



**VENTURA COUNTY TRANSPORTATION COMMISSION
Transit Operators Advisory Committee (TRANSCOM)**

www.goventura.org

AGENDA*

Wednesday, June 8, 2022

1:30 p.m.

*Action may be taken on any item listed on the agenda

The meeting will be via ZOOM. Please click the link below.

<https://us02web.zoom.us/j/81227247108?pwd=ZWVnYVJIS2t6ZmVjMS9aZDFKaEJWdz09>

Call-In Option:

Dial: 1.669.900.6833

Webinar I.D.: 812 2724 7108

Passcode: 12345

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act to allow local legislative bodies to conduct their meetings completely telephonically or by other electronic means. On June 11, 2021, the Governor subsequently issued Executive Order N-08-21 maintaining the suspension of certain provisions of the Brown Act to continue to allow for local legislative bodies to conduct their meetings completely telephonically or by other electronic means through September 30, 2021. [In accordance with AB 361](#) VCTC meetings will continue to conduct its meetings by teleconference, its committee members will participate in the meeting from individual remote locations, and no physical location will be open to the public for this meeting.

*Members of the public will be able to virtually view and participate in this meeting remotely. Members of the public who wish to address the committee on an item to be considered at this meeting are asked to please use/click the "Raise Hand" feature in Zoom (or *9 if you are calling into the Zoom meeting) at the time the Chairperson requests public comments. The Host will then advise you when it is your turn to speak. Verbal public comments are limited to three minutes.*

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a committee meeting, please contact the Administrative Assistant at (805) 642-1591 ext. 111. Notification of at least 48 hours (about 2 days) prior to meeting time will assist staff in assuring reasonable arrangements can be made to provide accessibility at the meeting.

ITEM 1 CALL TO ORDER

ITEM 2 INTRODUCTIONS & ANNOUNCEMENT

ITEM 3 PUBLIC COMMENT

Under the Brown Act, the committee should not act on or discuss matters raised during the Public Comment portion of the agenda which are not listed on the agenda.

Committee members may refer such matters to staff for factual information or to be placed on the subsequent agenda for consideration.

ITEM 4 AGENDA ADJUSTMENTS

ITEM 5 APPROVAL OF MINUTES

Recommended Action:

- *Waive the reading and approve the meeting minutes from April 2022.*

Responsible Staff: Jeni Eddington

ITEM 6 ADA CERTIFICATION SERVICES PROGRAM MONTHLY UPDATE

Recommended Action:

- *Receive and file.*

Responsible Staff: Aaron Bonfilio

ITEM 7 TRANSCOM MEETING LOCATION

Recommended Action:

- *Consider recommendation regarding meeting in person or remotely.*

Responsible Staff: Peter De Haan

ITEM 8 LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) TRANSFER OF FUNDS

Recommended Action:

- *Receive and file.*

Responsible Staff: Heather Miller

ITEM 9 PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) UPDATED REQUIREMENTS

Recommended Action:

- *Receive and file.*

Responsible Staff: Claire Grasty

ITEM 10 PUBLIC TRANSIT-HUMAN SERVICES COORDINATED TRANSPORTATION PLAN UPDATE

Recommended Action:

- *Receive and file.*

Responsible Staff: Claire Grasty

ITEM 11 APPROVE COMBINED CALL-FOR-PROJECTS FOR CONGESTION MITIGATION AND AIR QUALITY (CMAQ) FUNDS, TRANSPORTATION DEVELOPMENT ACT (TDA) ARTICLE 3 BICYCLE AND PEDESTRIAN FUNDS, AND SENATE BILL (SB) 1 STATE OF GOOD REPAIR (SGR) FUNDS

Recommended Action:

- *Approve guidelines in Attachment A and application in Attachment B for a new call for projects to program funds available during the period of the Infrastructure Investment*

VCTC TRANSCOM MEETING AGENDA

and Jobs Act (IJA), including CMAQ, TDA Article 3 Bicycle & Pedestrian, and SB 1 SGR funds.

- *Approve Call for Projects Schedule contained in the agenda item.*
- *Approve “off-the-top” funding of \$443,000 for Regional Ridesharing (to come from the non-Transit share) for each of four years (FY 23/24 – 26/27), and \$636,000 for Transit Outreach (to come from the Transit share) for each of the same four years.*
- *Approve policy for Shelf List (included in Guidelines in Attachment A).*

Responsible Staff: Heather Miller

ITEM 12 VENTURA COUNTY COMPREHENSIVE TRANSPORTATION PLAN- DRAFT EXISTING CONDITIONS REPORT AND PROJECTS

Recommended Action:

- *Receive presentation on the Ventura County Comprehensive Transportation Plan Existing Conditions Report and provide feedback.*

Responsible Staff: Caitlin Brooks

ITEM 13 FUTURE AGENDA ITEMS

Recommended Action:

- *For discussion.*

Responsible Staff: Peter De Haan

ITEM 14 ADJOURNMENT



VENTURA COUNTY TRANSPORTATION COMMISSION
Transit Operators Advisory Committee (TRANSCOM)

Wednesday, May 11 2022
1:30 PM via ZOOM.

MEETING MINUTES

MEMBERS PRESENT

Ben Gonzales, City of Simi Valley (Chair)
Mike Houser, City of Thousand Oaks (Vice Chair)
Jason Samonte, City of Camarillo
Shaun Kroes, City of Moorpark
Phil Pulley, City of Ojai
Miguel Guillen, City of Santa Paula
Sergio Albarran, City of Ventura
Chris Kurgan, County of Ventura
Matt Miller, Gold Coast Transit District (GCTD)

Karly Ibrahim, CSUCI (ex-officio)
Ben Cacatian, VCAPCD (ex-officio)

MEMBERS ABSENT

City of Fillmore
City of Oxnard
City of Port Hueneme

VCTC STAFF PRESENT

Peter De Haan, Programming Director
Aaron Bonfilio, Program Manager / Transit Contracts
Heather Miller, Program Manager

ITEM 1 CALL TO ORDER

Chair Gonzalez called the meeting to order at 1:36 p.m. via Zoom.

ITEM 2 INTRODUCTIONS & ANNOUNCEMENTS

None.

ITEM 3 PUBLIC COMMENT

None.

ITEM 4 AGENDA ADJUSTMENTS

None.

ITEM 5 APPROVAL OF MEETING MINUTES

ACTION

Samonte moved, seconded by Miller, that the committee approve the March 9, 2022 meeting minutes. The motion passed unanimously.

ITEM 6 ADA CERTIFICATION SERVICES PROGRAM MONTHLY UPDATE

The committee received the ADA certification services program monthly update for filing.

ITEM 7 REGIONAL DEDICATION TRANSIT LANES STUDY

Ms. Priscilla Freduah-Agyemang, SCAG, presented the Regional Dedicated Transit Lanes Study including the project's purpose, timeline, examples, project identification and prioritization, and next steps.

The committee discussed advocating for specific projects and funding opportunities.

ITEM 8 INFRASTRUCTURE INVESTMENT AND JOBS ACT TRANSIT FUNDING ANALYSIS

Mr. Peter De Haan, VCTC, updated the committee on the Infrastructure Investment and Jobs Act (IIJA) including 1) a brief background, 2) future funding estimates, and 3) the ability to leverage grant funds.

ITEM 9 GUIDELINES AND SCHEDULE FOR THE 2022 COMBINED CALL-FOR-PROJECTS FOR FTA SECTION 5310 LARGE URBANIZED AREA (SENIORS AND DISABLED) FUNDS AND SECTION 5307 JOBS ACCESS/REVERSE COMMUTE (JARC) FUNDS

ACTION

Nestved moved, seconded by Gonzales, that the committee approve the Guidelines and Schedule for the 2022 combined 5310/JARC call-for-projects and appoint Gold Coast Transit District and City of Thousand Oaks to a TRANSCOM subcommittee to evaluate project applications.

ITEM 10 FUTURE AGENDA ITEMS

The committee discussed adding an agenda item related to in-person/virtual meetings (June) and the Public Transit Agency Safety Plan.

ITEM 11 ADJOURNMENT

Chair Gonzales adjourned the meeting at 2:46 p.m.



Item 6

MAY 11, 2022

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)
FROM: AARON BONFILIO, PROGRAM MANAGER
SUBJECT: ADA CERTIFICATION SERVICES PROGRAM UPDATE

RECOMMENDATION:

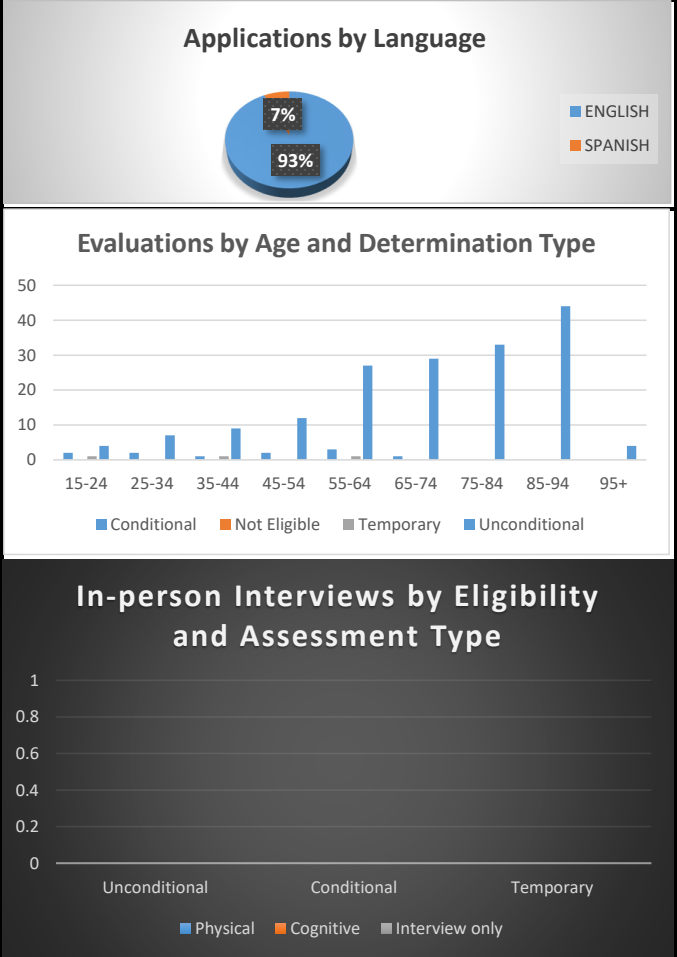
- Receive and file the monthly ADA Certification services report(s).

DISCUSSION:

Mobility Management Partners (MMP) is VCTC's service provider for ADA Paratransit Eligibility Certification services. Attached please find the monthly ADA Certification services report, which is provided as a standing item for the TRANSCOM group.

Attachment(s): MMP ADA Certification Report (May 2022)

May-22							
		May	Apr	Mar	Feb	Jan	Dec
Call Center	Inbound ADA Calls	424	448	481	405	386	369
	Outbound ADA calls	91	374	401	338	322	201
	Average hold time (in seconds)	5.43	TBD	TBD	TBD	TBD	TBD
	Outbound Area Transmittals	2	4	2	2	7	5
	Inbound Area Transmittals	5	10	8	6	2	8
As of 3/17/2020, MMP closed their Camarillo office and began working remotely due to COVID-19 restrictions.							
Riders requesting service outside of Ventura County							
Riders requesting service into Ventura County							
Applications Received	Recertification	139	118	113	113	120	86
	New Applications	61	49	65	37	23	49
Applications Received by Service Area	Camarillo Area	25	18	7	11	14	11
	Gold Coast Area	68	66	71	70	59	47
	Valley Express Area	5	8	9	2	6	6
	Moorpark Area	10	3	11	1	4	2
	Simi Valley Area	45	47	54	25	38	37
	Thousand Oaks	45	25	25	40	22	30
	Out of County	2	0	1	1	0	2
Completed Determinations by Evaluation Type	Complete, with Functional Evaluation	0	0	0	0	0	0
	Complete, Interview w/o Functional Evaluation	0	0	0	0	0	0
	Complete, Special Circumstance (no Interview)	28	32	33	28	13	33
	Complete, Over 85+	16	6	12	6	2	3
	Complete, Phone Interview	7	22	10	12	9	16
	Complete, Short-term Certification (60 days)	0	0	0	0	0	0
	Complete, Recertifications	132	111	108	103	107	85
	Completed Determinations	183	171	163	149	131	137
Delays in Processing (Cumulative)	Due to incomplete application by client	6	9	11	8	3	2
	Pending Professional Evaluation (PE)	8	7	6	14	14	16
	Applications that failed to meet 21 day rule	0	0	0	0	0	0
	Applicants awaiting phone interviews	3	1	2	1	1	0
Assessments	Assessment Catagories			Total	CAM	VCTC	SIMI
	With Physical Assessment			0	0	0	0
	With Cognitive Assessment			0	0	0	0
	Interview only (at assessment sites)			0	0	0	0
	No Shows for Phone Interview			0	0	0	0
	Total In-Person Interviews Scheduled			0	0	0	0
	Total Number of Appointment Days			0	0	0	0
Determinations by Eligibility						Total	%
Unconditional (including S.C., Over 85+ , Phone interviews,short-term)						169	92%
Conditional						9	5%
Temporary						5	3%
Denials						0	0%
Short Term						0	0%



May-22				
Applications Received - GCT Area Cities	May	Apr	Mar	Feb
Casitas Springs	0	0	0	0
Meiners Oaks	0	0	0	0
Miramonte	0	0	0	0
Ojai	4	0	1	4
Oak View	0	1	1	0
Oxnard	39	39	35	35
Saticoy	0	0	0	0
Port Hueneme	5	4	6	9
Ventura	24	22	28	22
Applications Received-Valley Express Area Cities				
Fillmore	2	2	4	0
Piru	0	0	0	0
Santa Paula	3	6	5	2

MX Admin Report (May)

	Call Count			Queue Size	Answered	Abandoned	Redirected	Disconnected	To VoiceMail	Hold Time			Service Level
	In	Out	Total	Max	Total	Total	Total	Total	Total	Min	Max	Avg	
Grand Total	415	91	506	1	372	10	33	0	33	0	368	5.48	84.10%
Sunday	4	0	4	0	3	0	1	0	1	0	0	0.00	75.00%
Monday	94	18	112	1	80	3	11	0	11	0	114	1.92	80.85%
Tuesday	107	30	137	1	91	4	12	0	12	0	192	4.98	84.11%
Wednesday	91	14	105	1	88	1	2	0	2	0	299	7.59	89.01%
Thursday	63	18	81	1	58	2	3	0	3	0	217	5.82	85.71%
Friday	51	11	62	1	51	0	0	0	0	0	368	8.31	86.27%
Saturday	5	0	5	0	1	0	4	0	4	0	0	0.00	20.00%



Item 7

June, 2022

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)
FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
SUBJECT: COMMITTEE MEETING LOCATION

RECOMMENDATION:

- Consider recommendation regarding meeting in person or remotely.

BACKGROUND:

AB 361 provides a process whereby due to the pandemic an agency board can approve, on a monthly basis, a finding to allow remote meetings, without the requirement to publicly notice the location of participants. This provision can only be used for fully on-line meetings, and not for hybrid meetings where there is an in-person meeting with some committee members at remote locations. Although the VCTC Commission has transitioned to in-person meetings, it is continuing, for the time being, to approve each month the AB 361 finding to permit remote meetings for other VCTC committees. There has not been any discussion of discontinuing this practice.

VCTC's new office at 751 E. Daily Drive, Suite 420, includes a conference room which was intended to host Committee meetings. The room includes full video conferencing capability.

DISCUSSION:

VCTC staff is interested in receiving feedback from the Committee regarding whether it prefers to meet remotely, or to meet in person, or to have some meetings in person and some virtual.

Should TRANSCOM return to in-person meetings, there would be a return to the Brown Act provision that all committee member remote locations be publicly noticed and open to the public, with a notice posted at the location. The limited VCTC staff would be insufficient to coordinate such noticing requirements if they were used regularly by a significant number of members.

TTAC had this issue on its May agenda, and there was interest on that Committee of continuing remote meetings in June and July, meeting in person in August, and then potentially transitioning to a pattern where in-person meetings are quarterly with remote meetings for the other months.



Item 8

June 8, 2022

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)

FROM: HEATHER MILLER, PROGRAM MANAGER

**SUBJECT: LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)
TRANSFER OF FY 2018/19 FUNDS**

RECOMMENDATION:

- Receive and file.

BACKGROUND:

The Low Carbon Transit Operations Program (LCTOP) is a cap-and-trade program established by the California Legislature in 2014 that provides funds to public transportation agencies for investments in capital projects and service that reduce greenhouse gas (GHG) emissions and improve mobility with a priority on serving Disadvantaged Communities. The State Controller's Office (SCO) allocates 50% of funds to regional entities (e.g., VCTC) based on county population, and 50% of funds to transit agencies (i.e., "local shares") based on revenue service. VCTC is the designated recipient of regional funds with the role of approving project selection and submitting allocation requests for project funding.

In March 2018, with TRANSCOM and VCTC approval, VCTC staff submitted an allocation request to Caltrans for FY 2018/19 LCTOP funds in the amount of \$831,013 for the regional College Ride Fare Promotion Project, including a total of \$34,470 of local shares contributed by the cities of Thousand Oaks, Moorpark, Camarillo and Simi Valley. This was the second LCTOP allocation request for the College Ride program. The College Ride program provides free transit fares to eligible (enrolled) college/university students within Ventura County with the goal of encouraging transit use by eliminating transit costs for students, resulting in a reduction of vehicle miles traveled/ GHG emissions thus meeting the objectives of the program.

The College Ride program proved very popular in its first year of operation, expending close to \$525,000 in FY 2017/18 LCTOP funds. The following year, VCTC submitted for and was awarded additional FY 2018/19 LCTOP funds with the expectation of funding a second year of the fare promotion program from July 2019 through July 2020. College Ride continued successfully until March 2020 at which point the country was hit by its first COVID-19 cases. To prevent the spread of the virus, stay at home orders were

issued and business and school closures were announced, both locally and nationwide. Transit ridership plummeted overnight. Many transit operators suspended fare collection to reduce touch points and mitigate the virus' spread. It wasn't until vaccines became available, cases decreased, and the economy opened back up that transit ridership returned; however, to date, ridership has not completely returned to pre-pandemic levels. In fact, many transit operators began no fare or half fare policies to bring ridership back and only recently have local operators begun to charge full fares. Consequently, for the past two years, the College Ride fare program did not see the funding needs anticipated and ultimately built up unexpected funding reserves.

DISCUSSION:

The Caltrans LCTOP Guidelines state that LCTOP projects are required to begin six (6) months from award date and expected to expend funds within four (4) years of award date. Based on program guidelines, VCTC staff had anticipated drawing down FY 2018/19 funds until June 2023. However, in April of this year, Caltrans notified VCTC that the FY 2018/19 funds would expire in June 2022. Approximately \$527,000 of the original allocation amount of \$831,013 has been spent to date on the College Ride program with \$304,141 in remaining FY 18/19 funds. Given the short notice and that participating operators' College Ride reimbursement obligations are currently fulfilled, VCTC was given the option to transfer funds to an already approved, ongoing LCTOP project within the County that could spend the funds immediately, or remit funds back to the State. VCTC also sponsors the Saturday Metrolink service, but this project would also not be able to submit the expenditures in time to draw down the funding by the given deadline. Therefore, VCTC staff sought approval from the Commission on June 3 to transfer the remaining FY18/19 LCTOP funds of \$303,141 to the only other regional project that could expend them by deadline, Gold Coast Transit District's new Route 23 - Ventura Road Route project. The transferred LCTOP funding would contribute to the continued operation of this new service with GCTD confirming funds would be expended by the June 31, 2022 deadline.

This action would ensure these funds would go to a local project and avoid funds returning to the State. Furthermore, sufficient funds remain for the College Ride program. LCTOP allocation requests in FY 2019/20 and FY 2020/21 provide a combined total of approximately \$1.6 million in funds available for the College Ride program moving forward. This action will not affect the LCTOP funds contributed by co-sponsors to the College Ride program, but the contributing sponsors signatures were required to approve the transfer of the VCTC funds to Gold Coast, since these cities contributed LCTOP funds to the College Ride program as a whole. VCTC received signatures from all four cities before the action went before the Commission for approval.



Item 9

June 8, 2022

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)
FROM: CLAIRE GRASTY, DIRECTOR OF PUBLIC TRANSIT
SUBJECT: PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) UPDATED REQUIREMENTS

RECOMMENDATION:

- Receive and file

DISCUSSION:

Attached is the Bipartisan Infrastructure Law Changes to Public Transportation Agency Safety Plan (PTASP) Requirements presentation conducted by the FTA. The presentation outlines new requirements for small and large UZAs, which is a good resource for county transit operators. Staff will outline the new requirements for the PTASP and solicit information on what county operators have done to begin to fulfill these requirements.

Bipartisan Infrastructure Law Changes to Public Transportation Agency Safety Plan (PTASP) Requirements

March 1, 2022

Federal Transit Administration

The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies. Grantees and subgrantees should refer to FTA's statutes and regulations for applicable requirements.



Agenda

- Welcome and Opening Remarks
- New Requirements in the Bipartisan Infrastructure Law
- Applicability
- Review of New PTASP Requirements for:
 - All Applicable Agencies
 - Applicable Agencies Serving a Small Urbanized Area
 - Applicable Agencies Receiving Section 5307 Funds and Serving a Large Urbanized Area
- Questions & Answers



Welcome and Opening Remarks



Nuria Fernandez

Administrator

Federal Transit Administration



New PTASP Requirements

- The Bipartisan Infrastructure Law includes new PTASP requirements
 - Visit [FTA's Bipartisan Infrastructure Law](#) webpage to view these new requirements in line with the original text (49 U.S.C. § 5329(d))
- The February 17, 2022 [Dear Colleague letter](#) outlines FTA's expectations to address these new requirements



- Some agencies may already have an Agency Safety Plan (ASP) that complies with the new PTASP requirements
- Some agencies may already satisfy *elements* of the new PTASP requirements

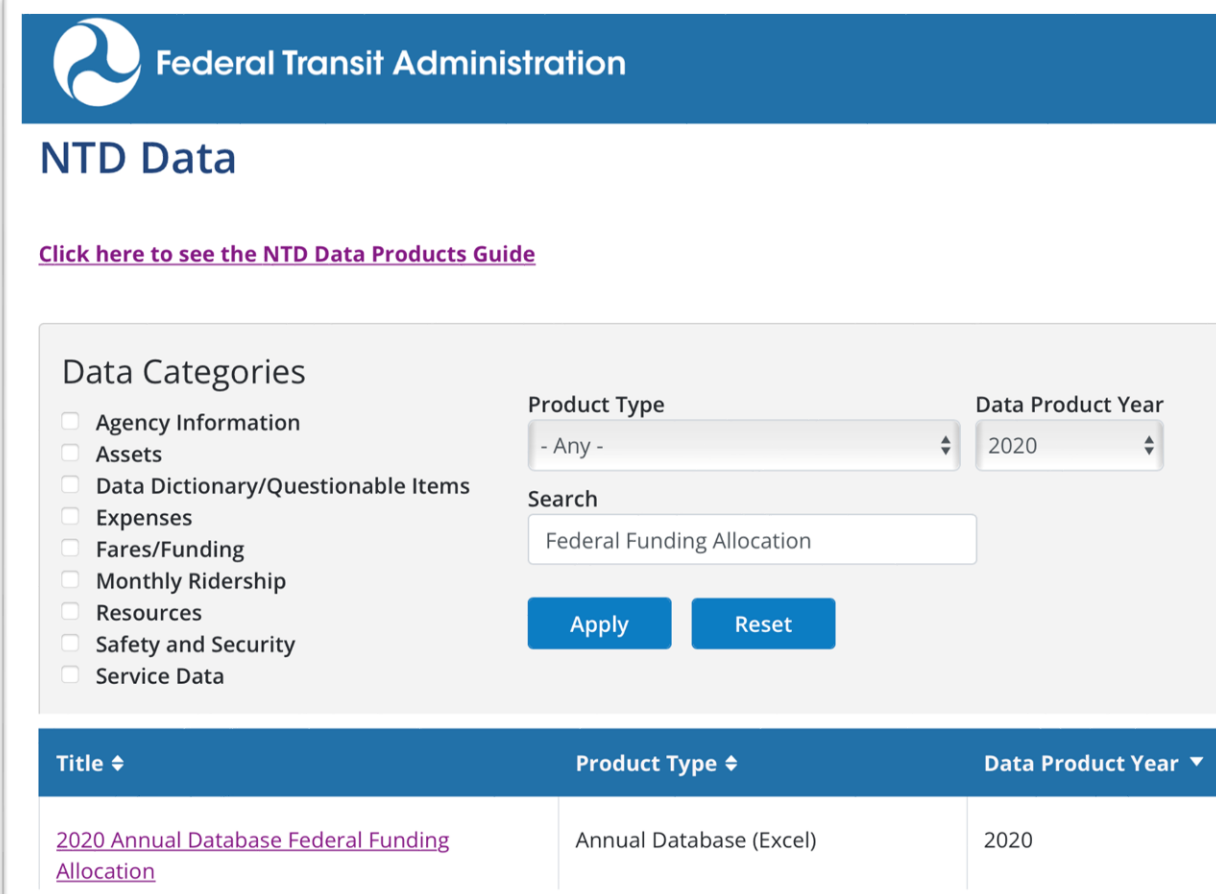
Applicability

- The requirements under the Bipartisan Infrastructure Law apply to those transit agencies that must have an Agency Safety Plan in place under the PTASP regulation (49 CFR Part 673)
- The Bipartisan Infrastructure Law establishes additional PTASP requirements
- Most of these requirements are based on the size of the Urbanized Areas (UZA) that transit agencies serve



Identifying the Urbanized Areas Served

- Transit agencies can identify the urbanized areas they serve based on data reported to the National Transit Database (NTD)
- FTA publishes this data publicly on its [NTD Data website](#)
- The [2020 Annual Database Federal Funding Allocation](#) file presents the latest available data
- This file shows UZAs served and the population of those UZAs



The screenshot shows the Federal Transit Administration's NTD Data website. At the top is the FTA logo and the text "Federal Transit Administration". Below this is the heading "NTD Data" and a link to the "NTD Data Products Guide". The main content area is divided into two sections. On the left, under "Data Categories", there is a list of checkboxes for various data types: Agency Information, Assets, Data Dictionary/Questionable Items, Expenses, Fares/Funding, Monthly Ridership, Resources, Safety and Security, and Service Data. On the right, there are two dropdown menus for "Product Type" (set to "- Any -") and "Data Product Year" (set to "2020"). Below these is a search bar containing the text "Federal Funding Allocation" and two buttons, "Apply" and "Reset". At the bottom, there is a table with three columns: "Title", "Product Type", and "Data Product Year". The table contains one row with the title "[2020 Annual Database Federal Funding Allocation](#)", the product type "Annual Database (Excel)", and the data product year "2020".

Title	Product Type	Data Product Year
2020 Annual Database Federal Funding Allocation	Annual Database (Excel)	2020

State Departments of Transportation (DOT)

- ❌ State DOTs that previously developed ASPs for small public transportation providers are not obligated to update existing ASPs to reflect new PTASP requirements
 - Small providers are responsible for carrying out and updating their plans, even if the plan was developed by the State DOT
- ✅ State DOTs must still develop ASPs that comply with all PTASP requirements for newly applicable small public transportation providers that do not opt to develop their own ASP



REVIEW OF NEW PTASP REQUIREMENTS



Don't Forget!



- Some agencies may already have an ASP that complies with the new PTASP requirements
- Some agencies may already satisfy *elements* of the new PTASP requirements

PTASP REQUIREMENT FOR ALL APPLICABLE AGENCIES



Exposure to Infectious Diseases

New Requirement

Each recipient or State ... shall certify that the recipient or State has established a comprehensive agency safety plan that includes...

(D) **strategies to minimize the exposure of the public, personnel, and property to hazards and unsafe conditions, and consistent with guidelines of the Centers for Disease Control and Prevention or a State health authority, minimize exposure to infectious diseases**

See § 5329(d)(1)(D)



Exposure to Infectious Diseases



Each transit agency should consider identifying mitigations or strategies related to exposure to infectious diseases through the safety risk management process described in the agency's ASP

See § 5329(d)(1)(D)



NEW PTASP REQUIREMENT FOR APPLICABLE AGENCIES SERVING A SMALL URBANIZED AREA



ASP Development

New Requirement

(B) for each recipient serving an urbanized area with a population of fewer than 200,000, a requirement that the **agency safety plan be developed in cooperation with frontline employee representatives**

See § 5329(d)(1)(B)



If the existing ASP was not developed in cooperation with frontline employee representatives, agencies should update their ASP in cooperation with frontline employee representatives by **December 31, 2022**

NEW PTASP REQUIREMENTS FOR APPLICABLE AGENCIES RECEIVING SECTION 5307 FUNDS AND SERVING A LARGE URBANIZED AREA



Safety Committee

New Requirement

... The safety committee of a recipient shall—

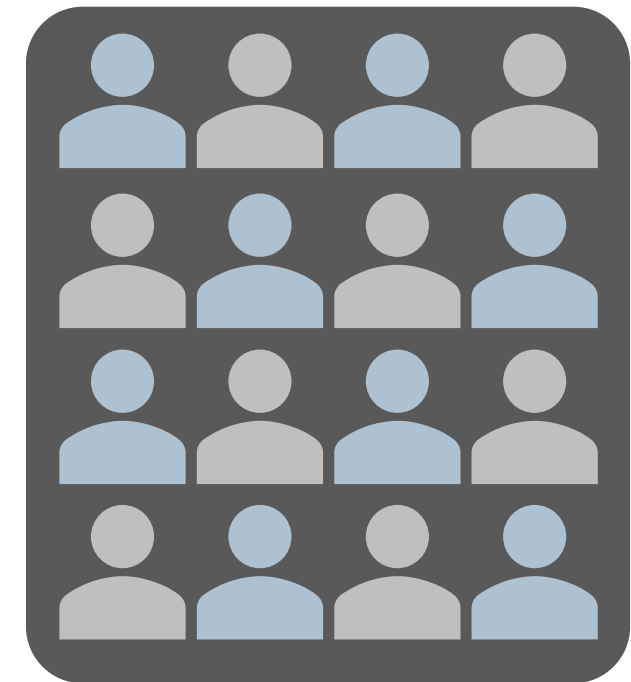
- (i) be convened by a joint labor-management process;
- (ii) consist of an equal number of—
 - (I) frontline employee representatives, selected by a labor organization representing the plurality of the frontline workforce employed by the recipient or, if applicable, a contractor to the recipient, to the extent frontline employees are represented by labor organizations; and
 - (II) management representatives

See § 5329(d)(5)(A)



Forming the Safety Committee

- Establish a Safety Committee by **July 31, 2022**
 - If a transit agency has an existing Safety Committee, that committee will be sufficient if it meets the statutory requirements
 - **Once established, the Safety Committee should begin work to meet its responsibilities as soon as practicable**
- The Safety Committee must:
 - ✓ ☒ Consist of an equal number of frontline employee representatives and management representatives
 - ✓ ☒ Be convened using a joint labor-management process



See § 5329(d)(5)



Forming the Safety Committee

- Representatives of frontline transit workers employed by the agency or agency's contractor must be selected by a labor organization representing the plurality of the agency's frontline workforce (the largest number of the agency's frontline workers) to the extent the frontline workforce is represented by labor organizations
- Agencies may choose to follow an existing collective bargaining process to establish and operate the required Safety Committee, provided the new requirements are met
- If the agency's frontline workers are not represented by labor organizations, the agency should determine a method to select frontline employee representatives

See § 5329(d)(5)



Safety Committee Responsibilities

New Requirement

... The safety committee of a recipient shall...

(iii) have, at a minimum, responsibility for—

- (I) identifying and recommending risk-based mitigations or strategies necessary to reduce the likelihood and severity of consequences identified through the agency's safety risk assessment;
- (II) identifying mitigations or strategies that may be ineffective, inappropriate, or were not implemented as intended; and
- (III) identifying safety deficiencies for purposes of continuous improvement.

See § 5329(d)(5)(A)(iii)



Safety Committee and the ASP

New Requirement

(A) a requirement that ... **the safety committee** ..., followed by the board of directors (or equivalent entity) of the recipient **approve, the agency safety plan and any updates to the agency safety plan...**

See § 5329(d)(1)(A)



Safety Committee and the ASP

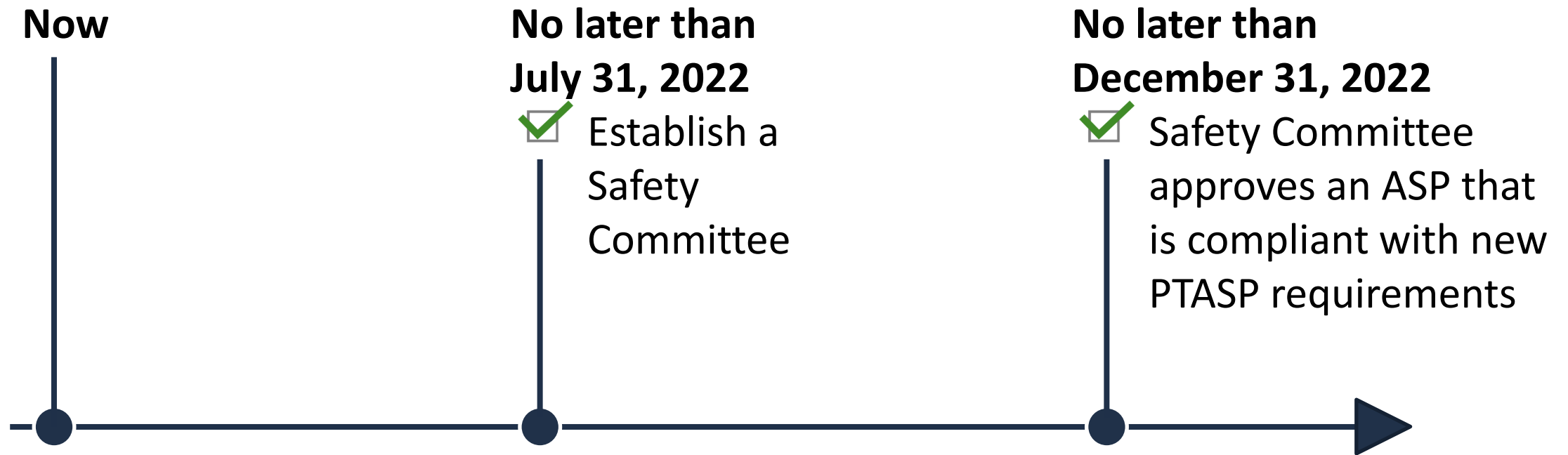


If the transit agency is not already compliant with the new PTASP requirements, the Safety Committee must approve an update to the agency's ASP to incorporate these new requirements by **December 31, 2022**

See § 5329(d)(1)(A)



Safety Committee Timeline



Risk Reduction Program

New Requirement

Each recipient or State ... shall certify that the recipient or State has established a comprehensive agency safety plan that includes...

(I) ... a risk reduction program for transit operations to improve safety by reducing the number and rates of accidents, injuries, and assaults on transit workers based on data submitted to the national transit database...

See § 5329(d)(1)(I)



Risk Reduction Program - Vehicular and Pedestrian Accidents

New Requirement

Each recipient or State ... shall certify that the recipient or State has established a comprehensive agency safety plan that includes...

(I) a risk reduction program ... including—

(i) a reduction of vehicular and pedestrian accidents involving buses that includes measures to reduce visibility impairments for bus operators that contribute to accidents, including retrofits to buses in revenue service and specifications for future procurements that reduce visibility impairments...

See § 5329(d)(1)(I)(i)



Risk Reduction Program - Transit Worker Assaults

New Requirement

Each recipient or State ... shall certify that the recipient or State has established a comprehensive agency safety plan that includes...

(I) a risk reduction program ... including...

(ii) the mitigation of assaults on transit workers, including the deployment of assault mitigation infrastructure and technology on buses, including barriers to restrict the unwanted entry of individuals and objects into the workstations of bus operators when a risk analysis performed by the safety committee ... determines that such barriers or other measures would reduce assaults on transit workers and injuries to transit workers.

See § 5329(d)(1)(I)(ii)



Risk Reduction Performance Targets

New Requirement

(4) Risk reduction performance targets.

(A) In general.—The safety committee ... shall establish performance targets for the risk reduction program ... using a 3-year rolling average of the data submitted by the recipient to the national transit database under section 5335.

See § 5329(d)(4)(A)



Risk Reduction Performance Targets



Performance targets for a risk reduction program are *not required* to be in place *until* FTA has updated the National Public Transportation Safety Plan to include applicable performance measures

See § 5329(d)(4)(A)



Safety Training

New Requirement

Each recipient or State ... shall certify that the recipient or State has established a comprehensive agency safety plan that includes...

(H) a comprehensive staff training program for—

(ii) ... the operations and **maintenance personnel** and personnel directly responsible for safety of the recipient that includes—

(I) the completion of a safety training program;

(II) continuing safety education and training; and

(III) **de-escalation training**

See § 5329(d)(1)(H)



Updates and Questions



Visit FTA's Bipartisan Infrastructure Law website, available at www.transit.dot.gov/BIL, for the latest information



If you have questions regarding these new requirements, please contact us at FTA-IIJA@dot.gov



QUESTIONS & ANSWERS





[TRANSIT.DOT.GOV](https://www.transit.dot.gov)



Item 11

June 8, 2022

**MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)
TRANSPORTATION TECHNICAL ADVISORY COMMITTEE (TTAC)**

**FROM: PETER DE HAAN, PROGRAMMING DIRECTOR
HEATHER MILLER, PROGRAM MANAGER**

**SUBJECT: APPROVE COMBINED CALL-FOR-PROJECTS FOR CONGESTION MITIGATION
AND AIR QUALITY (CMAQ) FUNDS, TRANSPORTATION DEVELOPMENT ACT
(TDA) ARTICLE 3 BICYCLE AND PEDESTRIAN FUNDS, AND SENATE BILL (SB) 1
STATE OF GOOD REPAIR (SGR) FUNDS**

RECOMMENDATION:

- Approve guidelines in Attachment A and application in Attachment B for a new call for projects to program funds available during the period of the Infrastructure Investment and Jobs Act (IIJA), including CMAQ, TDA Article 3 Bicycle & Pedestrian, and SB 1 SGR funds.
- Approve Call for Projects Schedule contained in the agenda item.
- Approve “off-the-top” funding of \$443,000 for Regional Ridesharing (to come from the non-Transit share) for each of four years (FY 23/24 – 26/27), and \$636,000 for Transit Outreach (to come from the Transit share) for each of the same four years.
- Approve policy for Shelf List (included in Guidelines in Attachment A).

BACKGROUND:

VCTC’s ongoing policy has been to program 50% of its CMAQ apportionment to transit projects, and 50% of the apportionment to other eligible projects, primarily bicycle and pedestrian improvements. In recent years, VCTC’s call for projects has included both CMAQ and TDA Article 3 Bicycle and Pedestrian funds, to help provide for a robust program to fund non-motorized transportation projects that better address transformative projects on a regional level. TDA Article 3 funds are provided by the state on an annual basis for bicycle and pedestrian projects, while CMAQ funds are federal funds for transportation projects that contribute to air quality improvement and provide congestion relief. The Infrastructure Investment and Jobs Act (IIJA) reauthorized the CMAQ program through the 2026/27 fiscal year. For the 2022 Call for Projects, staff is proposing to not only continue combining the CMAQ and TDA Article 3 Bicycle and Pedestrian funds, but to also incorporate SB 1 State of Good Repair (SGR) FY 2023/24 – 2026/27 program funds providing additional support for capital projects that maintain the public transit system.

DISCUSSION:

Available Funding for the 2022 Call for Projects

The following is a summary of the TDA Article 3 Bicycle & Pedestrian, CMAQ and SGR programs:

- **Transportation Development Act (TDA) Article 3:** In accordance with California PUC Section 99233.3, up to two percent (2%) of Transportation Development Act (TDA) Local Transportation Funds can be set aside by VCTC for planning, construction and/or maintenance of bicycle and pedestrian facilities, with the program policies adopted by VCTC. Additionally, in Ventura County 25% of the TDA Article 3 funds are set aside for bike path maintenance distributed proportionally according to bike path inventory in each jurisdiction. The remainder of the Article 3 funding is allocated on a competitive basis for projects that foster an increase in bicycling and walking and provide improved connectivity. The FY 2022/23 Article 3 apportionment is \$961,115, with \$720,836 of that amount available for this call's improvement projects. In addition, there is a balance of \$1,126,886 in prior year funds, including 75% of the FY 2021/22 apportionment that has not yet been distributed. VCTC can also select FY 2023/24 projects as part of this multi-year call for projects, so assuming FY 2023/24 funds are nearly the same as FY 2022/23, the total amount for two years' worth of funds plus prior-year carryover will be a total of \$2,570,000.
- **Congestion Mitigation and Air Quality (CMAQ):** The IIJA authorizes VCTC to receive an apportionment of approximately \$9.3 million of CMAQ funding per year through FY 2026/27. CMAQ is used for projects which mitigate congestion and reduce vehicle emissions. VCTC's policy is to divide the funds 50/50 between transit and non-transit projects. However, at the February TRANSCOM meeting, TRANSCOM recommended programming \$10,767,000 for bus replacements and supporting infrastructure, thus reducing the available CMAQ for transit to \$13,545,000. Available CMAQ funding for non-Transit projects is \$24,300,000.
- **SB 1 State of Good Repair (SGR):** VCTC has elected to also include FY 2023/24 through FY 2026/27 SGR funds in this call for projects. Previously, VCTC's SGR funds were used to fund Metrolink rail maintenance projects within Ventura County. SGR funds can be used for capital projects that maintain the public transit system in a state of good repair (i.e., condition in which an asset is able to operate at a full level of performance). The total amount of SGR funding is approximately \$6,000,000.

Total estimated funds available through this call for projects are summarized as follows:

• CMAQ for Non-Transit Projects: 50% of Amount Authorized over Five Years of IIJA (FY 22/23 – 26/27)	\$24.3 million
• TDA Article 3 Bicycle & Pedestrian FY 21/22 - 23/24: Minus 25% for Bike Path Maintenance	\$2.57 million
• CMAQ for Transit Projects: 50% of Amount Authorized over Five Years of IIJA Minus \$10.8 Million Programmed in March 2022	\$13.5 million
• SB 1 State of Good Repair FY 23/24 – 26/27:	\$6.0 million
TOTAL	\$46.77 million

Each year, VCTC has utilized \$443,000 of the non-Transit CMAQ share for the Regional Ridesharing program and \$636,000 out of the Transit CMAQ share for Countywide Transit Outreach based on the respective costs of these two programs. It was decided to take funding "off the top" rather than require submittal of applications and scoring for these two projects, on grounds that these projects have always scored highly and continue to be a clear regional priority. Staff therefore recommends that the policy continue so that each of four years' worth of funds from FY 2023/24 to FY 2026/27, for both activities, are taken off the top, at \$443,000 per year for Regional Ridesharing and \$636,000 for Countywide Transit Outreach.

Schedule and Guidelines

Attachment “A” provides the proposed 2022 Call for Projects Guidelines for the Committees’ review and approval. The guidelines have been revised to contain more specific information applicable to each of the two categories (Transit and non-Transit) and funding type, and examples of eligible projects. Applications will be evaluated according to screening and selection criteria also provided in detail in the Guidelines. Attachment “B” provides the draft application.

The following is the proposed schedule for the proposed call for projects:

TRANSCOM Approval of Call Process: June 8, 2022

TTAC Approval of Call Process: June 15, 2022

VCTC Approval of Call Process: July 8, 2022

Notification of Funding Availability: July 11, 2022

Applications Due to VCTC: October 21, 2022

TRANSCOM Approval of Transit List: November 9, 2022

TTAC Approval of Non-Transit List: November 16, 2022

VCTC Approval of Projects: December 2, 2022

Approval of Amendment to Federal Transportation Improvement Program: March 2023

Shelf List

The prior calls for projects employed a policy that some projects not ranked high enough to be selected for funding were placed on a “shelf list” and could receive funds if needed to avoid a lapse of apportionment. Staff is recommending a continuation of that policy, provided in the Guideline in Attachment A. The new cycle also adds a provision that provides flexibility for VCTC to fund “shelf list” transit projects by using FTA Section 5339 funds or state Low Carbon Transit Operations Program (LCTOP) funds, in certain circumstances and subject to TRANSCOM and Commission approval. Since Section 5339 and LCTOP are relatively small programs with some similarity to CMAQ and SGR, having an approved shelf list that can utilize these funds will help provide needed flexibility to ensure those funds are fully utilized.

Leveraging Funds

The Guidelines and scoring criteria (Attachment A) include a revision for transit projects that includes awarding points based on the degree to which the application demonstrates the applicant has a competitive plan to use any VCTC awarded funds from this call for projects as leverage for other competitive state or federal grants.

CMAQ Toll Credits

CMAQ has a local match requirement of 11.47% of the total project cost. However, under the federal Toll Credits policy, VCTC has the option of effectively waiving the local match requirement to provide 100% federal funds. Since the match provided through Toll Credits still comes out of VCTC’s apportionment, to the extent that projects receive 100% rather than 88.53% funding, fewer projects can be funded. In past calls for projects VCTC has used differing policies regarding the local match requirement, in some cases requiring match, in other cases, not requiring match, and in some cases providing extra points for additional match. The proposed criteria require that applicants must commit to providing the 11.47% match as required but can also request to be relieved of the match. The intent is that VCTC will decide after prioritizing the projects whether to require local match, recognizing at that time which project or projects will fall “below the line” should the local match requirement be waived for the requesting agency. It is recommended that no points be provided in the transit criteria for local match, but there be up to 5 points provided for local match for non-transit projects. Neither TDA Article 3 nor State of Good Repair funds require a match.

CMAQ / TDA ARTICLE 3 / BICYCLE & PEDESTRIAN / SB 1 STATE OF GOOD REPAIR PROJECT SELECTION GUIDELINES FOR VENTURA COUNTY

Congestion Mitigation and Air Quality (CMAQ) funds are used for projects which mitigate congestion and reduce vehicle emissions. A list of eligible projects can be found at the end of these guidelines. Types of eligible projects are as follows:

- Clean Fuel Bus Fleets and Support Equipment
- Improved Public Transit/Ridesharing
- Bicycle/Pedestrian Improvements
- Clean Fuel Fleet Subsidy Programs
- Other Projects that meet the screening criteria

Transportation Development Act (TDA) Article 3 Bicycle and Pedestrian funds available in this call for projects can be used for capital projects that improve bicycle and pedestrian facilities, for bicycle safety educational programs, and for bicycle/pedestrian planning. More detail is provided in the list of eligible projects at the end of these guidelines. VCTC makes also provides funds to local jurisdictions through a separate formula for bicycle path maintenance.

SB 1 State of Good Repair (SGR) funds can be used for capital projects that maintain the public transit system in a state of good repair, such as:

- Transit capital projects or services to maintain or repair a transit operator's existing transit vehicle fleet or transit facilities, including the rehabilitation and/or modernization of the existing vehicles or facilities.
- The design, acquisition, and construction of new vehicles or facilities that improve existing transit services.
- Transit services that complement local efforts for repair and improvement of local transportation infrastructure.
- To the extent possible and cost effective, and where feasible, the State of Good Repair Program encourages eligible recipients to promote "fix-it-first" transit capital projects that reduce greenhouse gases and help achieve the state's environmental goals.

Applications will be evaluated according to screening and selection criteria. **Screening Criteria** will be used to determine if a proposed project is an eligible candidate. Projects which do not satisfy all the screening criteria will not be evaluated any further. Second, **Selection Criteria** will be used to evaluate the relative merits of each project to determine what its score/priority ranking should be. Based on the Comprehensive Transportation Plan, half of the CMAQ funds will go toward transit projects and half will go to non-transit projects. In addition, TDA Article 3 Bicycle and Pedestrian funds will go to bicycle and pedestrian projects. SGR funds apply to transit systems. Transit and non-transit projects will be subject to separate selection criteria and will be scored separately.

Screening Criteria

The screening criteria are divided into three categories. Proposed projects must meet **all** these screening criteria to move to the next phase of the process.

1. Project Eligibility

- A. Proposed project is eligible for CMAQ funds per guidelines in the Federal Register Vol. 73, No. 203; or for TDA Article 3 Bicycle & Pedestrian funds per TDA Guidelines Section 99233.3; or for SB 1 State of Good Repair funds per the Program Guidelines.
- B. Project applicant is a city, the County, or a transit operator or other public transportation agency (CMAQ only), or (except for transit projects and TDA-funded projects) a non-profit organization capable of funding and delivering the project, or (for CMAQ projects) is a private/public partnership (possibly with some private funding) subject to approval of FHWA and FTA.
- C. For CMAQ-funded projects, proposed project measurably improves air quality.

2. Planning Consistency

- A. Project is consistent with the goals and policies of the adopted Regional Transportation Plan (RTP) - (i.e., SCAG's Connect SoCal 2020-2045 RTP/SCS).
- B. Project is consistent with the most-recently adopted general plan(s).
- C. Project is consistent with the most-recently adopted District Air Quality Management Plan.
- D. Transit improvement projects must be consistent with the policies and standards in the adopted Congestion Management Program or included on a Replacement Bus Schedule of the Short-Range Transit Plan or Transit Asset Management (TAM) Plan.

3. Financial Feasibility

- A. Recipient of funds must have the financial capacity to complete, operate and maintain the project.
- B. Funds required from other sources (for local match) must be reasonably expected to be available.
- C. Project can be implemented within Federal and/or State delivery requirements.
- D. Agency must commit to providing 11.47% local match. However, an agency can request to access toll credits to pay 100% of project cost, but VCTC approval of such request is not assured as it would have to come out of the total funds available to projects. In the event a local match is required, VCTC will allow use of Toll Credits to provide 100% of construction funds if an equivalent amount of non-federal funds is used for prior project phases.

Selection Criteria for Transit Projects

Points	Scoring Criteria
(0 to 15 points)	<p>1. Project's Potential to Increase Transit System Capacity and/or Ridership, Attract Active Transportation Users, Reduce Motor Vehicle Trips and Serve Destinations – This criterion is designed to evaluate how likely the project is to reduce trips and improve air quality by attracting transit users or increase transit system capacity.</p>
(0 to 25 points)	<p>2. Project's Necessity to Continued Operation of the Existing Transit System with Reliable Equipment – In recognition of the importance of a reliable transit system in maintaining ridership, this criterion assigns up to 25 points to a project based on how it addresses the need to replace or rehabilitate existing transit system equipment that if not replaced at this time will be considered beyond its useful service life (ULB) based on the FTA definitions. Criticality is determined by where an asset is in its ULB (i.e., in a Transportation Asset Management Plan (TAM) as scheduled to reach the end of their economic service life,) or the necessity of asset replacement to ensure ongoing service. To be considered eligible for CMAQ an equipment replacement project must provide an air quality benefit such as the new or refurbished equipment having reduced emissions from what was previously in use.</p>
(0 to 45 points)	<p>3. Air Quality Improvements and Special Considerations – This criterion evaluates the degree to which the project improves air quality for the CMAQ-defined pollutants namely ROG, NO_x, PM₁₀, and PM_{2.5}. The air quality improvement can be due to such factors as cleaner transit system equipment emissions, or reduced VMT due to transit improvements resulting in a diversion of trips from the private car. Up to 15 points will be awarded for a project's anticipated air quality benefit or for other special considerations.</p> <p>Up to 20 points shall be assigned based on cost effectiveness calculated by VCTC staff in consultation with APCD staff according to the "Methods to Find the Cost-Effectiveness of Funding Air Quality Projects" released by the California Air Resources Board (May 2005).</p> <p>10 points shall be awarded if a project is eligible to be a Transportation Control Measure (TCM). Examples of TCM projects is provided at the end of these guidelines. Such projects, once programmed, will become a regional priority for achievement of air quality conformity.</p>
(0 to 10 points)	<p>4. Safety and Security – A project will receive 10 points if the application demonstrates that it will increase safety and/or security for transit patrons, transit employees, or the general public.</p>

(0 to 5 points)	5. LEVERAGING FUNDS – For transit projects, one to five points will be awarded based on the degree to which the application demonstrates the applicant has a competitive plan to use any VCTC awarded funds from this call for projects as leverage for other competitive state or federal grants.
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Selection Criteria for Non-Transit Projects

Points	Scoring Criteria
(0 to 10 points)	<p>1. SAFETY -- This criterion evaluates how the proposed project will affect safety at existing facilities or improve safety by building new facilities.</p> <p>Existing Conditions: Up to 5 points will be awarded for any combination of the following project characteristics: no existing pedestrian or bike facilities; no existing shoulder; documented pedestrian/bicycle collision history; most current and valid 85th percentile speed of motorized traffic in project limits; photos of existing safety hazards project will address; existing pedestrian/bicycle traffic counts demonstrating use; student attendance figures for schools served by project.</p> <p>Safety Improvements: Up to 5 points will be awarded for project elements that improve safety and/or remove or reduce potential conflicts including, but not limited to: adding new or wider sidewalks or new or wider bike lanes, enhanced crosswalks and bicycle crossings, street and pedestrian scale lighting, traffic calming, buffered bike lanes, signage and striping, improved signalization, etc.</p>
(0 to 5 points)	<p>2. PROJECT WORK PLAN, TIMELINE AND READINESS – This criterion evaluates deliverability of a proposed project. Up to 5 points will be awarded to projects presenting a clear work plan for implementation and reasonable timeline.</p>
(0 to 25 points)	<p>3. AIR QUALITY IMPROVEMENTS AND SPECIAL CONSIDERATIONS – This criterion is designed to evaluate air quality benefits. Cost effectiveness may be considered as calculated by VCTC staff in consultation with APCD staff.</p> <p>Additional points will be given to CMAQ projects identified as transportation control measures (TCMs), designated as committed TCMs, and/or required to conform to TCM timely implementation reports. See Transportation Control Measures in Attachment A.</p> <p>This criterion is also designed to add flexibility and allows cities and/or agencies to be creative and discuss ways in which the proposed project will benefit City/County residents, for example, improving air quality, reducing VMT, serving older areas without recent improvements, reducing speeds, making major improvements to accessibility and/or to serve lower income residents.</p>

Points	Scoring Criteria
(0 to 20 points)	<p>4. Project's Potential to Attract Active Transportation Users and/or Reduce Motor Vehicle Trips with an emphasis on serving destinations.</p> <p>Bicycle and Pedestrian Project: This criterion is designed to evaluate how likely the project is to reduce trips and improve air quality by attracting active transportation users and/or reducing motor vehicle trips (30 percent of trips are a mile or shorter, 40 percent are two miles or shorter and 50 percent are three miles or shorter)</p> <p><u>Destinations Served</u> – Four points will be awarded for each destination served by the proposed project (e.g., transit stop, park and ride facility, employment center, post office, school/college, school bus stop, retail center, downtown area, library, museum, government office, medical/health facility, multi-family/senior housing) up to a maximum of 20 points. *Map with numbered destinations served must be included. For pedestrian projects, destinations served must be within a ¾-mile or less radius of the proposed project. For bicycle projects, destinations served must be within a two-mile or less radius of the proposed project.</p> <p>Non-bicycle/non-pedestrian projects: Up to 20 points will be awarded for the degree to which the project improves mobility and safety particularly on freight or transit corridors, addresses identified community needs, or provides economic, environmental and air quality benefits. Applicants, to the extent possible, shall provide quantified estimates for such benefits</p>
(0 to 25 points)	<p>5. NETWORK CONNECTIVITY Including Multi-Jurisdictional/Multi-Agency/Multi-modal Projects. This criterion evaluates whether the proposed project has local and/or regional significance.</p> <p>Up to 5 points will be awarded to projects involving more than one mode of transportation.</p> <p>10 points will be awarded to non-bicycle projects identified in an adopted Local or Regional Transportation Plan (Pedestrian, Active Transportation, Strategic Plan, CMP, ITS plan, Signal Plan) or Capital Improvement Plan.</p> <p>20 points will be awarded to projects that address missing gaps identified in the Bicycle Wayfinding Study.</p>

(0 to 10 points)	6. COMPLETE STREET DESIGN – Up to 10 points will be awarded based on the extent that the proposed project is designed to encourage people to use the proposed facility, such as traffic calming, buffers between cars and bicycle/pedestrian facilities, opening closed crosswalks, enhanced crossing improvements, pedestrian scale lighting, street trees, or if the project addresses a barrier, etc.
(0 to 5 points)	7. LEVERAGED FUNDS - One point will be awarded for each 10% of local committed funds to a project, for a maximum of 5 points for projects with at least 50% local funding.

PROJECTS ELIGIBLE FOR CMAQ FUNDING

Congestion Management and Air Quality (CMAQ) program funds can be used to fund projects expected to result in tangible reductions in CO and ozone precursor emissions, and under certain conditions PM-10 pollution.

Eligible activities include:

Transportation Control Measures: TCMs are likely to be eligible, however the air quality benefits must be determined and documented before a project can be considered eligible. Two TCMs specifically excluded by legislation from CMAQ eligibility are reduction of emissions from extreme cold-start conditions and programs to encourage removal of pre-1980 vehicles. TCMs are listed on Attachment. Committed TCMs as defined in the Air Quality plan become a regional commitment for priority implementation.

Transportation Activities in an Approved State Implementation Plan: Transportation activities in approved SIPs are likely to be eligible activities. The activity must contribute to the specific emission reductions necessary to bring an area into attainment.

Transit Projects: In general, CMAQ eligibility is determined based on whether the project represents an expansion or enhancement of transit service. Eligible capital projects include new stations, transit centers, and preferential bus/HOV treatment on existing roads: new park-and-ride facilities adjacent to transit stops; and major new fixed-guide way and bus/HOV facilities and extensions; new alternative-fueled transit buses, vans, locomotives, and rail cars; and operating subsidies for 3-year demonstrations of new service.

Alternative Fuels: Conversion or replacement of centrally fueled fleets to alternative fuels is eligible provided that the fleet is publicly owned or leased, and the fleet conversion is in response to a specific requirement in the Clean Air Act or is specifically identified in the State Implementation Plan.

Bicycle and Pedestrian Program: Include eligible projects are construction of bicycle and pedestrian facilities, non-construction projects related to safe bicycle use, and establishment and funding of State bicycle/pedestrian coordinator positions.

Management Systems: Projects required to develop, establish the management systems for traffic congestion, public transportation facilities and equipment, and intermodal transportation facilities and systems, as well as implementation of projects contained in them, are eligible where it can be demonstrated they are likely to contribute to attainment of air quality standards.

Traffic Management/Congestion Relief Strategies: Traffic management and congestion relief strategies for both highways and transit are eligible if they can be shown to improve air quality. Projects to modernize traffic signals to improve traffic flow and intelligent transportation systems are included under this category. Addition of mixed-flow travel lanes is ineligible.

Telecommuting: Planning, technical and feasibility studies, training, coordination, and promotion for telecommuting are eligible activities under CMAQ. Physical establishment of telecommuting centers, computer and office equipment purchases, and related activities are not eligible.

Travel Demand Management: Eligible activities include market research and planning in support of TDM implementation; capital expenses required to implement TDM measures; operating assistance to administer and manage TDM programs; and marketing and public education efforts to support and bolster TDM measures.

Intermodal Freight: CMAQ funds may be used for improved intermodal freight facilities where air quality benefits can be shown.

Public/Private Initiatives: The CMAQ program may be used to fund projects or programs that are owned, operated or under the primary control of the public sector, including public/private joint ventures. Under TEA-21, non-profit organizations are eligible as direct recipients of CMAQ funds.

Outreach Activities: Outreach activities, such as public education on transportation and air quality, advertising of transportation alternatives to SOV travel, and technical assistance to employers or other outreach activities for an Employee Commute Option program may be funded under the CMAQ program for an indefinite period. Transit “stores” selling fare media and dispensing route and schedule information which occupy leased space are also eligible and are not subject to the 3-year limit.

Fare/Fee Subsidy Program: CMAQ funds may be used for partial user fare or fee subsidies to encourage greater use of alternative travel modes (e.g., carpool, vanpool, transit, bicycling and walking), as part of a comprehensive, targeted program to reduce SOV use. The subsidized fare/fee must be limited to any one entity or location for a period not to exceed 2 years.

Other Projects and Programs: Other transportation projects and programs, even if they are not included under one of the categories above may also be funded under CMAQ. Innovative activities based on promising technologies and feasible approaches to improve air quality will also be considered for funding. Documentation of air quality benefits must be provided.

PROJECTS ELIGIBLE FOR TDA ARTICLE 3 BICYCLE & PEDESTRIAN FUNDING

TDA Article 3 funds are provided for the exclusive use of pedestrians and bicyclists. TDA Section 99234 provides a description of eligible uses. Generally, Article 3 bicycle and pedestrian claims provide funding for facilities provided for the use of bicyclists & pedestrians and may include projects that serve the needs of commuting bicyclists, including, but not limited to new trails or pathways serving major transportation corridors, secure bicycle parking at employment centers, park-and-ride lots, and transit terminals where other funds are unavailable. For this call for projects, eligible projects include (TDA Section 99234):

1. Construction and/or engineering of a bicycle or pedestrian capital project
2. Bicycle safety education program(s), provided the program does not fully fund the salary of any one person.
3. Development of a comprehensive bicycle or pedestrian facilities plan.

PROJECTS ELIGIBLE FOR SB 1 STATE OF GOOD REPAIR FUNDING

State of Good Repair funds are made available for capital projects that maintain the public transit system in a state of good repair. PUC Section 99212.1 (c) lists the projects eligible for State of Good Repair funding, which are:

- Transit capital projects or services to maintain or repair a transit operator's existing transit vehicle fleet or transit facilities, including the rehabilitation and/or modernization of the existing vehicles or facilities.
- The design, acquisition, and construction of new vehicles or facilities that improve existing transit services.
- Transit services that complement local efforts for repair and improvement of local transportation infrastructure.

Examples include, but are not limited to, the following:

- Replacement or rehabilitation of:
 - Rolling stock
 - Passenger stations and terminals
 - Security equipment and systems
 - Maintenance facilities and equipment
 - Ferry vessels
 - Rail
- Transit Preventative Maintenance
 - Preventative maintenance is only to maintain existing infrastructure and vehicles in a state of good repair, essentially repair and rehabilitation. Normal maintenance such as oil changes and other regularly scheduled vehicle maintenance are to be covered under the transit agency's normal operating costs and are not eligible for State of Good Repair funding.
 - Public and Staff Safety
- New transit facilities or equipment needed to maintain existing transit service(s)

To the extent possible and cost effective, and where feasible, the State of Good Repair Program encourages eligible recipients to promote "fix-it-first" transit capital projects that reduce greenhouse gases and help achieve the state's environmental goals. Examples of such projects may include replacement of vehicles with partial and/or zero emission vehicles, green technology equipment enhancements, or transit facility upgrades to improve energy efficiency.

Caltrans may approve other appropriate replacement and rehabilitation projects not listed here. Projects that solely expand capacity or service are not eligible projects. However, the expansion of capacity within a replacement project to address current or projected short-term service needs, e.g., replacing a maintenance facility with a larger facility or replacing a bus with a larger bus, are eligible.

The State of Good Repair Program is a transit capital program. Transit operations, transit agency administration, and program management are not eligible. Also, pre-planning, planning and environmental phases are not eligible as a stand-alone project, however, expenditures on these project construction development phases are allowable when included as part of a capital project. Project development costs are not to exceed 20% of the total estimated project cost.

Eligible recipients must have the financial means to maintain and operate project services and the ability to accept their legal liabilities and fulfill financial obligations for the project's useful life.

TRANSPORTATION CONTROL MEASURES (TCM) PROJECT CATEGORIES

A. High-Occupancy Vehicle Measures

- New HOV Lanes or ramps (3 or more)
- HOV Bypasses, Connectors, and New Interchanges with Ramp Meters
- High Occupancy Toll (HOT) Lanes and Pricing Alternatives

B. Transit and System Management Measures

Transit

- Rail Track – New or Expanded Lines
- New Rolling Stock Acquisition – Rail Cars and/or Locomotives
- Bus Rapid Transit and Dedicated Bus Lanes – Express Busways
- Buses – Fleet Expansion
- Shuttles and Paratransit Vehicles – Fleet Expansion

Intermodal Transfer Facilities

- Rail Stations – New or Expansion
- Park & Ride Lots – New or Expansion
- Bus Stations & Transfer Facilities – New or Expansion

Non-Motorized Transportation Mode Facilities

- Bicycle & Pedestrian Facilities – New or Expansion (non-recreational)
- Bicycle Facilities – New or Expansion (non-recreational)
- Pedestrian Facilities – New or Expansion (non-recreational)

Note: Committed TCMs are 1 mile or greater for bicycle or ¼ mile or greater for pedestrian, or bicycle parking for 10 or more slots/lockers.

C. Information-Based Transportation Strategies

- Marketing for Rideshare Services and Transit/TDM/Intermodal Services
- Intelligent Transportation Systems/Control System Computerization
 - Traffic Signal Synchronization (3 or more signals)
 - Real-Time Transit or Rail Notification System
 - Traffic Management/Operations Centers
 - Changeable Message Signs (5 or more)
 - Closed Circuit Televisions
 - Ramp Metering Systems
 - Systemwide Signal Preemption
 - Traveler/Motorist Information Systems; Highway Advisory Radios
 - Vehicle Detection & Automatic Vehicle Classification Systems
- Telecommuting Programs/Satellite Work Centers

SHELF LIST GUIDELINES

Projects that are scored in the IIJA CMAQ/Bicycle & Pedestrian TDA Article 3/SB 1 State of Good Repair Call for Projects, but below the funding cut-off, will be considered for funding following their scoring priority, to avoid a lapse of CMAQ apportionment if necessary. Projects will also be considered for funding from the FTA Section 5339 Bus Capital Formula program, or from the state's Low Carbon Transit Operations Program (LCTOP) if needed to utilize those apportionments; or to support a pending competitive state or federal grant application by providing match. In some cases, VCTC could decide to assist with an approved CMAQ project's delivery by swapping its CMAQ funds with LCTOP, thus "de-federalizing" the project, and then using the freed-up CMAQ funds for a shelf list project.

Shelf list projects have not been approved by the Commission and their status will be reviewed prior to approval, which must be granted by the Commission after action by the appropriate advisory committee. Projects remaining unapproved at the next call for projects must reapply for funds.



2022 Combined Call for Projects CMAQ/TDA Article 3/ SB 1 SGR

Project Application

Project Applicant Information

Lead Agency or Organization:			
Mailing Address:			
City:		State:	Zip:
Contact Person Name:			Phone:
Title:	E-mail:		

Project Information

1. <u>Project Name:</u>
2. <u>Project Type:</u> (Check all that apply) <input type="checkbox"/> Transit <input type="checkbox"/> Bicycle Facility <input type="checkbox"/> Pedestrian Facility <input type="checkbox"/> Other _____
3. <u>Project Description:</u> (e.g., number of replacement or expansion vehicles including type, size, and purpose, for capital improvements include location, length, limits of work, size, etc. If bike lane, include length and class.)
4. <u>Project Location:</u> <input type="checkbox"/> Vicinity Map Attached <input type="checkbox"/> Project Site Map or Site Plan Attached <input type="checkbox"/> Photos Attached <input type="checkbox"/> N/A
5. Local or Regional Significance <input type="checkbox"/> Check Box if project is a stand-alone project <input type="checkbox"/> Check Box if project is part of a larger project. If project is part of a larger project, please describe:



6. Financial Information:

Identify the proposed funding scenario for the project using the table below. Note that approved awarded funds may differ from proposed scenario.

	CMAQ (Federal)	Article 3 / SGR (State)	Required 11.47% Matching Funds (check box below)	Additional Local Funds	Total Project Cost
PE	\$	\$	\$	\$	\$
R/W	\$	\$	\$	\$	\$
CON	\$	\$	\$	\$	\$
Total	\$	\$	\$	\$	\$

Additional Financial Information

☐ Check Box if Requesting Toll Credits for CMAQ Local Match Requirements

7. Project Schedule:

SCHEDULE (month/year)			
	Funds Obligated	Start Date	Completion Date
Preliminary Engineering			
Environmental			
Right-of-Way			
Construction			

Project Screening Information

8. Project Readiness: Briefly describe (no more than 100 words) the project work plan and timeline:

Check boxes for all items that have already been completed:

Preliminary Design

- ☐ Project Feasibility Study Completed
- ☐ Right-of-way needs and utility conflicts identified
- ☐ Vehicle specifications identified



- ☐ Planning Level Cost Estimates

30% Design

- ☐ Dimensioned drawings showing existing and proposed improvements, topography, utilities and row etc..
- ☐ Revised Cost Estimates and Schedule

Environmental Clearance

- ☐ CE or Checklist Complete
- ☐ Draft Environmental Document Completed
- ☐ Final Environmental Document Completed

Final Construction Plans, Specifications, and Estimates or Vehicle Specifications

- ☐ Construction Plans, Specifications Completed
- ☐ Final Vehicle Specifications and Bid Packet Completed
- ☐ Ready to Advertise

- ☐ No Right of way needed or Right-of-Way Acquired
- ☐ No need to relocate utilities or Utilities Relocated

_____ Number of Community Meetings Held (not including meetings to adopt community-wide master plans)

9. Safety and Security: Will the project improve safety and security at existing facilities or improve safety by building new facilities? Please list the specific improvements proposed and how they will improve safety.

10. Air Quality Improvement: Briefly describe how the project will improve air quality.

- For bicycle and/or pedestrian projects please provide estimated new average daily trips.
- For bicycle and/or pedestrian projects please provide average daily traffic volumes on adjacent or nearest parallel roadway.
- For transit, bicycle and/or pedestrian projects provide estimated annual VMT reduced.
- Average projected ridership.
- Will the project improve the level of service of a transit system?
- For transit vehicle purchases, please provide vehicle type, fuel type.

11. Project's Potential to Increase Transit System Capacity and/or Ridership, Attract Active Transportation Users, Reduce Motor Vehicle Trips and Serve Destinations: Describe the project's



direct relationship to streets, bicycle facilities, pedestrian facilities, transit systems, employment centers, and activity centers.

12. Network Connectivity and Local or Regional Significance: Does the project serve more than one mode of transportation? ____Yes ____No

If yes, please explain how:

13. Local or Regional Significance: Is the project consistent with the local, regional or statewide plans, the District Air Quality Management Plan, the Short Range Transit Plan, or TAM? ____Yes ____No

14. Local or Regional Significance: Is the Project identified in an adopted Local or Regional Transportation Plan (Short Range Transit Plan, Bicycle, Pedestrian, Active Transportation, Strategic Plan, CMP, ITS plan, Signal Plan, TAM Plan, SRTS Plan, VCTC Bicycle Wayfinding Plan Corridor Plan) or Capital Improvement Plan? ____Yes ____No

If yes, please provide the name(s) of the document(s):

15. Leveraging funds: Describe how the proposed project and funding scenario will act as leverage, or “local share” for other State or Federal grant applications?

16. Public Participation Process: Briefly describe the public participation process (e.g. public meetings, public notices, project website, mailings, newspaper articles, etc...). How did the agency consider comments and responses from meetings when designing the project?



17. Transit Project Necessity: For Transit Projects, describe the Project's necessity in relation to the Continued Operation of the Existing Transit System with Reliable Equipment.

CEO CERTIFICATION

I hereby certify that the applications included in this submittal package represent this agency's complete proposal for projects recommended for funding at this time. Should the projects be approved for funding by the Ventura County Transportation Commission, this agency will commit the local match as specified in the applications and will make a priority of meeting the stated project delivery deadlines.

This agency is willing and able to maintain and operate the projects contained in the applications, and hereby assures that it will do so, with the proviso that the agency is permitted to transfer this responsibility to another qualified agency that is willing to do so.

Signature

Printed Name

Date

Title*

Agency

*Must be signed by City Manager, County Executive Officer, County Transportation Agency Director, or other organizational CEO.



Item 12

June 8, 2022

MEMO TO: TRANSIT OPERATORS ADVISORY COMMITTEE (TRANSCOM)
FROM: CAITLIN BROOKS, PROGRAM MANAGER-TRANSPORTATION PLANNING
**SUBJECT: VENTURA COUNTY COMPREHENSIVE TRANSPORTATION PLAN-
DRAFT EXISTING CONDITIONS REPORT AND PROJECTS**

RECOMMENDATION:

- Receive presentation on the Ventura County Comprehensive Transportation Plan Existing Conditions Report and provide feedback.

BACKGROUND:

The Ventura County Comprehensive Transportation Plan (CTP) is a long-range planning document originally adopted by VCTC in 2013 to plan for the future of transportation in the County over the next 30 years. The 2023 CTP Update will incorporate socioeconomic data, community priorities, and local transportation solutions while also placing a special emphasis on inclusion of disadvantaged and underserved communities to create a more equitable transportation future for all.

The CTP Update will be developed as a long-range policy document, built from community-based, local priorities and community-expressed need to enhance regional connections. It is aimed at ensuring mobility and enhancing the quality of life for all Ventura County residents. The CTP will examine key regional issues such as greenhouse gas emissions, enhancing climate-resilient transportation networks, improving mobility across all modes of transportation, and exploring various funding strategies and options from the federal, state, regional, and local levels. It is intended to provide a framework for future community-based planning and collaboration and inform Ventura County's long-range transportation decisions.

The Existing Conditions Report provides a thorough review of Ventura County's existing demographics, as they relate to population density, employment density, socioeconomic, vulnerable populations, and health and environmental indicators, as well as transportation conditions. The findings of the report will be used to inform the Needs Assessment and ongoing public outreach activities to gather comprehensive feedback from the community.

Additional Project Background:

Since March 2021, the following project items are underway or were recently finalized:

- Created a project website for the GoVentura website [www.goventura.org/ctp] and Digital Foyer [<https://tinyurl.com/ventura-ctp-info-hub>].
- Prepared an Outreach Framework and conducted initial community engagement, including three virtual Regional Advisory Committee meetings, one round of six virtual Local Advisory Committee meetings, and three in-person pop-up outreach events.
- Conducted a bilingual, map-based, online survey to identify areas for transportation improvements during the Fall of 2021.
- Developed draft Vision and Goals.
- Developed three draft scenarios for evaluation.
- Created and deployed two rounds of a youth and family engagement program called the Community Walk Audit to identify pedestrian and bicycle infrastructure improvements needed around the County. The Walk Audit is available on the CTP website goventura.org/CTP under the Public Input tab.

The CTP Update is currently in the Analysis and Scenario Development phase, which will inform the Draft Plan. The CTP team recently launched the second round of public outreach, including a second survey for additional input on community priorities. The survey is similar to the information requested during the March Advisory Committee meetings; TRANSCOM members were invited to participate in the March 29th advisory meeting, and a recording of the meeting is available upon request.

The survey runs through June 15, 2022 and is available in English and Spanish. If you did not have the chance to provide your feedback in March, we welcome input from you and your colleagues.

Survey in English - <https://www.surveymonkey.com/r/M6SGVJB>

In Spanish - <https://es.surveymonkey.com/r/H3BZYPH>

We appreciate TRANSCOM member participation on the Advisory Committee, and we look forward to your review and feedback on the draft Existing Conditions Report. The Ventura County CTP project team will return to present the comprehensive Draft Study at a future TRANSCOM meeting.

Attachment: Ventura County Comprehensive Transportation Plan Existing Conditions and Project List