to the Lease. The structures shall meet or exceed applicable fire and hazardous materials storage requirements and shall otherwise comply in all respects with applicable law.

b) Shall provide all storage and handling equipment necessary for the storage of HHW collected by IVRMA-participating agencies and adequate materials for packing the same.

c) Shall be responsible for collecting HHW from the public and pack, label and manifest the drums for shipment.

d) Shall contract with a licensed hazardous waste hauler to remove and dispose of all HHW collected on a regular basis, at least annually.

e) Shall be responsible for obtaining all necessary permits for the operation of the HHW collection facility.

f) Shall train personnel prior to initiation of collection services, and as necessary thereafter due to changes in law or circumstances, but at least annually.

g) Shall provide the closure assurance required by State law.

h) Shall provide comprehensive public liability insurance in an amount of not less than three million dollars (\$3,000,000) combined bodily injury and property damage liability and such policy shall name Landlord and Tenant as insured as their interests appear. Tenant shall send to Landlord certificates of insurance or receipts or other evidence satisfactory to Landlord showing the payments of all premiums and other charges due thereon.

i) Keep the Premises and all improvements (if any) in good order, condition and repair, clean and secure at all times and shall make or cause to be made all repairs to correct any damage thereto.

## **2. RESPONSIBILITY OF LANDLORD**

Landlord:

a) Agrees to lease the designated HHW collection location to Tenant. The Parties agree that the term of the Lease shall be for a period of ten (10) years commencing on the date of this signed Lease unless terminated as provided herein. Tenant agrees to pay to Landlord annual rent of one dollar (\$1) for each year during the term of this Lease. The Parties agree that Tenant shall, if not then in default of this Lease, have an option to extend the term of this Lease for an additional period of ten (10) years from the original expiration date of this Lease.

b) Shall provide a roll-off box for trash from the facility.

c) Landlord will allow the public and Tenant to have access to the HHW facility on the schedule established by Tenant.

## **3. INDEMNIFICATION**

Tenant agrees to defend, indemnify and hold Landlord, its officers, agents, employees, contractors, tenants, invitees and volunteers (the "Indemnitees") harmless from and against any and all claims, demands, actions, losses, damages, injuries, attorney's fees and liability, direct or indirect (including any and all related costs and expenses in connection therein), arising out of or in connection with Tenant's occupancy, and/or use of the Premises covered by this Lease, except for any such claim arising out of the sole gross negligence or willful misconduct of the Indemnitees.

#### **4. TERMINATION**

This Lease may be terminated by either Party upon six (6) months' written notice to the other Party. Such notice shall be provided by certified U.S. mail. The Lease shall terminate six (6) months after such written notification has been delivered.

#### **5. CLEAN UP OF SITE**

Upon the expiration or termination of this Lease, Tenant shall remove any and all of Tenant's equipment, including collection structure, office trailer, storage tanks and drums and any household hazardous waste remaining at the Premises and shall return the Premises to the condition it occupied prior to Tenant's occupancy thereof, clean and free of refuse and debris.

#### **6. COMPLIANCE WITH LAWS; WAIVER OF INTERGOVERNMENTAL IMMUNITY**

Tenant shall comply with all local, State and Federal ordinances and statutes that are applicable to this Lease, the Premises and the purposes outlined above. Tenant hereby waives any intergovernmental immunity that would allow non-compliance with ordinances applicable within the City of El Centro.

#### **7. APPLICABLE LAW; VENUE**

The Parties hereto agree that this Lease shall be governed by the laws of the State of California, United States of America, and the venue shall be the Superior Court of the State of California, County of Imperial.

#### **8. NOTICE**

Any notice, demand, request, consent, approval or communication that either Party desires or is required to give to the other Party shall be in writing and either served personally or sent prepaid, first class mail. Any such notice, demand, etc., shall be addressed to the other Party at the address set forth herein below. Either Party may change its address by notifying the other Party of the change of address. Notice shall be deemed communicated within forty-eight (48) hours from the time of mailing, if mailed as provided in this section.

If to Landlord: Imperial Landfill, Inc.  
Derek Ruckman, General Manager  
Yuma & Imperial Collection, Landfill, Transfer & MRF  
2217 East 13th Street  
Yuma, AZ 85365

With a copy to: Republic Services, Inc.  
18500 North Allied Way  
Phoenix, AZ 85054  
Attn: General Counsel

If to Tenant: Imperial Valley Resource Management Agency  
Robert L. Douthitt, Manager  
300 S. Imperial Avenue, Suite 11  
El Centro, CA 92243

#### **9. POSSESSORY INTEREST**

California Revenue and Taxation Code §107.6 requires that every local public entity lease include a paragraph that states that Tenant recognizes and understands that the lease may create a possessory interest subject to property taxation and that Tenant may be subject to the payment of property taxes levied upon such interest. Tenant believes and may very well be correct that no tax may be assessed against its consular post because it is exempt. Regardless of whether or not a tax can be assessed, this provision is left in the Lease merely to satisfy the requirements of California Revenue and Taxation Code. Landlord acknowledges that Tenant may be exempt from such taxation.

#### **10. BINDING UPON HEIRS**

The covenants and agreements contained in this Lease shall inure to the benefit of and be binding on the Parties hereto, their heirs, legal representatives, successors or assigns. Notwithstanding the foregoing, Tenant may not sublease the Premises or assign this Lease without the advance written consent of Landlord which may be granted or withheld by Landlord in its sole and absolute discretion.

#### **11. SEVERANCE**

If any provision of this Lease is determined to be void by a court of competent jurisdiction then such determination shall not affect any other provision of this Lease, and all such other provisions shall remain in full force and effect. It is the intention of the Parties hereto that if any provision of this Lease is capable of two constructions, one of which would render the provision void and the other of which would render the provision valid, then the provision shall have the meaning that renders it valid.

#### **12. DESTRUCTION OF THE PREMISES**

If during the term, the Premises or the building and other improvements on which the Premises are located are totally or partially destroyed from cause, rendering the Premises totally or partially inaccessible or unusable, either Landlord or Tenant shall have the right to terminate this Lease.

#### **13. CONDEMNATION**

If, by the exercise of any governmental power, whether by legal proceedings or otherwise, a governmental authority condemns the Premises, or if Landlord, under threat of

condemnation, sells or transfers the Premises to any condemnor, this Lease shall terminate on the date the condemnor has the right to possession of the property being condemned. The award shall belong to and be paid to Landlord, except that Tenant shall receive from the award a sum attributable to Tenant's improvements or alterations made to the Premises by Tenant in accordance with this Lease, which Tenant has the right to remove from the Premises pursuant to the provisions of this Lease but elects not to remove.

#### **14. DEFAULT**

If Tenant shall default in the due and punctual payment of the Rent, insurance premiums, impositions or any other amounts or rents due under this Lease or any part thereof, and such default shall continue for thirty (30) days after notice thereof in writing to Tenant; or Tenant shall default in the performance or in compliance with any of the other covenants, agreements or conditions contained in this Lease and such default shall not be cured within thirty (30) days after notice thereof in writing from Landlord to Tenant; or Tenant shall make an assignment for the benefit of its creditors; then and in any such event Landlord shall have the following remedies with respect to the Premises:

Landlord shall have the right terminate this Lease by giving written notice of termination to Tenant, in which event Tenant shall immediately surrender the Premises to Landlord. If Tenant fails to so surrender the Premises, then Landlord may, without prejudice to any other remedy it has for possession of the Premises or arrearages in rent or other damages, re-enter and take possession of the Premises and expel or remove Tenant and any other person occupying the Premises or any part thereof, in accordance with applicable law.

#### **15. HAZARDOUS MATERIALS**

Tenant shall not do anything throughout the term of this Lease and any extension thereof that will violate any Environmental Laws (defined below). Tenant shall indemnify, defend (with counsel reasonably acceptable to Landlord) and hold harmless Landlord, its parent and subsidiary companies, and their respective directors, officers, employees, and agents and assignees or successors to Landlord's interest in the Premises, their directors, officers, employees, and agents from and against any and all losses, claims, suits, damages, judgments, penalties and liability including, without limitation, (i) all out-of-pocket litigation costs and reasonable attorneys' fees, (ii) all damages (including consequential damages), directly or indirectly arising out of the use, generation, storage, emission, spillage, leakage, presence, migration, release or threatened release or disposal of Hazardous Materials by Tenant, its agents and contractors ("environmental events"), (iii) the cost of and the obligation to perform any required or necessary repair, clean-up, investigation, removal, monitoring, corrective action, closure, post-closure, remediation or abatement, and the preparation of any closure or other required plans, (iv) any personal injury, death, or property damage, arising out of or related to any of the environmental events; and (v) any lawsuit brought or threatened, settlement reached, or government hearing, investigation, inquiry, proceeding, or order relating to any Hazardous Materials at the Premises or any of the environmental events, to the full extent that such action is attributable, directly or indirectly, to the possession, receipt, use, generation, storage, presence,

emission, spillage, leakage, migration, release or threatened release or disposal of Hazardous Materials by Tenant, its agents and contractors.

For the purpose of this Section 15, Hazardous Materials shall include but not be limited to substances defined as "hazardous substances," "hazardous materials," or "toxic substances" in the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, 42 U.S.C. Section 9601, et seq.; the Hazardous Materials Transportation Act, 49 U.S.C. Section 1801 et seq.; the Resource Conservation and Recovery Act, 42 U.S.C. Section 6901, et seq.; the common law; and any and all state, local or federal laws, rules, regulations and orders pertaining to environmental, public health or welfare matters, as the same may be amended or supplemented from time to time (collectively, the "Environmental Laws"). Any terms mentioned in this Lease which are defined in any applicable Environmental Laws shall have the meanings ascribed to such terms in such laws, provided, however, that if any such laws are amended so as to broaden any term defined therein, such broader meaning shall apply subsequent to the effective date of such amendment.

For the avoidance of doubt, the foregoing indemnity is intended to operate as an agreement pursuant to §107(e) of the Comprehensive Environmental Response, Compensation and Liability Act, CERCLA, 42 U.S.C. §9607(e) and California Health and Safety Code §25364, to defend, protect, hold harmless, and indemnify Landlord from Liability thereunder. This provision is in addition to all other provisions in this Agreement and is intended to survive the end of the term of this Agreement. Nothing in this section shall limit Landlord's remedies to pursue cost recovery against any other person or entity.

#### **16. WAIVER**

No failure on the part of either Party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that the Party may have hereunder.

#### **17. EXECUTION**

This Lease may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the Parties when at least one copy hereof shall have been signed by both Parties hereto. In approving this Lease, it shall not be necessary to produce or account for more than one such counterpart.

#### **18. COMPLETE AGREEMENT**

This Lease constitutes the full and complete agreement between the Parties. Any modification must be in writing and shall be signed by both Parties and authorized by the IVRMA Board.

**[Remainder of page intentionally left blank. Signatures appear on following page.]**

IN WITNESS WHEREOF, the Parties have executed this Lease this 25 day of January, 2012.

TENANT:

IMPERIAL VALLEY RESOURCE  
MANAGEMENT AGENCY

By Robert L. Douthitt  
Robert L. Douthitt, Manager

ATTEST:

By Y. Zarate  
Board Secretary

APPROVED AS TO FORM:

Office of the City Attorney

By Kris M. Becker  
Kris M. Becker, City Attorney

LANDLORD:


Imperial Landfill, Inc.

By Derek Ruckman  
Derek Ruckman, General Manager

## CERTIFICATE

The undersigned certifies that she is the duly elected, qualified and acting Secretary of **IMPERIAL LANDFILL, INC.**, a California corporation (the "Corporation") and that attached hereto as Schedule A is a true and correct copy of resolutions duly adopted by the Board of Directors of the Corporation, and that such resolutions have not been amended or rescinded and are in full force and effect on the date hereof.

Dated: November 30, 2011.

  
Eileen B. Schuler  
Secretary

## **SCHEDULE A**

**WHEREAS**, the Corporation has or will enter into that certain Lease for Household Hazardous Waste Collection Facility (the "Lease") with Imperial Valley Resource Management Agency (the "Tenant"), pursuant to which the Tenant will lease from the Corporation a portion of land at the Corporation's facility located at 702 East Heil Avenue, El Centro, California, more particularly described in the Lease (the "Property"), for the purposes of operating a permanent household hazardous waste collection facility;

**WHEREAS**, the Corporation believes it is in the best interest of the Corporation to lease the Property to the Tenant;

**NOW, THEREFORE, BE IT RESOLVED**, that the Corporation be, and hereby is, authorized and directed to enter into the Lease;

**FURTHER RESOLVED**, that **DEREK RUCKMAN**, as an authorized agent of the Corporation, or any officer of the Corporation is hereby authorized and empowered in the name and on behalf of the Corporation to execute and deliver the Lease and any and all other documents as required in connection with the Lease and in connection with the Corporation's obligations and agreements set forth therein, and to perform all other acts as are necessary, convenient, or proper to carry out the foregoing; and

**FURTHER RESOLVED**, that the Secretary, or any other officer of the Corporation, is hereby authorized to certify to the adoption of the foregoing resolutions as may be required.

## VIII. IVRMA ACTION CALENDAR

- B. Senate Bill (SB) 1383 Local Assistance Grant Program FY 2021–22 Grant Submittal Authorization
  - 1. Authorize the Interim Executive Director or his designee to submit an SB 1383 Local Assistance FY 2021–22 Grant Application, execute all required documents and any amendments with CalRecycle as required.
  - 2. Authorize the IVRMA Chairperson to sign the attached resolution. Direct staff to forward the Grant Application and associated documentation to CalRecycle and any associated parties.



# IMPERIAL VALLEY RESOURCE MANAGEMENT AGENCY

SERVING THE CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO,  
HOLTVILLE, IMPERIAL, WESTMORLAND AND COUNTY OF IMPERIAL

## IVRMA BOARD MEMBERS

### **CHAIR**

**Cheryl Viegas-Walker**  
*City of El Centro*

### **VICE-CHAIR**

**Rosie Arreola-  
Fernandez**  
*City of Calexico*

**George Nava**  
*City of Brawley*

**Maria Nava-Froelich**  
*City of Calipatria*

**Mike Goodsell**  
*City of Holtville*

**Robert Amparano**  
*City of Imperial*

**Ana Beltran**  
*City of Westmorland*

**Luis Plancarte**  
*County of Imperial*

**Ryan Kelley**  
*County of Imperial*

**David Aguirre**  
*Imperial County  
Transportation  
Commission (ICTC)  
Administrator*

**Daveline Villaseñor**  
*IVRMA Project  
Manager*

January 7, 2022

ICTC Management Committee  
Imperial Valley Resource Management Agency  
300 S. Imperial Ave., Suite 11  
El Centro, CA 92243

**SUBJECT:** SB 1383 Local Assistance Grant Program FY 2021–22 Grant Submittal  
Authorization

Dear Management Committee,

The Department of Resources, Recycling and Recovery (CalRecycle) has announced funding for a one-time grant program meant to provide aid in the implementation of regulations adopted by CalRecycle pursuant to Chapter 395, Statutes of 2016 and SB170 Budget Act of 2021.

This non-competitive grant program provides \$57,000,000 of funding to local jurisdictions to assist with the implementation of regulation requirements associated with SB 1383 Short Term Climate Pollutants (SLCP) Organic Waste Methane Emission Reduction, effective January 1, 2022. The estimated funding amounts are available on the [Notice of Funds Available \(NOFA\) webpage](#). Funds to eligible entities are based on per capita calculations using the Department of Finance's January 2021 population statistics.

This funding provides assistance with a wide variety of activities including but not limited to: (personnel, consultants, containers, training, vehicles), Capacity Planning Collection, Edible Food Recovery, Education and Outreach (includes organic waste & edible food recovery), Enforcement and Inspection, Program Evaluation/Gap Analysis, Procurement Requirements, and Record Keeping. Application Guidelines and instructions can be reviewed further at <https://www2.calrecycle.ca.gov/Docs/Web/120303>. The deadline to apply for the grant opportunity is February 1, 2022.

IVRMA would like to pursue the grant opportunity on behalf of multiple member agencies. IVRMA anticipates being able to assist its member agencies with funded grant activities such as education, outreach and administration activities.

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

1. Authorize the Interim Executive Director or his designee to submit an SB 1383 Local Assistance FY 2021–22 Grant Application, execute all required documents and any amendments with CalRecycle as required.

2. Authorize the IVRMA Chairperson to sign the attached resolution.
3. Direct staff to forward the Grant Application and associated documentation to CalRecycle and any associated parties.

Sincerely,



David Aguirre  
Interim Executive Director

DA/dv/cl

Attachments

## Grant Program - Regional Participant

### RESOLUTION OF PARTICIPATING REGIONAL AUTHORIZING ON ITS BEHALF THE SUBMITTAL OF A GRANT APPLICATION BY A LEAD AGENCY FOR WHICH (NAME OF PARTICIPATING REGIONAL) IS ELIGIBLE

WHEREAS, Public Resources Code sections 48000 et seq. authorize the Department of Resources Recycling and Recovery (CalRecycle) to administer various grant programs (grants) in furtherance of the State of California's (state) efforts to reduce, recycle and reuse solid waste generated in the state thereby preserving landfill capacity and protecting public health and safety and the environment; and

WHEREAS, (**Name of Grant**) allows regional grant projects; and

WHEREAS, CalRecycle grant application procedures require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of CalRecycle grants.

NOW, THEREFORE, BE IT RESOLVED that the (**Title of Governing Body**) authorizes (**Name of Regional Lead Participant**) to submit a (**Name of Grant**) regional application on behalf of itself as a regional participant.

BE IT FURTHER RESOLVED that the (**Name of Regional Lead Participant**) is hereby authorized and empowered to execute on behalf of (**Name of Regional Participant**) all grant-related documents, including, but not limited to, applications, payment requests, agreements, and amendments necessary to secure grant funds and to implement the approved grant project; and

BE IT FURTHER RESOLVED that these authorizations are effective for (*choose one of the following options*) 1) five (5) years from the date of adoption of this resolution **or** 2) for a period less than five years (**insert Time Period: from Month, Day, and Year through Month, Day, and Year**). [*Note: this provision is either/or; do not include both options.*]

Date Adopted \_\_\_\_\_

ATTEST/CERTIFIED \_\_\_\_\_ (Name(s))



January 2022

Department of Resources Recycling and Recovery

# **SB 1383 Local Assistance Grant Program Application Guidelines and Instructions Fiscal Year 2021–22**

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# Grant Cycle Overview

The Department of Resources Recycling and Recovery (CalRecycle) offers the SB 1383 Local Assistance Grant Program pursuant to Chapter 395, Statutes of 2016. This non-competitive grant program will provide one-time funding to local jurisdictions to assist with the implementation of regulation requirements associated with SB 1383.

This resource document provides applicants with instructions to access and complete the application online and information about grant administration. The web-based application is in CalRecycle's [Grants Management System \(GMS\)](https://www.calrecycle.ca.gov/Funding/GMS/) (<https://www.calrecycle.ca.gov/Funding/GMS/>). The applicant will need to sign in to GMS to complete and submit an application.

**Note:** The following terms used in this document are defined below, unless the context clearly indicates otherwise:

- “Applicant” refers to either the legal name of the entity that is legally responsible for grant administration and any entity that will receive and control grant funded equipment, if awarded, or to a person who is completing an application on behalf of the Applicant (this is usually the primary contact listed on the application, but could also be the secondary contact, signature authority, or consultant).
- “You” refers to a person who is completing the application on behalf of the Applicant.

## Timeline

### February 1, 2022: Application Due Date

- Applicants must submit applications in GMS by 11:59 p.m. on this date.
- Customer service will be available until 4:00 p.m. on this date.

**Note:** There is only one application period. All applicants must submit an application by February 1, 2022 to be considered for first and second round funding.

### March 1, 2022: Secondary Due Date for First Round Funding

- Approved Resolution, and if applicable, Letters of Designation and Letters of Authorization, must be uploaded in GMS by this date if it was not submitted with the application.

### June 14, 2022: Secondary Due Date for Second Round Funding

- Approved Resolution, and if applicable, Letters of Designation and Letters of Authorization, must be uploaded in GMS by this date if it was not submitted with the application.

### April 1, 2022 (tentative): Grants Awarded for First Round Funding

- CalRecycle considers funding recommendations, and if approved, conditionally awards grants on this date.

**Note:** Applicants with outstanding debt owed to CalRecycle will not receive funding unless debt is paid by March 1, 2022.

### **September 1, 2022 (tentative): Grants Awarded for Second Round Funding**

- CalRecycle considers funding recommendations, and if approved, conditionally awards grants on this date.

**Note:** Applicants with outstanding debt owed to CalRecycle will not receive funding unless debt is paid by August 15, 2022.

### **April 2, 2024: Grant Term End for First Round Funding**

### **September 2, 2024: Grant Term End for Second Round Funding**

**For milestones that take place during the grant term, refer to the Procedures and Requirements document.**

## **Eligible Applicants**

California Labor Code section 1782 prohibits a charter city from receiving state funding or financial assistance for construction projects if that charter city does not comply with Labor Code sections 1770-1782. If any applicants or participating entities are charter cities or Joint Powers Authorities that include charter cities, the lead participating entity must certify on the Detail tab of the application that Labor Code section 1782 does not prohibit any included charter city from receiving state funds for the project described in this application. If it is determined after award that an applicant or participating entity is a charter city prohibited from receiving state funds for this grant project, the grant will be terminated and any disbursed grant funds shall be returned to CalRecycle.

Eligible applicants include:

- City
- County
- City and county
- Regional or Joint Powers Authorities
- Special Districts that provide solid waste collection services

## **Individual Application**

An Individual Application is one in which a single eligible entity will be responsible for grant implementation. The applicant in an Individual Application will be responsible for the performance of the grant and all related documentation. In addition, the applicant will be the only entity receiving any real or personal property that is purchased with grant funds.

## **Regional Application**

Local governments may join together in a Regional Application in which two or more eligible jurisdictions join together for the purpose of grant implementation. A Regional Lead Participant must be designated to act on behalf of all Non-Lead Participants. The Lead Participant is the applicant, and if awarded, will be the grantee responsible for the performance of the grant and all required documentation. CalRecycle will direct all official correspondence and grant payments to the Lead Participant. If a jurisdiction is a Non-Lead Participant in a Regional Application, it may not apply individually.

## Joint Powers Authority Application Requirements

Joint Powers Authorities (JPA) may submit a grant application as an individual applicant. An entity may not submit an individual application if that entity is also a member of an applicant JPA. In addition to the requirements for an Individual Application, a JPA must upload a copy of its JPA Agreement.

The JPA Agreement must:

1. Give authority over solid waste management.
2. List all member entities.
3. Contain the signature of all members.

## Eligible Projects/Products

Eligible activities and costs include:

- Capacity Planning
- Collection
- Edible Food Recovery
- Education and outreach (includes organic waste & edible food recovery)
- Enforcement and Inspection
- Program Evaluation/Gap Analysis
- Procurement Requirements (using recycled organic products – compost, mulch, electricity, and/or renewable gas and recycled paper and paper products)
- Record Keeping

## Available Funds

- \$57,000,000 is available for this grant cycle, fiscal year 2021–22, subject to funding availability.
- \$20,000 base award for each eligible applicant.
  - CalRecycle provides estimated funding amounts on the Notice of Funding Availability page for applicants to budget anticipated costs of implementing the program.
- CalRecycle will distribute remaining funds to eligible entities based on per capita calculations using the Department of Finance's January 2021 population statistics.

## Ordinance Requirement

Applicants must identify the status of adopting an enforceable ordinance(s), or similarly enforceable mechanism, pursuant to section 18981.2 of Title 14 of the California Code of Regulations.

Applicants who certify they will adopt an ordinance to CalRecycle by April 1, 2022, will be eligible to receive first round funding (Spring 2022). In addition, the first round of awardees may be eligible to receive additional remaining funds from entities who did not apply.

For applicants who adopt an ordinance after April 1, 2022, awards will be delayed to the second round.

## Grant Term

The Grant Term for first round funding begins on April 1, 2022 (tentative) and ends on April 2, 2024. The Grant Term for second round funding begins on September 1, 2022 (tentative) and ends on September 2, 2024.

For detailed information about requirements within the grant term, refer to the Procedures and Requirements document.

## Eligible and Ineligible Costs

Grantees may incur eligible costs only during the Grant Term. For detailed information about eligible and ineligible costs, refer to the Procedures and Requirements document.

## Questions

Refer to the [Frequently Asked Questions page](https://www.calrecycle.ca.gov/organics/slcp/owrlocalassistancegrant/faq202122) (<https://www.calrecycle.ca.gov/organics/slcp/owrlocalassistancegrant/faq202122>). If your answer is not listed, send your question to [grants@CalRecycle.ca.gov](mailto:grants@CalRecycle.ca.gov).

## Public Records Requests

CalRecycle's policy is to make records requested by the public promptly available in accordance with the laws governing disclosure of records and information to the public. In general, all records in the possession of a state agency are public records subject to disclosure, unless a law provides that a particular kind of record or information is not a public record or is exempt or prohibited from disclosure.

Upon request, the entire contents of the submitted application are subject to public records requests. This may include contact information, project summary, uploaded documents, and scoring information. Public records may be requested from CalRecycle through the [California Public Records Act Requests web page](https://www2.calrecycle.ca.gov/Forms/ContactUs/PublicRecordsRequest/) (<https://www2.calrecycle.ca.gov/Forms/ContactUs/PublicRecordsRequest/>).

## Confidentiality

The following describes the treatment of certain confidential or proprietary information under the California Public Records Act (Government Code 6250, et seq.) and related regulations. It also describes how questions are resolved on whether information is truly confidential, the legal protections for confidential information, and internal and program procedures to maintain confidentiality.

### Confidential or Proprietary Information

Title 14 of the California Code of Regulations (14 CCR), [sections 17041-17046](https://www.calrecycle.ca.gov/Laws/Regulations/Title14/) (<https://www.calrecycle.ca.gov/Laws/Regulations/Title14/>), states that confidential or proprietary information shall include, but is not limited to:

- Personal or business-related financial data, customer client lists, supplier lists and other information of a proprietary or confidential business nature provided by persons in applications, reports, returns, certifications or other documents submitted to [CalRecycle] which if released would result in harmful effects on the person's competitive position.
- Tax information prohibited from disclosure, pursuant to the Revenue and Taxation Code.

Accordingly, appropriate documents submitted with an application that are clearly marked, on each page, “confidential or proprietary information” will be treated by CalRecycle pursuant to the procedures set forth in 14 CCR sections 17041-17046. However, the law does not treat documents marked as “confidential or proprietary information” (such as sales brochures, promotional literature and other general non-financial documents) as confidential if they do not fall within the categories of protected financial documents listed above.

**What if there is a question about what is confidential?**

If CalRecycle receives a request to disclose data claimed by the applicant to be confidential, CalRecycle would notify the applicant of the request and state that the documents were under review to determine whether information was correctly identified as “confidential.” If there was any question as to whether specific information was confidential, CalRecycle would contact the person(s) identified in the application to provide a justification and statement why the information is confidential. The process for evaluating confidentiality claims is set forth in section 14 CCR 17046.

**What procedures does CalRecycle have in place to ensure that confidential information is kept confidential?**

Confidential or proprietary information will be evaluated and analyzed only by CalRecycle staff, kept confidential, and will be maintained with restricted access. Records no longer needed to provide the services offered under the grant program are periodically destroyed, when allowed by audit policies and state law.

# Application Instructions

## Application Access

The application is available in CalRecycle's web-based Grants Management System (GMS). Access to GMS is secure; therefore, you must have a CalRecycle WebPass to log in to the system. Those who have not previously obtained a CalRecycle WebPass can create an account at the [CalRecycle WebPass page](https://secure.calrecycle.ca.gov/WebPass/) (<https://secure.calrecycle.ca.gov/WebPass/>).

To start an application:

1. Log in to [GMS](https://secure.calrecycle.ca.gov/Grants) (<https://secure.calrecycle.ca.gov/Grants>).
2. Select **Apply for a Grant** on the left.
  - All open grant cycles are displayed in a table.
3. Find SB 1383 Local Assistance, OWR: 2021–22 and select **Start Application**.
  - A pop-up window will appear asking for contact information. If you have an existing GMS Account, the information may be auto populated.
  - GMS will automatically add you as the Primary Contact for the new grant application however; you may update this later.
4. Click **Save**.

## GMS Tabs - Application Contents and Instructions

The components of the application are divided into tabs. To fill out an application, click on each tab and complete the sections in each tab as required. General directions are on the top of each tab, and detailed information about the requirements for each tab is listed below.

The applicant is responsible for a complete application. This includes signing documents, uploading required documents, and submitting the application by the due date(s). Failure to do so will result in disqualification from the SB 1383 Local Assistance Grant Program.

Examples of disqualifications may include:

- Applicant does not meet the eligibility requirements.
- Project is not eligible.
- Applicant fails to use required CalRecycle documents or forms.
- Applicant uploads incomplete or blank documents to the Documents tab.
- Signature Authority fails to sign Application Certification or any document that requires a signature.
- The online application is incomplete or missing information.
- Applicant fails to certify that they will have an enforceable ordinance, or similarly enforceable mechanism, pursuant to section 18981.2 of Title 14 of the California Code of Regulations by the required due dates.

## Summary Tab

This tab provides a summary of the application, due dates, resource documents and links, application documents, and the Application Submission section. It is the applicant's responsibility to submit all required documents, based on the particular grant application/project, by the appropriate due date.

## Applicant/Participant Tab

The applicant name is the legal name of the entity that is legally responsible for grant administration, if awarded.

1. Select the **Add Applicant/Participant** button and type in the **Applicant Name** and **County**. Do not enter your personal name.
2. Search the table for the correct applicant name and select **Add Applicant/Participant**.
3. Choose the **Lead Participant** radio button and click **Save**.
  - Every application must have a Lead Participant even if it is an individual application with no Non-Lead Participants.

If the Participant Search List does not contain your Applicant/Participant name:

1. Click on **Add New Applicant/Participant**.
2. Enter the **Applicant/Participant Name** as it appears on the Resolution. Do not include the department or unit name. Do not enter your personal name.
  - List county names with the name first followed by the word “County,” e.g., “Sacramento County.”
  - List city names as “City of” followed by the city’s name, e.g., “City of Sacramento.”
3. Complete all required fields then click **Save**.

For Regional, or Joint Powers Authority Applications, add the name of each eligible Non-Lead Participant and select the Participating Jurisdiction radio button.

For a list of eligible applicants, please see the Grant Cycle Overview section titled “Eligible Applicants.”

## Detail Tab

Complete this tab as follows:

1. Enter a dollar amount in the **Grant Funds Requested** field. Do not exceed the maximum grant award amount provided to you.
2. Enter the **Assembly Districts and Senate Districts**. To select more than one district hold the “Ctrl” key while selecting the numbers.
3. Enter the applicant’s **Department Name**, e.g., “General Services.” If the applicant does not have a department, enter the applicant’s name.
4. Enter the grant payment mailing address.
5. **Project Summary/Statement of Use**: Enter a detailed description of your project.
6. Select the appropriate option for the Resolution Requirement and optional Letter of Designation.
7. Select the appropriate answer for Program Questions.

## Contacts Tab

CalRecycle requires the application to have only one Primary Contact and at least one Signature Authority. Each application contact may be granted access by checking the box on the top of the contact’s detail screen. The contact will be able to log in to GMS using their own CalRecycle WebPass and access the application.

- **Primary Contact.** One person who the Signature Authority or their designee has authorized to manage and oversee the grant. This person will be the first contact with whom the Grant Manager will communicate.
- **Signature Authority.** The person(s) authorized to sign CalRecycle documents, such as grant applications, grant agreements, etc., as authorized by a board/council-adopted Resolution or Letter of Designation.
- **Secondary Contact.** A person authorized (by the Primary Contact or Signature Authority or their designee) as the alternate person with whom the Grant Manager will communicate. (Not required.)
- **Consultant.** A professional who provides advice in an area of expertise. If CalRecycle awards a grant to the applicant, the consultants may manage the grant or only conduct specific activities, based on a written agreement between the applicant and the consultant outlining work to be performed. (Not required.)

### **Budget Tab**

Select the applicable budget category and enter the dollar amount provided in the 1383 Local Assistance Grant Program Funding Estimates spreadsheet (URL) and detailed budget detail information. The total must equal the Grant Funds Requested amount shown on the Detail tab.

### **Documents Tab**

See the Application Documents section in the Summary tab for documents that must be uploaded in the Documents tab.

When uploading a document, enter a document title, select the appropriate document type from the drop-down list, and enter the date that it was executed/signed, if applicable, or select “today’s date.” Utilizing a document form other than the official CalRecycle versions, tampering with the CalRecycle version, or otherwise circumventing imposed character limits may subject the applicant to disqualification.

## **Application Submittal and Deadline**

The **Submit Application** button located in the Summary tab will be enabled after all required documents have been uploaded.

Click the **Submit Application** button and the application status will change to **Submitted**. You can only submit the application once; however, you may upload the following documents until the secondary due date: Resolution, Letter of Designation, Letters of Authorization, and JPA Agreements.

You must submit your application no later than 11:59 p.m. on February 1, 2022. Customer service will be available until 4:00 p.m. on the application due date either by emailing [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov) or calling Melissa Sanford at (916) 341-6104.

**Note:** Applications that are not submitted by the due date will be deleted from GMS.

# Application Documents

## Electronic and Original Signatures

CalRecycle now allows for certified e-Signature or original wet signature on documents or forms that certify legally binding information.

**Note:** E-signatures must include the first and last name of the Signature Authority, be in the Adobe Digital ID format (or through another certified digital signature program), and cannot be completed using the “Fill and Sign” function within Adobe. Any documents using the “Fill and Sign” function, is considered incomplete and may be sent back to the applicant.

Once the document(s) have been signed by the Signature Authority, upload the digitally signed document, or scan the wet signature and save it to GMS. Retain the original document for potential CalRecycle audits. See Audit Considerations section of the Procedures and Requirements document for more information.

If you have questions, email [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov).

## CalRecycle Documents

Altered or reproduced CalRecycle documents or templates may result in automatic disqualification of your application. Unless a document specifies that it may be reproduced as necessary, **do not** alter CalRecycle documents. If you are having trouble with a document, email [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov) or call Melissa Sanford at (916) 341-6104.

Below is a list of CalRecycle documents:

### Application Certification

The Application Certification is a required application document that must be generated from GMS.

After you have completed each tab of the application and uploaded the required documents, generate the Application Certification from the Summary tab. Once the Application Certification is signed, upload it to the Documents tab.

## Applicant’s Required Authorization Documents

Below is a list of required authorizing documents by application type that the applicant is responsible for preparing and uploading to their application.

**Note:** For Resolution, Letter of Authorization, and Letter of Designation templates refer to the [CalRecycle Resolution and Letter Examples](https://www.calrecycle.ca.gov/Funding/SampleDocs) (<https://www.calrecycle.ca.gov/Funding/SampleDocs>) web page. CalRecycle staff are available to answer questions about the Resolution or to review your draft Resolution to ensure it meets the requirements of the grant program. You may upload the Resolution to your application as a “Draft Resolution,” or, for immediate review, email it to [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov).

### **Individual Application Authorization Documents:**

If **subject to a governing body** the applicant must submit a Resolution no later than the secondary due date or CalRecycle will deem the application incomplete and your application will be moved to the second funding round. The Resolution must:

1. Authorize submittal of an application for one or more specifically named CalRecycle grant(s), payment programs, or for all CalRecycle grants or payment programs for which the applicant is eligible.
2. Identify the time period, up to five years, during which the authorizations are valid.
  - a. Five years is encouraged; however, periods of less than five years are acceptable.
3. Identify the Signature Authority by listing the job title of the person(s) authorized to sign all grant-related documents necessary to implement and close-out the grant(s).
  - a. (Optional but encouraged) The Resolution should authorize the Signature Authority to delegate their signature authority to another person identified by job title. Applicants can only submit a Letter of Designation if the corresponding Resolution includes designee language.

**Note:** The Signature Authority must sign a Letter of Designation **prior** to the designee's exercise of their authority.

### **Regional Application Authorization Documents:**

#### **Lead Participant**

Applicant must submit a Resolution no later than the secondary due date or CalRecycle will deem the application incomplete and your application will be moved to the second funding round.

The Resolution must:

1. Authorize submittal of a Regional Application on behalf of itself as Lead Participant and all other Non-lead Participants for a specifically named CalRecycle grant or payment program.
2. Identify the time period, up to five years, during which the authorizations are valid.
  - a. Five years is encouraged; however, periods of less than five years are acceptable.
    - i. A Resolution that is valid for more than one year must contain either:
      1. A list of all potential jurisdictions that may serve as Non-Lead Participants, or
      2. A provision that the Signature Authority may alter the list of Non-Lead Participants for each grant cycle.
3. Identify the Signature Authority by listing the job title of the person(s) authorized to sign all grant-related documents necessary to implement and close-out the grant(s).
  - a. (Optional but encouraged) The Resolution should authorize the Signature Authority to delegate their signature authority to another person identified by job title. Applicants can only submit a Letter of Designation if the corresponding Resolution includes designee language.

### **Non-Lead Participant**

The Non-Lead Participant prepares the Letter of Authorization (LOA) and gives the Lead Participant authorization to apply for and to act on its behalf in the implementation and administration of the grant or payment program.

Applicant must submit a Letter of Authorization no later than the secondary due date or CalRecycle will remove the Non-Lead Participant(s) from the application.

The LOA must:

1. Be on the Non-Lead Participant's official letterhead.
2. Specify grant or payment program name.
3. Be valid for as long as the Lead Participant's Resolution, not to exceed five years; otherwise, the participating entity must date the letter within the last 12 months.
4. Authorize the Lead Participant to submit a Regional Application and act as Lead Agency on behalf of the Non-Lead Participant.
5. Authorize the Lead Participant to execute all documents necessary to implement the grant or payment program.
6. Be signed by an individual authorized to contractually bind the Non-Lead Participant.

### **Joint Powers Authority Agreement**

Joint Powers Authorities (JPA) must upload a copy of their JPA Agreements giving them authority to conduct the project, listing all member entities, and containing the signature of all members. CalRecycle does not require Letters of Authorization for JPA applicants. A JPA applicant must still upload a Resolution as a part of their application and list all JPA members as Non-Lead Participants on the Applicant/Participant tab.

### **Letter of Designation**

CalRecycle requires a Letter of Designation (LOD) only when the Signature Authority identified in the approved Resolution chooses to delegate their signature authority to another person.

The approved Resolution must indicate the Signature Authority's ability to delegate or designate their authority. The applicant must upload the LOD **prior** to the designee's exercise of their authority. If the designee signs an application document in place of the Signature Authority, the applicant must upload the LOD with their application.

The LOD must:

1. Be on the applicant's letterhead.
2. Include the job title of the designee and the scope of the designee's authority.
3. Include the time period during which the designee may exercise the authority.
4. Be signed by the Signature Authority.

The designee's authority may not extend beyond the effective date of the approved Resolution. For example, if the Resolution is effective until December 31, 2022, then the Letter of Designation may not be effective beyond December 31, 2022. If the letter does not identify a valid time period, the letter will follow the same time frame as the Resolution.

# **Grant Review and Award Process**

## **Grant Application Review Process**

After the close of the application period, CalRecycle staff will review the applications for completeness and eligibility. Only complete applications will be considered for award.

## **Grant Award Process**

For qualifying applications, CalRecycle staff will develop funding recommendations for the consideration and approval of CalRecycle's Director, or their designee; tentatively scheduled for April 1, 2022 and September 1, 2022. CalRecycle reserves the right to partially fund or fund individual phases of selected proposals, and CalRecycle may fund an amount less than requested.

CalRecycle reserves the right to not award any grant funds under one or more cycles.

## **Grant Award Conditions**

If recommended for award, this grant will be subject to the following condition:

1. The recommended grantee for round one funding must pay all outstanding debts due to CalRecycle, or bring current outstanding payments owed to CalRecycle, by March 1, 2022.
2. The recommended grantee for round two funding must pay all outstanding debts due to CalRecycle, or bring current outstanding payments owed to CalRecycle, by August 15, 2022.

**Failure to comply with the above condition will void the grant award.**

# Grant Program Administration

## Application Certification

The Application Certification will be the Grant Agreement that binds the Grantee to CalRecycle's requirements as outlined in the documents below. These documents shall guide the grantee's administration of the grant project.

Following CalRecycle's approval of the grant awards, CalRecycle will email grantees the information below.

- **Award email**
- **Exhibit A: Terms and Conditions**
  - Contain CalRecycle standard legal requirements for grants
- **Exhibit B: Procedures and Requirements**
  - Contain specific requirements for administering this grant, including but not limited to project, reporting, and audit requirements

## Reporting Process

CalRecycle requires grantees to report on the progress and expenditures on a bi-annual basis. The Procedures and Requirements document contains reporting information and deadlines.

**Note:** This requirement is subject to change at CalRecycle's discretion.

## Payments

Funds must be placed into an interest-bearing account. Tracking and reporting of interest earned (if any) on the funds is not required. All interest accrued and received from the funds shall be used only for eligible expenses related to the performance of this Agreement.



January 2022

Department of Resources Recycling and Recovery

# **Exhibit B**

## **Procedures and Requirements**

### **SB 1383 Local Assistance Grant**

#### **Program**

##### **First Round Funding**

##### **Fiscal Year 2021–22**

**Copies of these Procedures and Requirements must be shared with both the Grantee's Finance Department and the staff responsible for implementing the grant activities.**

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# Introduction

The Department of Resources Recycling and Recovery (CalRecycle) administers the SB 1383 Local Assistance Grant Program. These Procedures and Requirements describe project and reporting requirements, report due dates, report contents, grant payment conditions, eligible and ineligible project costs, project completion and closeout procedures, and records and audit requirements.

This document is attached to, and incorporated by reference, into the Grant Agreement.

## Milestones

**April 1, 2022: Grant Term Begins**

**October 3, 2022: Expenditure Itemization Summary 1 Due**

- Covering expenses from April 1, 2022 through October 2, 2022

**April 3, 2023: Expenditure Itemization Summary 2 Due**

- Covering expenses from October 3, 2022 through April 2, 2023

**October 2, 2023: Expenditure Itemization Summary 3 Due**

- Covering expenses from April 3, 2023 through October 1, 2023

**April 2, 2024: Expenditure Itemization Summary 4 Due**

- Covering expenses from October 2, 2023 through April 2, 2024

**April 2, 2024: Final Report Due**

- Covering activities from April 1, 2022 through April 2, 2024

**April 2, 2024: Grant Term End**

**Note:** These dates are subject to change. If they change, Grant Managers will notify the Awardees immediately.

## Grants Management System (GMS)

GMS is CalRecycle's web-based grant application and Grants Management System. Access to GMS is secure; grantees must log in using a WebPass. WebPass accounts are tied to a specific email address. If an email address changes, or if it becomes inactive, the grantee must create a new WebPass account to continue accessing GMS. Establish or manage a WebPass at [CalRecycle's WebPass page](https://secure.calrecycle.ca.gov/WebPass/) (<https://secure.calrecycle.ca.gov/WebPass/>).

## Accessing the Grant

Grantees must [log in to GMS](https://secure.calrecycle.ca.gov/Grants) (<https://secure.calrecycle.ca.gov/Grants>) using their web pass. After logging in, locate the grant in the **My Awarded/Open Grants** table and select the **Grant Management** link. The **Grant Management Module** includes the following sections:

- **Summary tab:** Shows approved budget, paid and remaining amounts. (This section is available to the grantee in read-only mode.)
- **Payment Request tab:** Grantee uploads expenditure documentation.
- **Reports tab:** Grantee uploads required reports.
- **Documents tab:** Grantee uploads all other grant documents that are not supporting documents for an expenditure or a report. This section also provides access to documents that were uploaded within other sections of GMS.

Follow the instructions in GMS to work in the system. The following sections describe the reports, transactions, and supporting documents CalRecycle requires.

## Contact Updates

Access to the grant is limited to those listed in the **Contacts** tab of the **Application Module** with the “Allow Access” check box marked. A contact may be listed but not granted access by not checking the box. Please note, if a contact is granted access to a grant they will be able to edit contacts, submit payment requests, upload reports, and view all documents. Those with access may update contact information for all contact types except Signature Authority. Email the assigned Grant Manager regarding any changes to Signature Authority information.

# Prior to Commencing Work

Prior to commencing work under this grant, the grantee's Grant Manager or primary contact and authorized grant Signature Authority should review the Terms and Conditions (Exhibit A) and the Procedures and Requirements (Exhibit B) to identify key grant administrative requirements. Evaluation of the grantee's compliance with these requirements is a major focus of grant audits.

## Reliable Contractor Declaration

Prior to authorizing a contractor or subcontractor to commence work under this grant, the grantee shall submit to the Grant Manager a declaration from the contractor or subcontractor, signed under penalty of perjury, stating that within the preceding three (3) years, none of the events listed in [section 17050 of Title 14](https://www.calrecycle.ca.gov/Laws/Regulations/Title14/) (<https://www.calrecycle.ca.gov/Laws/Regulations/Title14/>), California Code of Regulations, Natural Resources, Division 7, has occurred with respect to the contractor or subcontractor. The grantee must submit this form for each contractor and subcontractor working under the grant.

If a contractor or subcontractor is placed on the [CalRecycle Unreliable Contractor List](https://www.calrecycle.ca.gov/Funding/Unreliability/) (<https://www.calrecycle.ca.gov/Funding/Unreliability/>) after award of this grant, the grantee may be required to terminate the contract. Obtain the Reliable Contractor Declaration form (CalRecycle 168) from [CalRecycle's Grant Forms web page](https://www.calrecycle.ca.gov/Funding/Forms/) (<https://www.calrecycle.ca.gov/Funding/Forms/>).

The grantee must upload a scanned copy of each signed Reliable Contractor Declaration form in GMS. To upload the form:

1. Go to the **Reports** tab.
2. Click on **Reliable Contractor Declaration** under **Report Type**.
3. Click the **Add Document** button.
4. Select Reliable Contractor Declaration in the **Document Type** drop down box, enter a document title, click the **Browse** button to search and upload the document, and then **Save**.
5. Click on the **Submit Report** button.

For further instructions regarding GMS, including login directions, see the "Grants Management System" section (above).

# Grant Term

The Grant Term begins on April 1, 2022 and ends on April 2, 2024. The grantee must make all grant-eligible program expenditures and incur all grant-eligible costs within this period. Expenditures made or costs incurred prior to April 1, 2022 or after the grant term end date will be considered ineligible.

The Final Report, final Expenditure Itemization Summary, and Certification Document are due on April 2, 2024.

## Eligible Costs

Grantees may incur eligible costs only during the Grant Term, which starts on April 1, 2022 and ends April 2, 2024. All grant expenditures must be for activities, products, and costs specifically included in the approved Budget. Costs must be incurred after the term start date. All services must be provided and goods received during this period in order to be eligible costs.

Eligible costs include:

- Personnel
- Consultants
- Safety Equipment
- Vehicles/Trucks
  - For compost procurement activities - Vehicles/tractors, turf tires, fork lifts or compost slingers

**Note:** The Grantee needs to own and control the vehicle, however they may allow participants to use the vehicle for grant implementation purposes only.

- Education and Outreach materials
  - Print Media
  - Television, radio, video, and social media
  - Materials offered in other languages
- Door-to-Door Outreach
- Signage
- Recordkeeping or tracking software
  - Software to match donor with food bank
  - Recordkeeping/reporting software
  - Procurement tracking software
  - Apps for food recovery
- Inspections and Enforcement
- Training
- Tablet/Electronic Devices (seven inches or more measured diagonally) used for the purposed of organic tracking and Education and Outreach
  - Maximum price of \$500 (excluding sales tax) and limit to one (exceptions may be approved on a case-by-case basis)
  - Accessories used for security, protection, and charging

- Equipment
  - For larger items, The Grantee needs to own and control the equipment, however, they may allow participants use of said equipment for grant implementation purposes.
- Bins (green and blue only) and lids
  - Includes, but is not limited to, curbside, small household food waste pail, labeling, and liners
- Procurement of recovered/recycled organic products
- Equipment
  - Food distribution - included refrigeration, coolers, and packing materials

## Ineligible Costs

Any costs not specifically included in the approved Budget and not directly related to grant implementation will be considered ineligible. The grantee should contact the Grant Manager if clarification is needed.

Ineligible costs include, but are not limited to:

- Costs incurred prior to April 1, 2022 or after April 2, 2024
- Development, purchase, or distribution of strictly promotional give-away items [Stuff We All Get](https://www.calrecycle.ca.gov/Funding/SWAG/), (SWAG) (<https://www.calrecycle.ca.gov/Funding/SWAG/>)
- Purchase or lease of land or buildings
- Equipment or services not directly related to grant implementation
- Food dehydrators or liquefiers
- Disposal costs
- Costs currently covered by or incurred under any other CalRecycle loan, grant, or contract
- Cell phones
- Purchase of data plans and/or mobile service plans/hotspots
- Costs related to website host and web page domain
- Audit expenses
- Sponsorship or licensing fees for events/programs
- Out-of-state travel
- Conferences and symposiums
- Food or beverages (e.g., as part of meetings, workshops, or events)
- Travel costs exceeding the state-approved rates for mileage, per diem, lodging, etc.
  - Refer to the [Memorandum](https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx) (<https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>) for travel policies.
  - Reimbursement rates are subject to change at any time by the State of California without prior notification.
- Personnel costs not directly related to grant activities
- Fines or penalties due to violation of federal, state, or local laws, ordinances, or regulations
- Any costs for construction projects by charter cities prohibited by Labor Code section 1782
- Any costs not consistent with local, state, or federal laws, guidelines, and regulations

- Costs deemed unreasonable or not related to the project by the Grant Manager

## Modifications

The grantee must submit any proposed revision(s) to the project in writing to the Grant Manager. The grantee may not incur costs or make expenditures based on the revision without first receiving the Grant Manager's written approval. Proposed revisions must be accompanied by a summary of proposed changes or modifications, including justification for the proposed changes. If approved, the Grant Manager will upload the final revised changes to GMS and notify the grantee. The grantee should retain the approval document(s) for audit purposes. See the "Audit Record/Access" section of the Terms and Conditions (Exhibit A).

## Acknowledgements

The grantee shall acknowledge CalRecycle's support each time a project is funded, in whole or in part, by this Agreement is publicized in any medium, including news media, brochures, or other types of promotional materials. The acknowledgement of CalRecycle's support must incorporate the CalRecycle logo. Initials or abbreviations for CalRecycle shall not be used. The Grant Manager may approve deviation from this requirement on a case-by-case basis where such deviation is consistent with CalRecycle's Communication Strategy and Outreach Plan.

The following items require acknowledgement of funding from CalRecycle and pre-approval from the CalRecycle Grant Manager prior to incurring the expense:

- All television, radio and video scripts
- Functional premiums, if the per unit price is greater than \$6.00
- Advertisements
- Audio and/or visual material
- Brochures
- Newspaper ads
- Pamphlets
- Other outreach

All publicity and education materials must include the following:

1. "Funded by a grant from CalRecycle." Exception: The acknowledgement line is not required on small items where space constraints would not allow for this line or if it would interfere with the message.
  - There are two acceptable Spanish translations: "Financiado por una beca del CalRecycle" or "Patrocinado por fondos del CalRecycle." For other languages, the Grantee must work with a certified translator or person fluent in reading and writing that language. All exceptions must be pre-approved in writing by the CalRecycle Grant Manager.
2. [CalRecycle logo](https://www.calrecycle.ca.gov/gallery/) (<https://www.calrecycle.ca.gov/gallery/>) as reflected on the CalRecycle website, can be obtained from the Office of Public Affairs at [opa@calrecycle.ca.gov](mailto:opa@calrecycle.ca.gov).
3. Press Releases – the only requirement is to place the name of "CalRecycle" as an acknowledgement in the body of the release.

## Reporting Requirements

The Grant Agreement requires a Final Report; however, the Grant Manager may require additional status information at any time during the Grant Term. Failure to submit the Final Report with appropriate documentation by the due date may result in forfeiture by the grantee of any unspent funds received under this agreement, and repayment of all funds to CalRecycle.

The grantee must upload all reports in GMS. For further instructions regarding GMS, including login directions, see the “Grants Management System” section (above).

To upload a report:

1. Go to the **Reports** tab.
2. Click on the appropriate Report Type.
3. Click on the **Add Document** button.
4. Choose the Document Type, enter a document title, click the **Browse** button to search and upload the document, and then **Save**.
  - Select the **Back** button to upload another document and continue the process until all required documents as listed below are uploaded.
  - The maximum allowable file size for each document is 35MB.
5. Click the **Submit Report** button to complete your report submittal. The **Submit Report** button will not be enabled until all required reporting documents are uploaded.

Failure to comply with the specified reporting requirements may be considered a breach of the Grant Agreement and may result in the termination of the Grant Agreement, and/or forfeiture by the grantee of claims for costs incurred that might otherwise have been eligible for grant funding. The grantee must report any problems or delays immediately to the Grant Manager.

## Electronic and Original Signatures

CalRecycle now allows for certified e-Signature or original wet signature on documents or forms that certify legally binding information.

**Note:** E-signatures must include the first and last name of the Signature Authority, be in the Adobe Digital ID format (or through another certified digital signature program) and cannot be the “Fill and Sign” function within Adobe. Any documents using the “Fill and Sign” method is considered incomplete and may be sent back to the grantee.

If you have questions, email [grantassistance@calrecycle.ca.gov](mailto:grantassistance@calrecycle.ca.gov).

## Progress Report

Grantees with awards over \$1,000,000 will need to collect and submit information on any jobs created or paid by the grant on a bi-annual basis. Grant Managers will work with Grantees on when and how to submit the information. CalRecycle will provide a report template at a later date. Progress reports must include the following:

- Jobs
  - Provide number of jobs created and paid for in whole or in part by this grant during the reporting period. Include job title or classification, job permanence, total project work hours, hourly pay rates or salaries, as well as benefits from the job, such as healthcare, paid vacation or sick leave and hiring strategy.
- Jobs provided to members of Priority Populations.
  - In addition to the item, above, provide the same jobs information for any positions filled by members of priority populations. More information about Priority Populations can be found at [California Air Resources Board Priority Population Investments webpage](http://www3.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm) ([www3.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm](http://www3.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm)).

**Note:** This requirement is subject to change at CalRecycle's discretion. If any reporting requirement changes, Grant Managers will notify the Awardees.

## Final Report

The Final Report is due **April 2, 2024 (report template will be provided at a later date)**. This report should cover grant activities **from April 1, 2022 through April 2, 2024**. The grantee must include the following items in the Final Report:

1. The Grant Number, grantee's name, and Grant Term.
2. The following disclaimer statement on the cover page:

"The statements and conclusions of this report are those of the grantee and not necessarily those of the Department of Resources Recycling and Recovery (CalRecycle), its employees, or the State of California. The state makes no warranty, express or implied, and assumes no liability for the information contained in the succeeding text."

**Note:** This requirement is subject to change at CalRecycle's discretion. If any reporting requirement changes, Grant Managers will notify the Grantees.

## Grant Payment Information

- CalRecycle will make grant payments to only the grantee. It is the grantee's responsibility to pay all contractors and subcontractors for purchased goods and services. CalRecycle will make payments to the grantee as promptly as fiscal procedures permit.
- The grantee must provide a [Reliable Contractor Declaration \(CalRecycle 168\)](https://www.calrecycle.ca.gov/Funding/forms/) (<https://www.calrecycle.ca.gov/Funding/forms/>) signed under penalty of perjury by the grantee's contractors and subcontractors in accordance with the "Reliable Contractor Declaration" section of the Terms and Conditions (Exhibit A). The declaration must be received and approved by the Grant Manager prior to

commencement of work. See the “Reliable Contractor Declaration” section in Terms and Conditions (Exhibit A) for more information.

### **Expenditure Itemization Summary and Documentation**

The grantee must submit the EIS and Certification Document (a template will be provided at a later date) in GMS. For further instructions regarding GMS, including login directions, see the “Grants Management System” section (above). Please refer to the “Milestones” section (above) for required due dates.

- **Expenditure Itemization Summary (EIS)**
  - All expenditures must be itemized and arranged by the reporting and expenditure categories as contained in the grantee’s Budget tab.
  - Grantees are required to maintain supporting documentation pertaining to the EIS and may be required to provide them at the request of the Grant Manager at any time.
- **Certification Document**
  - The Signature Authority will need to certify under penalty of perjury that information provided in the EIS is correct.

**Note:** This requirement is subject to change at CalRecycle’s discretion. If any expenditure reporting requirement changes, Grant Managers will notify the Awardees.

Failure to submit the EIS and Certification Document by the due date may result in the forfeiture by the grantee of claims for costs incurred that might otherwise have been eligible for grant funding.

To submit an EIS:

1. Go to the **Payment Request** tab.
2. Click on the **Create a Payment Request** button.
  - a. Choose **Advance Reconcile** for the **Transaction Type** and enter the amount spent in each budget subcategory.
  - b. When the transaction is complete, click the **Save** button.
  - c. After the transaction is saved, the **Upload Supporting Documents** button will appear in the lower right corner.
3. Click the **Upload Supporting Documents** button.
  - a. Choose the **Document Type**, enter a **document title**, click the **Browse** button to search and upload the document, and then **Save**.
  - b. Select the **Back** button to upload another document and continue this process until all required supporting documents as listed below are uploaded.
  - c. The maximum allowable file size for each document is 35MB.
4. Click the **Submit Transaction** button, located on the transaction page, to complete your payment request. The **Submit Transaction** button will not be enabled until all required supporting documents are uploaded.

**Note:** Once a transaction is saved, select the transaction number from the **Payment Request** tab to access it again. Please do not create multiple transactions for the same requested funds.

## **Unspent Funds**

Funds that are unspent at the end of the grant term must be returned by check to CalRecycle by May 16, 2024. Checks should be made payable to the Department of Resources Recycling and Recovery. Checks must contain the Grant Number (i.e., OWR1-21-xxxx), specify "SB 1383 Local Assistance Grant Unspent Funds," and be mailed to:

CalRecycle Accounting  
SB 1383 Local Assistance Grant Unspent Funds  
PO Box 4025  
Sacramento, CA 95812-4025

Unspent funds due to CalRecycle but left unpaid may result in ineligibility for future grant and payment program funding. If there are questions or other issues related to expenditures, work with your Grant Manager to resolve these issues.

## **Audit Considerations**

The grantee agrees to maintain records and supporting documentation pertaining to the performance of this grant subject to possible audit for a minimum of three (3) years after Final Report approval date or Grant Term end date, whichever is later. CalRecycle may stipulate a longer period of records retention in order to complete any action and/or resolution of all issues which may arise as a result of any litigation, dispute, or audit, whichever is later.

Examples of audit documentation include, but are not limited to, competitive bids, grant amendments, copies of any agreements with contractors or subcontractors if utilized, expenditure ledger, payroll register entries, time sheets, Expenditure Itemization Summary forms, payment supporting documentation, paid warrants, contracts and change orders, samples of items and materials developed with grant funds, invoices, and cancelled checks. Please refer to the Terms and Conditions (Exhibit A) for more information.