

AMENDED



**CITY OF MONTEBELLO
CITY COUNCIL
REGULAR MEETING**

WEDNESDAY, JANUARY 22, 2025 AT 6:00 PM

**CITY HALL COUNCIL CHAMBERS
1600 WEST BEVERLY BOULEVARD
MONTEBELLO, CALIFORNIA**

CITY COUNCIL

Salvador Melendez, Mayor
Georgina Tamayo, Mayor Pro Tem
David N. Torres, Councilmember
Scarlet Peralta, Councilmember
Vacant, Councilmember

CITY MANAGER
Raul Alvarez

CITY TREASURER
David Matanga

CITY ATTORNEY
Arnold M. Alvarez-Glasman

CITY CLERK
Christopher Jimenez

DEPARTMENT HEADS

Fire Chief
Police Chief
Director of Finance
Director of Human Resources
Director of Planning/Community Development
Director of Public Works
Director of Recreation and Community Services
Director of Transportation

Fernando Pelaez
Paul Espinosa
Michael Solorza
Ramon Figueroa
Joseph Palombi
Cesar Roldan
David Sosnowski
John Soria

NOTICES

This City Council Meeting ("Council") will be held in person and will meet at **City Hall – City Council Chambers, 1600 West Beverly Boulevard, Montebello, California.** The meeting will be live streamed and can be watched on the City's website and YouTube Channel via the following link: <https://www.montebelloca.gov>, and may also be viewed on Spectrum Public Access Channel 3 for all Spectrum cable subscribers.

AMERICANS WITH DISABILITIES ACT: In compliance with the Americans with Disabilities Act (ADA) any person with a disability who requires special accommodations in order to participate in a meeting should contact the Administration Office at (323) 887-1437 Monday-Thursday from 7:30 a.m.-5:30 p.m. Please call 48 hours prior to the meeting to ensure that reasonable arrangements can be made to provide accessibility to this meeting (28 CFR 35.102-35.104 ADA Title II 1203). If you require translation services, please contact the City Clerk's office 72 hours before this meeting. **Si necesita servicios de traducción, comuníquese con la Oficina del Secretario Municipal 72 horas antes de esta reunión.** 如果您需要翻译服务，请在会议前 72 小时联系市书记员办公室。

RULES OF DECORUM:

Pursuant to Section 54957.95 of the Government Code, the presiding member of the legislative body conducting a meeting, or their designee, is authorized to remove, or cause the removal of, an individual for disrupting the meeting. Any such removal will be preceded by a warning to the disruptive individual by the presiding member of the legislative body or their designee that the individual's behavior is disrupting the meeting and that the individual's failure to promptly cease their disruptive behavior may result in their removal.

PUBLIC COMMENTS:

In-Person: For those interested in participating during the Public Comment period(s) or public testimony period for Public Hearings of the City Council meetings, you may address the City Council ***in person only the day of the meeting.*** Speakers will be required to fill out a speaker card provided at the door and submit it to City Clerk staff prior to each Public Comment announcement period. Staff will number and call each speaker card in the order received. ***Closed Session begins at 6:00 p.m. and Regular Session begins immediately thereafter; if there is no Closed Session, Regular Session will begin at 6:00 p.m.***

AGENDA MATERIALS: The agenda and/or agenda packet are available for public inspection at City's website at: [Agendas, Minutes, and Videos](#),

IN CONSIDERATION OF OTHERS, PLEASE TURN OFF, OR MUTE, ALL CELL PHONES AND PAGERS
THANK YOU FOR YOUR COOPERATION

OPENING CEREMONIES

CALL TO ORDER - 6:00 P.M.

ROLL CALL

ANNOUNCEMENT OF CLOSED SESSION ITEMS

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

At this time, the public may submit a speaker card to the City Clerk staff for Closed Session items, prior to the beginning of this statement. Speakers will be called in the order received. Please be aware that the maximum time allotted for members of the public to speak on Closed Session items shall not exceed three (3) minutes per person. State Law prohibits the City Council from taking action or entertaining extended discussion on a topic not listed on the agenda. Please show courtesy to others and direct all of your comments to the Mayor and City Council.

CLOSED SESSION

The City Attorney shall provide a briefing on the item listed for Closed Session as follows:

1. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
Government Code Section 54956.9(d)(1)
Fivecoat v. City of Montebello
Case No. 211026824, 211039924
2. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
Government Code Section 54956.9(d)(1)
Navarro v. City of Montebello, et al.
Case No. ADJ13310066, ADJ2613081, ADJ2548565, ADJ15539383, ADJ7472140, ADJ7964720, ADJ2654347, ADJ10708805, ADJ3507314, ADJ6779197, ADJ12495501, ADJ2613081, ADJ6773842
3. **PUBLIC EMPLOYEE DISCIPLINE, DISMISSAL, RELEASE**
Government Code Section 54957
One matter to review on appeal from a decision of the Civil Service Commission
4. **PUBLIC EMPLOYEE DISCIPLINE, DISMISSAL, RELEASE**
Government Code Section 54957
One matter

REGULAR SESSION - IMMEDIATELY FOLLOWING CLOSED SESSION

CLOSED SESSION REPORT

INVOCATION

PLEDGE OF ALLEGIANCE

CORRECTIONS TO THE AGENDA - CITY MANAGER

CEREMONIAL ITEMS/PRESENTATIONS

5. **TREASURER'S REPORT**

6. PRESENTATION ON THE WHITTIER NARROWS DAM PROJECT**PUBLIC COMMENTS ON NON-AGENDA ITEMS (30 MINUTES)**

At this time, the public may submit speaker card(s) to the City Clerk staff, for both agenda and non-agenda items, prior to the beginning of this statement; Public Hearing items do not require a speaker card.

The City Council will address non-agenda items during this section and speakers will be called in the order received. Those persons not accommodated during this 30-minute period will have an opportunity to speak under "Public Comments – Continued", after all scheduled matters have been considered. **Public Hearing, Regular Business and/or Consent Calendar items will be addressed at the time that matter of business is heard, in the order received.**

Please be aware that the maximum time allotted for members of the public to speak shall not exceed three (3) minutes per speaker. State Law prohibits the City Council from taking action or entertaining extended discussion on a topic not listed on the agenda. Please show courtesy to others and direct all of your comments to the Mayor and City Council.

STAFF COMMUNICATIONS ON ITEMS OF COMMUNITY INTEREST**REGULAR BUSINESS****7. APPOINTMENT TO FILL DISTRICT 5 CITY COUNCIL VACANCY**

RECOMMENDATION: It is recommended that the City Council:

1. Conduct interviews of applicants and make an appointment to fill an existing vacant City Council Seat for the term ending in December 2026; and
2. Take such additional, related action that may be desirable.

CONSENT CALENDAR

All matters listed under the Consent Calendar are considered to be routine. Any items a member wishes to discuss, including any items the public submitted speaker cards for, should be designated at this time. All other items may be approved in a single motion. Such approval will also waive the reading of any Ordinance.

8. RESCIND THE AWARD AND AGREEMENT NO. 4257 WITH G&J NEON SIGNS, INC FOR THE INSTALLATION OF TWO (2) LED SIGNS PROJECT AND REJECT ALL BIDS RECEIVED FOR THE INSTALLATION OF TWO (2) LED SIGNS RESULTING FROM REQUEST FOR PROPOSALS (RFP) NO. 24-19 IN ACCORDANCE WITH PUBLIC CONTRACT CODE SECTION 22160, ET SEQ.

RECOMMENDATION: It is recommended that the City Council:

1. Rescind the award and Agreement No. 4257 with G&J Neon Signs, Inc. (G&J Signs) for the Installation of Two (2) New LED Signs; and
2. Reject all bids received for the Installation of Two (2) LED Signs in response to Request for Proposals (RFP) No. 24-19; and
3. Take such additional, related action that may be desirable.

9. APPROVE ISSUING REQUEST FOR PROPOSALS (RFP) NO. 25-08 FOR CONSULTANT SERVICES FOR THE WASHINGTON CORRIDOR TRANSIT-ORIENTED COMMUNITIES/MULTIMODAL CONNECTIVITY (TOC/MC) SPECIFIC PLAN

RECOMMENDATION: It is recommended that the City Council:

1. Authorize the issuance of Request for Proposals (RFP) No. 25-08 for Professional Consulting Services to prepare the Transit-Oriented Communities/Multimodal Connectivity (TOC/MC) Specific Plan; and
2. Take such additional, related action(s) that may be desirable.

10. ACCEPT FUNDING FROM THE UNITED STATES DEPARTMENT OF ENERGY (DOE) ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT PROGRAM (EECBG)

RECOMMENDATION: It is recommended that the City Council:

1. Accept the United States Department of Energy (DOE) Energy Efficiency and Conservation Block Grant (EECBG) Program funds in the amount of \$121,520; and
2. Amend the Fiscal Year 2024-25 budget by increasing appropriations by \$121,520 in Account No. 265-30-332-6082 (Grants, Public Works, Energy Efficiency Conservation, Vehicle Purchase [Expenditures]) and \$121,520 in Account No. 265-99-4198.32 (Grants, Miscellaneous Grants, Energy Efficiency Conservation [Revenue]); and
3. Take such additional, related action that may be desirable.

11. AUTHORIZE SUBMISSION OF A MEMBER AGENCY ADMINISTERED PROJECT PRE-APPROVAL REQUEST APPLICATION TO CENTRAL BASIN MUNICIPAL WATER DISTRICT FOR A RAIN BARREL DISTRIBUTION PROGRAM

RECOMMENDATION: It is recommended that the City Council:

1. Authorize staff to submit a Member Agency Administered Program Pre-Approval Request application to the Central Basin Municipal Water District for a rain barrel distribution program; and
2. Authorize the City Manager to sign all applicable documents; and
3. Take such additional, related action that may be desirable.

12. APPROVE AMENDMENT NO. 2 TO AGREEMENT NO. 3848 WITH ADS ON THE MOVE, LLC TO PROVIDE ADVERTISING SERVICES FOR THE MONTEBELLO BUS LINES

RECOMMENDATION: It is recommended that the City Council:

1. Approve Amendment No. 2 to Agreement No. 3848 with Ads On The Move, LLC, a subsidiary corporation under Media Management Consultant Services, for an additional one-year (1-year) term, to provide the City of Montebello with turnkey advertising services for Montebello Bus Lines' (MBL) advertising program; and
2. Authorize the City Manager and/or his designee to execute Amendment No. 2; and
3. Take such additional, related action that may be desirable.

13. ADOPT RESOLUTION NO. 25-05 TO APPROVE THE CITY OF MONTEBELLO'S 2024-2028 EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM FOR MONTEBELLO BUS LINES

RECOMMENDATION: It is recommended that the City Council:

1. Adopt Resolution No. 25-05 to approve the City of Montebello's 2024-2028 Equal Employment Opportunity (EEO) Program for Montebello Bus Lines (MBL); and
2. Take such additional, related action that may be desirable.

14. PAYMENT OF BILLS: ADOPT RESOLUTION NO. 25-06 APPROVING THE CITY WARRANT REGISTER OF DEMANDS DATED JANUARY 22, 2025

RECOMMENDATION: It is recommended that the City Council:

1. Adopt Resolution No. 25-06 approving the Warrant Register dated January 22, 2025.

PUBLIC COMMENTS - CONTINUED

AB 1234 TRAVEL REPORTS

Members will provide a brief report on meetings attended at the expense of the local agency as required by Government Code Section 53232.3(d).

COUNCIL/AGENCY ORALS

Announcements and requests for future agenda items.

- **David N. Torres, Councilmember**
- **Scarlet Peralta, Councilmember**
 1. Requesting consensus to direct staff to develop and present a plan to address maintenance and operational issues for public restrooms at our city parks.
 2. Traffic & Safety Concerns: Via Ocampo & Findlay Ave
- **Georgina Tamayo, Mayor Pro Tem**
 1. Seek council consensus to honor our Fire and Police Departments for their assistance in the devastating fires.
- **Salvador Melendez, Mayor**

CLOSED SESSION - CONTINUED**ADJOURNMENT**

The City of Montebello will adjourn to the next **Regular Meeting on February 12, 2025, at 6:00 p.m.**, which can be live-streamed at <https://www.montebelloca.gov> (Click on Live Stream).

I, Kimberly Guillen, Senior Deputy City Clerk for the City of Montebello, hereby certify that a copy of this agenda has been posted on or before **Sunday, January 19, 2025, no later than 6:00 p.m.**



Kimberly Guillen, Senior Deputy City Clerk

EXHIBIT - CITY OF MONTEBELLO FORECASTED AGENDA

Please note, the attached exhibit is a draft version that is to be used for reference purposes only; agenda items, information, and dates are subject to change. The exhibit will be placed at the end of the Agenda Packet.

- **CITY OF MONTEBELLO FORECASTED AGENDA**



ITEM # 7

**CITY OF MONTEBELLO
CITY COUNCIL AGENDA STAFF REPORT**

TO: Honorable Mayor and City Council Members

FROM: Raul Alvarez, City Manager

BY: Kimberly Guillen, Senior Deputy City Clerk

SUBJECT: APPOINTMENT TO FILL DISTRICT 5 CITY COUNCIL VACANCY

DATE: January 22, 2025

RECOMMENDATIONS:

It is recommended that the City Council:

1. Conduct interviews of applicants and make an appointment to fill an existing vacant City Council Seat for the term ending in December 2026; and
2. Take such additional, related action that may be desirable.

FISCAL IMPACT:

There is no fiscal impact associated with the recommended actions.

BACKGROUND/DISCUSSION:

The 2024 General Municipal Election was held on Tuesday, November 5, 2024, for two (2) City Council seats, the City Clerk seat and the recall of Councilmember Angie Jimenez. During a Special City Council Meeting on December 5, 2024, the election results were certified, causing the removal of Councilmember Angie Jimenez.

On January 8, 2025, the City Council decided to fill this vacancy through an appointment process. Registered voters residing within City Council District 5 of Montebello were invited to apply. Interested community members were directed to complete an application available on the City's website and submit it to the City Clerk's Office by 5:30 p.m. on January 15, 2025. Applicants were also invited to attend the Regular City Council Meeting on January 22, 2025, to provide an oral statement.

ENVIRONMENTAL:

N/A

ANALYSIS:

In total, the City received ten (10) applications. Of those, six (6) applications qualified after they met all the application requirements by the prescribed deadline. Four (4) applications were disqualified because they did not fully meet the requirements. Attachment A includes the names of the applicants along with their respective applications with personal information redacted. The applicants who submitted applications are as follows:

Qualified Applications (6 total)

1. Rafael Santoya
2. Rocio Y. Berru
3. Ricardo Alonzo
4. Joseph Sanchez
5. William E. Paolisso III
6. James J. Santana

Disqualified Applications (4 total)

7. Maribel Hernandez (Does not live in District 5)
8. Claudia Castro (Does not live in District 5 and the candidate statement does not meet the word count requirement)
9. Brissa Sotelo (Declaration missing signature)
10. Richard Saldana (Application submitted after deadline, missing signature on declaration, and missing candidate statement)

The City Council has flexibility in determining the process for selecting an appointee to the vacant City Council seat. A motion, second, and majority vote are required to finalize the appointment. The proposed appointment process is outlined below:

1. Applicant names will be drawn to determine the order of interviews.
2. Staff will provide copies of the applications and supporting documents for each candidate.
3. Each applicant will deliver a three-minute oral statement in the determined order.
4. The City Council will have an opportunity to ask follow-up questions after each presentation.
5. Following the interviews, the City Council will deliberate and select an appointee by majority vote.

The selected appointee must take the oath of office on or before February 5, 2025, and will assume their seat at the Regular City Council Meeting scheduled for February 12, 2025.

SUMMARY:

CITY COUNCIL AGENDA REPORT - MEETING OF JANUARY 22, 2025

Page 3 of 3

Staff recommends that the City Council conduct interviews of applicants and make an appointment to fill an existing vacant City Council Seat for the term ending in December 2026; and take such additional, related action that may be desirable.

ATTACHMENT(S)

1. Attachment A - List of Applicants for District 5 Councilmembers



APPLICATIONS FOR DISTRICT 5 CITY COUNCIL VACANCY

	<u>Name of Applicant</u>	<u>Date Submitted</u>	<u>Voter Registration Verification</u>	<u>Felony Conviction Declaration</u>	<u>Candidate Statement</u>	<u>Notes</u>
1	Rafael Sontoya	1/13/2025	☒	☒	☒	Meets all qualifications
2	Rocio Y. Berru	1/13/2025	☒	☒	☒	Meets all qualifications
3	Ricardo Alonzo Ugalde	1/14/2025	☒	☒	☒	Meets all qualifications
4	Joseph Sanchez	1/15/2025	☒	☒	☒	Meets all qualifications
5	Willam E. Paolisso III	1/15/2025	☒	☒	☒	Meets all qualifications
6	James J. Santana	1/15/2025	☐	☒	☒	Meets all qualifications
7	Maribel Hernandez	1/15/2025	☐	☒	☒	Active Voter but resides in District 4
8	Claudia Castro	1/15/2025	☐	☒	☐	Active Voter but resides in District 4. Candidate Statement does not meet the word count requirement.
9	Brissa Sotelo	1/15/2025	☒	☐	☒	The declaration is missing a signature. Brissa called on 1/16 to inform us she meant to sign.
10	Richard Saldana	1/15/2025	☒	☐	☐	Submitted after deadline, missing signature on declaration, & missing candidate statement.

RECEIVED

JAN 13 2025

CITY CLERK'S OFFICE



CANDIDATE INFORMATION	
NAME (FIRST, MIDDLE, LAST) Santoya , Rafael	
RESIDENTIAL ADDRESS (NOTE: Cannot be a mailing address or PO Box) [REDACTED]	
TELEPHONE [REDACTED]	BUSINESS PHONE
EMAIL ADDRESS [REDACTED]	

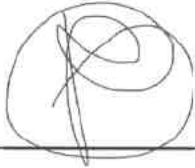
ARE YOU A MONTEBELLO REGISTERED VOTER?	☒ YES	☐ NO
ARE YOU A RESIDENT OF MONTEBELLO?	☒ YES	☐ NO
HOW LONG HAVE YOU BEEN A RESIDENT?	6 years	
ARE YOU A UNITED STATES CITIZEN?	☒ YES	☐ NO
NOTE: THE CITY OF MONTEBELLO RESERVES THE RIGHT TO USE THE INFORMATION PROVIDED ON THIS APPLICATION TO VERIFY YOUR RESIDENTIAL ADDRESS AND VOTER REGISTRATION STATUS.		

Have you ever been convicted of a crime that would prohibit you from holding elective office pursuant to California Elections Code Section 20?	☐ YES	☒ NO
Are you aware of the time commitment necessary to serve on the city council, and will you have such time? Regular meeting dates are the 2 nd and 4 th Wednesday of each month, with additional special meetings from time to time.	☒ YES	☐ NO
State law and the city conflict of interest code requires city council members to file a statement of economic interests (form 700) annually as well as related forms when assuming. And leaving office (e.g., sources of income, loans, gifts, investments, interest in real property as required by state law)	☒ YES	☐ NO
Do you agree to file all required forms in a timely manner as required by the city's filing official?		

AN APPLICANT MAY ATTACH ANY ADDITIONAL INFORMATION THEY BELIEVES IS PERTINENT TO BEING CONSIDERED TO BE APPOINTED TO THIS POSITION. THIS COULD INCLUDE A RESUME, CURRICULUM VITAE, STATEMENT OF BACKGROUND AND EXPERIENCE, AND/OR STATEMENT OF QUALITIES THAT THE APPLICANT BELIEVES MAKES THEM SUITED TO SERVE IN THE POSITION OF COUNCILMEMBER FOR DISTRICT 5.

PLEASE NOTE THAT THIS APPLICATION BECOMES PUBLIC INFORMATION

I hereby certify that the information contained in this application and any accompanying documents is true and correct to the best of my knowledge.



Signature of Applicant

1:8/2025

Date

RECEIVED

JAN 13 2025

CITY CLERK'S OFFICE



CITY OF MONTEBELLO

OFFICE OF THE CITY CLERK

TO: All candidates applying for the City Council Vacancies

SUBJECT: Compliance with Montebello Municipal Code §2.08.040

You have completed an application for the City Council at-large seat. Accordingly, you must comply with the provisions of Montebello Municipal Code §2.08.040, which reads as follows:

2.08.040 - Prohibition of convicted felons from holding elective office.

Any person shall be disqualified from being an elective officer of the City of Montebello if that person has been convicted of a felony. Prior to running for elective office, a candidate is required to execute, under penalty of perjury, a statement indicating the candidate has not been convicted of a felony.

In order to complete your application for City Council, you must complete and file the declaration set forth below and return the same to the Office of the City Clerk no later than **4:00 p.m. on Wednesday, January 15, 2025**. Your failure to file this statement will result in your candidacy being deemed incomplete, and you will not be eligible for the Council Vacancy.

If you have any questions, please contact Kimberly Guillen at 323-887-1359. Thank you.

DECLARATION OF CANDIDATE REGARDING FELONY CONVICTION

I, Rafael Santoya, do hereby declare that I have applied for the City Council Vacancy for the City of Montebello. Pursuant to Montebello Municipal Code §2.08.040, I am required to execute a statement, under penalty of perjury, that I have not been convicted of a felony. I do hereby state and affirm, under penalty of perjury, that I have (check one):

☒	NOT BEEN CONVICTED OF A FELONY
☐	BEEN CONVICTED OF A FELONY

Dated: January 8, 2025

Signature:

A handwritten signature in black ink, appearing to be "Rafael Santoya", is written over a circular stamp or seal.

Print Name: Rafael Santoya

JAN 13 2025

District 5

Candidate Statement

CITY CLERK'S OFFICE

My name is Rafael Santoya, and I have been a proud Montebello resident for over six years. I am running for City Council to strengthen our community by prioritizing public health, economic growth, and civic engagement. I earned my bachelor's degree in Psychology from San Diego State University and my Master's degree from the University of Southern California. I currently serve as the Director of Auditing and Monitoring for All for Kids, where I lead a team of Quality Improvement Specialists and ensure compliance with state and federal regulations while promoting culturally competent, trauma-informed care.

I was born and raised in Los Angeles at USC General Hospital. As a first-generation college graduate from a low-income background, I understand the challenges that many families in our community face. During my childhood, I lived in Mexico throughout my elementary school years and was placed in ESL classes upon my return to the United States. Summers were spent working as a plumber's assistant to help make ends meet at home. These formative experiences taught me the value of hard work, perseverance, education, and the importance of having access to opportunities that foster success.

As a board member and parishioner at St. Benedict Church in Montebello, I am deeply committed to serving our community and fostering connections that build trust and unity. My involvement with St. Benedict Church has also given me the opportunity to work directly with the Montebello Fire Department and Police Department on zoning applications, strengthening my understanding of local governance and public safety needs.

My work with multiple organizations and agencies has given me a unique understanding of how collaboration can drive meaningful change. On a personal level, I have adopted three children from the Department of Children and Family Services. Montebello is the only home they have ever known, and I want to contribute to making their experience here as meaningful as possible. I hope that one day, they will choose to be lifelong residents of this wonderful city.

I am a communicator and collaborator who values transparency and open dialogue. I am ready to embrace the challenges that come with this role if granted the opportunity to serve. I also firmly believe in the principle of "En la unión está la fuerza"—in unity, there is strength. I am committed to supporting City Council initiatives that strengthen our community, including public safety grant funding, securing the lease for the Holifield Library, and advancing the major infrastructure project on Montebello Boulevard to improve the District 5 commute into downtown Montebello.

Montebello deserves leaders who listen and act with integrity. I will bring a collaborative, solutions-oriented approach to the City Council, ensuring transparency and accountability. Together, we can build a brighter future. I would be honored to earn your support and serve this incredible community.

JAN 13 2025

CITY CLERK'S OFFICE

**CANDIDATE INFORMATION**

NAME (FIRST, MIDDLE, LAST) Rocio Yvette Berru (Registered voter under maiden name: Rocio Yvette Ramos)	
RESIDENTIAL ADDRESS (NOTE: Cannot be a mailing address or PO Box) [REDACTED]	
TELEPHONE [REDACTED]	BUSINESS PHONE N/A
EMAIL ADDRESS [REDACTED]	

ARE YOU A MONTEBELLO REGISTERED VOTER?	☒ YES	☐ NO
ARE YOU A RESIDENT OF MONTEBELLO?	☒ YES	☐ NO
HOW LONG HAVE YOU BEEN A RESIDENT?	Since approximately 1987; 38 years	
ARE YOU A UNITED STATES CITIZEN?	☒ YES	☐ NO

NOTE: THE CITY OF MONTEBELLO RESERVES THE RIGHT TO USE THE INFORMATION PROVIDED ON THIS APPLICATION TO VERIFY YOUR RESIDENTIAL ADDRESS AND VOTER REGISTRATION STATUS.

Have you ever been convicted of a crime that would prohibit you from holding elective office pursuant to California Elections Code Section 20?	☐ YES	☒ NO
Are you aware of the time commitment necessary to serve on the city council, and will you have such time? Regular meeting dates are the 2nd and 4th Wednesday of each month, with additional special meetings from time to time.	☒ YES	☐ NO
State law and the city conflict of interest code requires city council members to file a statement of economic interests (form 700) annually as well as related forms when assuming. And leaving office (e.g., sources of income, loans, gifts, investments, interest in real property as required by state law)	☒ YES	☐ NO
Do you agree to file all required forms in a timely manner as required by the city's filing official?		

AN APPLICANT MAY ATTACH ANY ADDITIONAL INFORMATION THEY BELIEVES IS PERTINENT TO BEING CONSIDERED TO BE APPOINTED TO THIS POSITION. THIS COULD INCLUDE A RESUME, CURRICULUM VITAE, STATEMENT OF BACKGROUND AND EXPERIENCE, AND/OR STATEMENT OF QUALITIES THAT THE APPLICANT BELIEVES MAKES THEM SUITED TO SERVE IN THE POSITION OF COUNCILMEMBER FOR DISTRICT 5.

PLEASE NOTE THAT THIS APPLICATION BECOMES PUBLIC INFORMATION

I hereby certify that the information contained in this application and any accompanying documents is true and correct to the best of my knowledge.

Rocio G. Berru

Signature of Applicant

January 13, 2025

Date

JAN 13 2025

CITY CLERK'S OFFICE

ROCIO Y BERRU

Position where my business knowledge, communication, and office skills will be beneficial while performing exceptional clerical tasks and providing superior personnel and public service using tact, patience, and efficiency.

EXPERIENCE

12/2024 - TO CURRENT**ADMINISTRATIVE ASSISTANT, LOS ANGELES COUNTY OFFICE OF EDUCATION**

Support the Charter School Office by providing a wide variety of administrative and technical clerical duties. Assist with maintaining budget, preparing reports, memos, and communicating the information to involved stakeholders verbally, electronically, and by mail. Perform special projects and proofread documents to ensure accuracy. Gather the necessary documents from internal and external parties for new contracts and process contracts via internal software to align with changing deadlines. Monitor contracted services and expenditures for contractual compliance. Advise and instruct as an agent for the director. Plan and coordinate complex meetings and events. Collects and analyzes data. Maintain and organize a variety of files, records, and logs.

01/2023 - TO 11/2024**DIVISION SECRETARY, BILINGUAL SPANISH, LOS ANGELES COUNTY OFFICE OF EDUCATION**

Provide support to the Mental Health and School Counseling (MHSC) Unit as moderator during trainings/meetings with various stakeholders, districts, staff and agencies. Create event flyers registration and Zoom links for participants. Compile attendance data of meetings or trainings done. Create travel pre-approvals and expense reports, mileage claims, reimbursements as well as order supplies and equipment as needed.

07/2021 TO 12/2022**INTERIM DIVISION SECRETARY, BILINGUAL SPANISH, LOS ANGELES COUNTY OFFICE OF EDUCATION**

Support the Community and Safe Schools (CHSS) unit in all matters. Create travel pre-approvals and expense reports, mileage claims, reimbursements as well as order supplies and equipment as needed. Gather all necessary documents and submit Contract or Amendment Requests (CARs) and Memorandums of Understandings (MOUs). Process payment requests for existing contracts/purchase orders as well as invoice entities for work performed by the unit. Create event flyers along with registration Zoom links for participants. Moderate during meetings and maintain event attendance records for data collection purposes.

09/2020 TO 7/2021**SECRETARY, BILINGUAL SPANISH, LOS ANGELES COUNTY OFFICE OF EDUCATION**

Provide administrative support in the Community Health & Safe Schools (CHSS). Send mass emails out on behalf of administrators and keep listserv up to date. Create registration links in OMS including moving participants from pending to confirmed depending on payment status and requirements. Send zoom links to participants, track attendance as well as create, lock, and send CEUs earned.

02/2019 TO 09/2020**SR. TYPIST CLERK BILINGUAL, LOS ANGELES COUNTY OFFICE OF EDUCATION**

Solicit and provide information to employees, public agencies, and the public regarding Head Start. Schedule meetings, reserve conference rooms for multiple and changing meetings while maintaining balance of meeting room capabilities. Answer telephone, take messages and direct callers to appropriate personnel. Organize, distribute, duplicate, and maintain accurate counts of outreach material.

02/2018 TO 04/2019

POLICE SERVICES REPRESENTATIVE, LOS ANGELES POLICE DEPARTMENT

Dispatched police patrol cars in response to service calls received. Received and analyzed 911 calls using a voice radio and digital computer terminal for any given section of LA County. Learned and correctly used extensive vocabulary of police and law enforcement jargon. Communicated and worked in conjunction with fire and medical service staff for the public's benefit.

09/2015 TO 02/2018

SR. SCHOOL OFFICE ASSISTANT, PARAMOUNT UNIFIED SCHOOL DISTRICT

Provided superior secretarial and administrative duties to three deans of discipline and assistant principal. Scheduled meetings between students, parent/guardian, and school administrators related to student discipline and attendance.

09/2011 to 09/2015

ACCOUNTING ASSISTANT, PARAMOUNT UNIFIED SCHOOL DISTRICT

Managed a variety of accounts for categorical and multi-funded transactions. Maintained accurate financial and statistical records. Processed and recorded accounting transactions. Verified balanced, and adjusted accounts.

07/2005 to 03/2009

SCHOOL HEALTH OFFICE TECHNICIAN, PARAMOUNT UNIFIED SCHOOL DISTRICT

Explained state law and district policy and procedures for attendance and enrollment to parent/guardian and staff. Provided health and safety assistance to students and staff while safeguarding against the spread of diseases.

EDUCATION

06/2008 TO 12/2010

CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS

Major: Business Administration

Specialization: Accounting Theory and Practice

06/1996 TO 12/2002

EAST LOS ANGELES COLLEGE

Associate of Arts Degree in Liberal Studies December 2002

SKILLS & ACKNOWLEDGEMENTS

- Fluent in written and spoken Spanish
- Proficient with Microsoft Word, Excel, PowerPoint, and Publisher
- Excellent in writing and editing business forms
- November 2019 Employee of the Month

RECEIVED

JAN 13 2025

CITY CLERK'S OFFICE



CITY OF MONTEBELLO

OFFICE OF THE CITY CLERK

TO: All candidates applying for the City Council Vacancies

SUBJECT: Compliance with Montebello Municipal Code §2.08.040

You have completed an application for the City Council at-large seat. Accordingly, you must comply with the provisions of Montebello Municipal Code §2.08.040, which reads as follows:

2.08.040 - Prohibition of convicted felons from holding elective office.

Any person shall be disqualified from being an elective officer of the City of Montebello if that person has been convicted of a felony. Prior to running for elective office, a candidate is required to execute, under penalty of perjury, a statement indicating the candidate has not been convicted of a felony.

In order to complete your application for City Council, you must complete and file the declaration set forth below and return the same to the Office of the City Clerk no later than **4:00 p.m. on Wednesday, January 15, 2025**. Your failure to file this statement will result in your candidacy being deemed incomplete, and you will not be eligible for the Council Vacancy.

If you have any questions, please contact Kimberly Guillen at 323-887-1359. Thank you.

DECLARATION OF CANDIDATE REGARDING FELONY CONVICTION

I, Rocio Yvette Berru, do hereby declare that I have applied for the City Council Vacancy for the City of Montebello. Pursuant to Montebello Municipal Code §2.08.040, I am required to execute a statement, under penalty of perjury, that I have not been convicted of a felony. I do hereby state and affirm, under penalty of perjury, that I have (check one):

☒ NOT BEEN CONVICTED OF A FELONY
☐ BEEN CONVICTED OF A FELONY

Dated: January 13, 2025

Signature: Rocio Y. Berru

Print Name: Rocio Yvette Berru

JAN 13 2025

CITY CLERK'S OFFICE

Justification for Running for Councilmember for the City of Montebello District 5

A Vision for a Brighter Future

As a dedicated resident of South Montebello's District 5 for over 30 years, I am committed to addressing the needs and concerns of our community. I have been a proud resident of South Montebello's District 5 for over 30 years. My family moved to Montebello in the mid-1980s, and since then, this vibrant city has been an integral part of my life. I attended Montebello Intermediate and High School, graduating from Vail High School in the 1990s before furthering my education at East Los Angeles College and CSU Dominguez Hills. I am eager to serve and make a positive impact on the city.

My career has been deeply rooted in the education sector, having worked for the Montebello Unified School District early in my career among other surrounding school districts. My focus has been on education and empowering change within our community. Montebello is dear to my heart, and it saddens me to witness its current condition. The rise in graffiti, parking issues, lack of pedestrian and cyclist awareness, and the increasing number of unhoused individuals are troubling signs that our city needs more support and involvement.

Many of our residents are hurting, and it is clear that more needs to be done to improve the well-being of all. I am driven by a desire to guide Montebello towards becoming a continually improving and welcoming safe city. A city that once again promotes pride, respect, and the beautification it desperately needs, all while being financially strategic.

For years, I have observed the chaos and changes Montebello has been undergoing. It is time for me to take part and help. I firmly believe that if each resident contributes to the improvement of our town, the collective effort will yield significant benefits for Montebello.

As councilmember, I will:

- Work towards reducing graffiti and enhancing the city's aesthetics to instill a sense of pride and respect among residents.
- Address the parking issues that create daily conflicts and seek sustainable solutions to improve parking management.

- Advocate for more pedestrian and cycle-friendly roads to encourage healthy lifestyles and reduce traffic congestion.
- Support initiatives to provide assistance and resources for unhoused individuals, aiming to reduce homelessness and improve overall community welfare.
- Promote financial strategies that ensure the city's growth and development are sustainable and beneficial for all residents.
- Advocate for stronger educational programs and resources to empower our youth, residents, and community members.

Montebello deserves a leader who understands its rich history and is committed to its future. With your support, I am ready to take on this responsibility and work tirelessly to make Montebello a city we can all be proud of.

Together, we can bring about the positive change Montebello needs. I ask for your vote and your trust as we embark on this journey towards a brighter future for our beloved city.

Respectfully,

Rocio Y. Berru
Rocio Y. Berru



CANDIDATE INFORMATION	
NAME (FIRST, MIDDLE, LAST) Ricardo Alonzo Ugalde	
RESIDENTIAL ADDRESS (NOTE: Cannot be a mailing address or PO Box) [REDACTED]	
TELEPHONE [REDACTED]	BUSINESS PHONE
EMAIL ADDRESS [REDACTED]	

ARE YOU A MONTEBELLO REGISTERED VOTER?	☒ YES	☐ NO
ARE YOU A RESIDENT OF MONTEBELLO?	☒ YES	☐ NO
HOW LONG HAVE YOU BEEN A RESIDENT?	Since 2018	
ARE YOU A UNITED STATES CITIZEN?	☒ YES	☐ NO
NOTE: THE CITY OF MONTEBELLO RESERVES THE RIGHT TO USE THE INFORMATION PROVIDED ON THIS APPLICATION TO VERIFY YOUR RESIDENTIAL ADDRESS AND VOTER REGISTRATION STATUS.		

Have you ever been convicted of a crime that would prohibit you from holding elective office pursuant to California Elections Code Section 20?	☐ YES	☒ NO
Are you aware of the time commitment necessary to serve on the city council, and will you have such time? Regular meeting dates are the 2 nd and 4 th Wednesday of each month, with additional special meetings from time to time.	☒ YES	☐ NO
State law and the city conflict of interest code requires city council members to file a statement of economic interests (form 700) annually as well as related forms when assuming. And leaving office (e.g., sources of income, loans, gifts, investments, interest in real property as required by state law)	☒ YES	☐ NO
Do you agree to file all required forms in a timely manner as required by the city's filing official?		

AN APPLICANT MAY ATTACH ANY ADDITIONAL INFORMATION THEY BELIEVES IS PERTINENT TO BEING CONSIDERED TO BE APPOINTED TO THIS POSITION. THIS COULD INCLUDE A RESUME, CURRICULUM VITAE, STATEMENT OF BACKGROUND AND EXPERIENCE, AND/OR STATEMENT OF QUALITIES THAT THE APPLICANT BELIEVES MAKES THEM SUITED TO SERVE IN THE POSITION OF COUNCILMEMBER FOR DISTRICT 5.

PLEASE NOTE THAT THIS APPLICATION BECOMES PUBLIC INFORMATION

I hereby certify that the information contained in this application and any accompanying documents is true and correct to the best of my knowledge.



Signature of Applicant

1/13/25

Date

RECEIVED

JAN 14 2025

CITY CLERK'S OFFICE



CITY OF MONTEBELLO

OFFICE OF THE CITY CLERK

TO: All candidates applying for the City Council Vacancies

SUBJECT: Compliance with Montebello Municipal Code §2.08.040

You have completed an application for the City Council at-large seat. Accordingly, you must comply with the provisions of Montebello Municipal Code §2.08.040, which reads as follows:

2.08.040 - Prohibition of convicted felons from holding elective office.

Any person shall be disqualified from being an elective officer of the City of Montebello if that person has been convicted of a felony. Prior to running for elective office, a candidate is required to execute, under penalty of perjury, a statement indicating the candidate has not been convicted of a felony.

In order to complete your application for City Council, you must complete and file the declaration set forth below and return the same to the Office of the City Clerk no later than **4:00 p.m. on Wednesday, January 15, 2025**. Your failure to file this statement will result in your candidacy being deemed incomplete, and you will not be eligible for the Council Vacancy.

If you have any questions, please contact Kimberly Guillen at 323-887-1359. Thank you.

DECLARATION OF CANDIDATE REGARDING FELONY CONVICTION

I, Ricardo Alonzo Ugalde, do hereby declare that I have applied for the City Council Vacancy for the City of Montebello. Pursuant to Montebello Municipal Code §2.08.040, I am required to execute a statement, under penalty of perjury, that I have not been convicted of a felony. I do hereby state and affirm, under penalty of perjury, that I have (check one):

☒	NOT BEEN CONVICTED OF A FELONY
☐	BEEN CONVICTED OF A FELONY

Dated: January 13, 2025

Signature: _____

Print Name: Ricardo Alonzo Ugalde

JAN 14 2025

CITY CLERK'S OFFICE

I've been fortunate to call Montebello home for over 20 years, and I'm proud to be a homeowner in District 5. My family and I are deeply invested in the future of South Montebello. I genuinely care about our community's heart and soul, and I recognize how urgently we need someone to step up and advocate for our district. With a Bachelor's in Electrical Engineering and a Master's in Computer Science, I've built my career as an Aerospace Engineer while also running my own small business. Teaching and sharing knowledge is a passion of mine, and in my spare time, I've been honored to volunteer for programs like Read Across America and advocate for equal pay and family leave as part of the Work and Family Coalition.

I'm applying for a seat on the Montebello City Council because District 5 deserves a representative who prioritizes South Montebello and takes action. Our neighborhoods should be clean and beautiful, our infrastructure needs real improvement, and we deserve parks and open spaces where our families and youth can thrive. It's time to make South Montebello a place where people want to live, shop, and spend their time. Too many of us have to leave our district for basic entertainment or a good night out—it's time we change that.

With less than two years in this term, I know there's no time to waste. I'm ready to hit the ground running, working closely with my colleagues and neighbors to listen, act, and make real, visible changes in our district.

I'm asking for the opportunity to serve as District 5 Councilmember because I believe I can deliver results. To my neighbors: I'll be your advocate and your resource, working alongside you to turn our shared vision into reality. I won't make empty promises or claim that we'll win every fight, but I can guarantee that I'll give everything I have to stand up for us and our community.

To my future colleagues: I'm looking forward to working together, even when we debate, disagree, and compromise, because that's how we make progress. While I'll advocate fiercely for my district, I'll always approach our work with mutual respect and a commitment to collaboration.

Montebello raised me, and I'm ready to give back by helping District 5 become the vibrant, thriving community we all deserve. Let's make it happen together.

RECEIVED
JAN 15 2025
CITY CLERK'S OFFICE



CANDIDATE INFORMATION	
NAME (FIRST, MIDDLE, LAST) Joseph Raymond Sanchez	
RESIDENTIAL ADDRESS (NOTE: Cannot be a mailing address or PO Box) [REDACTED]	
TELEPHONE [REDACTED]	BUSINESS PHONE [REDACTED]
EMAIL ADDRESS [REDACTED]	

ARE YOU A MONTEBELLO REGISTERED VOTER?	☒ YES	☐ NO
ARE YOU A RESIDENT OF MONTEBELLO?	☒ YES	☐ NO
HOW LONG HAVE YOU BEEN A RESIDENT?	51	
ARE YOU A UNITED STATES CITIZEN?	☒ YES	☐ NO

NOTE: THE CITY OF MONTEBELLO RESERVES THE RIGHT TO USE THE INFORMATION PROVIDED ON THIS APPLICATION TO VERIFY YOUR RESIDENTIAL ADDRESS AND VOTER REGISTRATION STATUS.

Have you ever been convicted of a crime that would prohibit you from holding elective office pursuant to California Elections Code Section 20?	☐ YES	☒ NO
Are you aware of the time commitment necessary to serve on the city council, and will you have such time? Regular meeting dates are the 2 nd and 4 th Wednesday of each month, with additional special meetings from time to time.	☒ YES	☐ NO
State law and the city conflict of interest code requires city council members to file a statement of economic interests (form 700) annually as well as related forms when assuming. And leaving office (e.g., sources of income, loans, gifts, investments, interest in real property as required by state law) Do you agree to file all required forms in a timely manner as required by the city's filing official?	☒ YES	☐ NO

JAN 15 2025

CITY CLERK'S OFFICE

AN APPLICANT MAY ATTACH ANY ADDITIONAL INFORMATION THEY BELIEVES IS PERTINENT TO BEING CONSIDERED TO BE APPOINTED TO THIS POSITION. THIS COULD INCLUDE A RESUME, CURRICULUM VITAE, STATEMENT OF BACKGROUND AND EXPERIENCE, AND/OR STATEMENT OF QUALITIES THAT THE APPLICANT BELIEVES MAKES THEM SUITED TO SERVE IN THE POSITION OF COUNCILMEMBER FOR DISTRICT 5.

PLEASE NOTE THAT THIS APPLICATION BECOMES PUBLIC INFORMATION

I hereby certify that the information contained in this application and any accompanying documents is true and correct to the best of my knowledge.

Joseph Sanchez

Signature of Applicant

1-15-25

Date



CITY OF MONTEBELLO

OFFICE OF THE CITY CLERK

TO: All candidates applying for the City Council Vacancies

SUBJECT: Compliance with Montebello Municipal Code §2.08.040

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If you have any questions, please contact Kimberly Guillen at 323-887-1359. Thank you.

DECLARATION OF CANDIDATE REGARDING FELONY CONVICTION

JAN 15 2025

CITY CLERK'S OFFICE

I, Joseph Sanchez, do hereby declare that I have applied for the City Council Vacancy for the City of Montebello. Pursuant to Montebello Municipal Code §2.08.040, I am required to execute a statement, under penalty of perjury, that I have not been convicted of a felony. I do hereby state and affirm, under penalty of perjury, that I have (check one):

☒	NOT BEEN CONVICTED OF A FELONY
☐	BEEN CONVICTED OF A FELONY

Dated: January 15, 2025

Signature:

Joseph Sanchez

Print Name:

Joseph Sanchez

JAN 15 2025

CITY CLERK'S OFFICE

Candidate statement

As a resident of Montebello for the last past 51 years, it would be my honor to be the district representative. My family has lived in the same house for the last past 120 years. I'm the fourth generation to call Montebello my home. Hopefully one of my four children will inherit this house and they will be the fifth generation to call Montebello their home. I hope my children see the example of trying to be a public servant motivates them to do it one day. I personally feel that I am qualified to know the needs of the southern portion of Montebello. I would love the opportunity to lead the way as district 5 city council representative to set the foundation that is needed for our district to prosper. Also to show the future residents of Montebello how to lead in honor and in truth. I take great pride in our city. As you all know, I have sat here for the last past eight years, watching and learning how our city operates. I have shown the dedication that is required to be on council by being here on my own time. If given the opportunity to represent our city as a council member, I will set the basis that is needed for growth and prosperity also to prepare the city for the growth that Washington Boulevard is going to bring. Mayor and council please make the choice that will benefit the generations to come. When the future generations look back at history, they will thank you for making the right choice.

Thank you again

Joseph Sanchez

RECEIVED

JAN 15 2025

CITY CLERK'S OFFICE



CANDIDATE INFORMATION	
NAME (FIRST, MIDDLE, LAST) <i>William Edward Paolisso III</i>	
RESIDENTIAL ADDRESS (NOTE: Cannot be a mailing address or PO Box) [REDACTED]	
TELEPHONE [REDACTED]	BUSINESS PHONE [REDACTED]
EMAIL ADDRESS [REDACTED]	

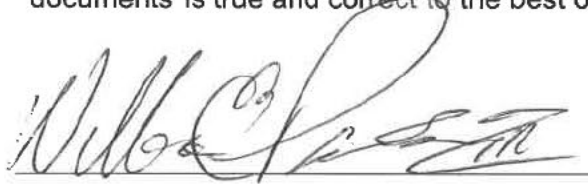
ARE YOU A MONTEBELLO REGISTERED VOTER?	☒ YES	☐ NO
ARE YOU A RESIDENT OF MONTEBELLO?	☒ YES	☐ NO
HOW LONG HAVE YOU BEEN A RESIDENT?	<i>30 years</i>	
ARE YOU A UNITED STATES CITIZEN?	☒ YES	☐ NO
NOTE: THE CITY OF MONTEBELLO RESERVES THE RIGHT TO USE THE INFORMATION PROVIDED ON THIS APPLICATION TO VERIFY YOUR RESIDENTIAL ADDRESS AND VOTER REGISTRATION STATUS.		

Have you ever been convicted of a crime that would prohibit you from holding elective office pursuant to California Elections Code Section 20?	☐ YES	☒ NO
Are you aware of the time commitment necessary to serve on the city council, and will you have such time? Regular meeting dates are the 2 nd and 4 th Wednesday of each month, with additional special meetings from time to time.	☒ YES	☐ NO
State law and the city conflict of interest code requires city council members to file a statement of economic interests (form 700) annually as well as related forms when assuming. And leaving office (e.g., sources of income, loans, gifts, investments, interest in real property as required by state law)	☒ YES	☐ NO
Do you agree to file all required forms in a timely manner as required by the city's filing official?		

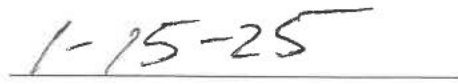
AN APPLICANT MAY ATTACH ANY ADDITIONAL INFORMATION THEY BELIEVES IS PERTINENT TO BEING CONSIDERED TO BE APPOINTED TO THIS POSITION. THIS COULD INCLUDE A RESUME, CURRICULUM VITAE, STATEMENT OF BACKGROUND AND EXPERIENCE, AND/OR STATEMENT OF QUALITIES THAT THE APPLICANT BELIEVES MAKES THEM SUITED TO SERVE IN THE POSITION OF COUNCILMEMBER FOR DISTRICT 5.

PLEASE NOTE THAT THIS APPLICATION BECOMES PUBLIC INFORMATION

I hereby certify that the information contained in this application and any accompanying documents is true and correct to the best of my knowledge.



Signature of Applicant



Date



CITY OF MONTEBELLO

OFFICE OF THE CITY CLERK

RECEIVED

JAN 15 2025

CITY CLERK'S OFFICE

TO: All candidates applying for the City Council Vacancies

SUBJECT: Compliance with Montebello Municipal Code §2.08.040

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In order to complete your application for City Council, you must complete and file the declaration set forth below and return the same to the Office of the City Clerk no later than **4:00 p.m. on Wednesday, January 15, 2025**. Your failure to file this statement will result in your candidacy being deemed incomplete, and you will not be eligible for the Council Vacancy.

If you have any questions, please contact Kimberly Guillen at 323-887-1359. Thank you.

DECLARATION OF CANDIDATE REGARDING FELONY CONVICTION

I, William E. Padlosso III, do hereby declare that I have applied for the City Council Vacancy for the City of Montebello. Pursuant to Montebello Municipal Code §2.08.040, I am required to execute a statement, under penalty of perjury, that I have not been convicted of a felony. I do hereby state and affirm, under penalty of perjury, that I have (check one):

☒ NOT BEEN CONVICTED OF A FELONY
☐ BEEN CONVICTED OF A FELONY

Dated: January 15, 2025

Signature: 
Print Name: William E Padlosso III

RECEIVED

JAN 15 2025

CITY CLERK'S OFFICE

JAN 15 2025

CITY CLERK'S OFFICE

Name: William Edward Paolisso III

Age: 63

Occupation: Graphic and Wide Format Specialist for a Western US Paper Distributor

Position: Vacant District 5 City Council Seat

My Name is Bill Paolisso and I've been a resident of South Montebello for 30 years. I'm submitting my application for the vacant City Council seat to represent District 5. I have the commitment, drive & qualifications needed to bring a fresh approach to help solve the city's current challenges. There are pressing issues facing Montebello, and especially District 5. I want to bring my years of experience and community service to help find answers and move our community forward in a positive direction for all the citizens of Montebello.

I'm committed to enhancing our city's quality of life. My priorities will be focusing on public safety, expanding business with smart development and community engagement. We've made big strides in the area of public safety in District 5; by advocating for changes in the city's parking code enforcement laws which helped rid our residential streets of overnight and long-term parking of commercial trucks & vehicles.

I look forward to applying my 35 years of business experience negotiating with major nationwide corporations to educate & sell companies on Montebello's value proposition when attracting new business to our community. We are centrally located with access to 3 major freeways along with our diverse culture. We need a new focus and strategy to attract business. We need to show pride and enthusiasm for our community. Be more business friendly, setting goals and forecasting growth with tax dollars and most importantly working within the budget and controlling expenses. I believe these fresh ideas will translate in helping us to attract new business & community development, along with the stability of a balanced city budget.

Lastly, I'm committed to looking for ways of getting more community input on the decisions that are going to directly impact their neighborhoods & quality of life. I think it's important to keep the residents up to date on city business as many can't attend council meetings in the middle of the week or have the time to watch online.

I look forward to working with the other City Council members, community leaders and everyday citizens to help improve the lives of the residents of District 5. Thank you for your consideration.

JAN 15 2025

CITY CLERK'S OFFICE



CANDIDATE INFORMATION	
NAME (FIRST, MIDDLE, LAST) James Joaquin Santana	
RESIDENTIAL ADDRESS (NOTE: Cannot be a mailing address or PO Box) [REDACTED]	
TELEPHONE [REDACTED]	BUSINESS PHONE N/A
EMAIL ADDRESS [REDACTED]	

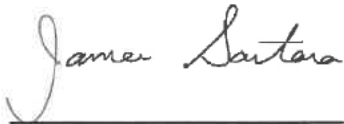
ARE YOU A MONTEBELLO REGISTERED VOTER?	☒ YES	☐ NO
ARE YOU A RESIDENT OF MONTEBELLO?	☒ YES	☐ NO
HOW LONG HAVE YOU BEEN A RESIDENT?	23 years	
ARE YOU A UNITED STATES CITIZEN?	☒ YES	☐ NO
NOTE: THE CITY OF MONTEBELLO RESERVES THE RIGHT TO USE THE INFORMATION PROVIDED ON THIS APPLICATION TO VERIFY YOUR RESIDENTIAL ADDRESS AND VOTER REGISTRATION STATUS.		

Have you ever been convicted of a crime that would prohibit you from holding elective office pursuant to California Elections Code Section 20?	☐ YES	☒ NO
Are you aware of the time commitment necessary to serve on the city council, and will you have such time? Regular meeting dates are the 2 nd and 4 th Wednesday of each month, with additional special meetings from time to time.	☒ YES	☐ NO
State law and the city conflict of interest code requires city council members to file a statement of economic interests (form 700) annually as well as related forms when assuming. And leaving office (e.g., sources of income, loans, gifts, investments, interest in real property as required by state law)	☒ YES	☐ NO
Do you agree to file all required forms in a timely manner as required by the city's filing official?		

AN APPLICANT MAY ATTACH ANY ADDITIONAL INFORMATION THEY BELIEVES IS PERTINENT TO BEING CONSIDERED TO BE APPOINTED TO THIS POSITION. THIS COULD INCLUDE A RESUME, CURRICULUM VITAE, STATEMENT OF BACKGROUND AND EXPERIENCE, AND/OR STATEMENT OF QUALITIES THAT THE APPLICANT BELIEVES MAKES THEM SUITED TO SERVE IN THE POSITION OF COUNCILMEMBER FOR DISTRICT 5.

PLEASE NOTE THAT THIS APPLICATION BECOMES PUBLIC INFORMATION

I hereby certify that the information contained in this application and any accompanying documents is true and correct to the best of my knowledge.



Signature of Applicant

01/15/2024

Date

RECEIVED

JAN 15 2025

CITY CLERK'S OFFICE



CITY OF MONTEBELLO

OFFICE OF THE CITY CLERK

TO: All candidates applying for the City Council Vacancies

SUBJECT: Compliance with Montebello Municipal Code §2.08.040

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If you have any questions, please contact Kimberly Guillen at 323-887-1359. Thank you.

DECLARATION OF CANDIDATE REGARDING FELONY CONVICTION

I, James Joaquin Santana, do hereby declare that I have applied for the City Council Vacancy for the City of Montebello. Pursuant to Montebello Municipal Code §2.08.040, I am required to execute a statement, under penalty of perjury, that I have not been convicted of a felony. I do hereby state and affirm, under penalty of perjury, that I have (check one):

☒	NOT BEEN CONVICTED OF A FELONY
☐	BEEN CONVICTED OF A FELONY

Dated: January 15, 2025

Signature: James Santana

Print Name: James Santana

JAN 15 2025

CITY CLERK'S OFFICE

Candidate Statement

Born and raised in Montebello, I have been deeply shaped by this community. I attended our schools, participated in local programs, represented Montebello at state and national levels, and have proudly served as the Chair of the Parks and Recreation Commission. My experiences growing up here instilled in me a strong sense of service and a commitment to improving the place we all call home.

Professionally, I bring nearly 20 years of experience in operations and organizational development, where I have led teams, managed budgets, and driven innovative solutions to complex challenges. My work has taught me how to assess situations, develop actionable plans, and deliver measurable results—skills I believe are essential to addressing the issues facing our city.

Montebello is at a pivotal moment. Our city faces pressing challenges, including public safety concerns, the need for economic development, infrastructure improvements, and restoring trust in local governance. As a councilmember, I will work tirelessly to address these issues with integrity, transparency, and collaboration. I believe in fostering open communication, making data-driven decisions, and prioritizing the well-being of all residents.

Beyond my professional work, I am a dedicated volunteer and community advocate. Over the years, I've partnered with nonprofits, served on commissions, and led initiatives aimed at enhancing the quality of life for Montebello residents. I know firsthand the power of community and what can be achieved when people come together for a common purpose.

I envision a Montebello that thrives economically, ensures public safety, and embraces its rich diversity. I am committed to creating opportunities for small businesses, strengthening public safety partnerships, and advocating for sustainable development that benefits everyone. My leadership style emphasizes accountability, inclusivity, and building trust through action.

Montebello's future depends on leaders who are deeply invested in its success and willing to make tough decisions for the greater good. I am ready to bring my experience, passion, and dedication to the City Council to ensure Montebello grows with integrity and purpose.

I humbly ask for your trust and the opportunity to serve you as a voice for progress, collaboration, and positive change in our city.

* Does not meet all requirements

RECEIVED

JAN 15 2025

CITY CLERK'S OFFICE



CANDIDATE INFORMATION		
NAME (FIRST, MIDDLE, LAST) Maribel Hernandez		
RESIDENTIAL ADDRESS (NOTE: Cannot be a mailing address) [REDACTED]		
TELEPHONE [REDACTED]	BUSINESS PHONE [REDACTED]	
EMAIL ADDRESS [REDACTED]		
ARE YOU A MONTEBELLO REGISTERED VOTER?	☒ YES	☐ NO
ARE YOU A RESIDENT OF MONTEBELLO?	☒ YES	☐ NO
HOW LONG HAVE YOU BEEN A RESIDENT?	12 YRS.	
ARE YOU A UNITED STATES CITIZEN?	☒ YES	☐ NO
NOTE: THE CITY OF MONTEBELLO RESERVES THE RIGHT TO USE THE INFORMATION PROVIDED ON THIS APPLICATION TO VERIFY YOUR RESIDENTIAL ADDRESS AND VOTER REGISTRATION STATUS.		

Have you ever been convicted of a crime that would prohibit you from holding elective office pursuant to California Elections Code Section 20?	☐ YES	☒ NO
Are you aware of the time commitment necessary to serve on the city council, and will you have such time? Regular meeting dates are the 2 nd and 4 th Wednesday of each month, with additional special meetings from time to time.	☒ YES	☐ NO
State law and the city conflict of interest code requires city council members to file a statement of economic interests (form 700) annually as well as related forms when assuming. And leaving office (e.g., sources of income, loans, gifts, investments, interest in real property as required by state law)	☒ YES	☐ NO
Do you agree to file all required forms in a timely manner as required by the city's filing official?		

AN APPLICANT MAY ATTACH ANY ADDITIONAL INFORMATION THEY BELIEVES IS PERTINENT TO BEING CONSIDERED TO BE APPOINTED TO THIS POSITION. THIS COULD INCLUDE A RESUME, CURRICULUM VITAE, STATEMENT OF BACKGROUND AND EXPERIENCE, AND/OR STATEMENT OF QUALITIES THAT THE APPLICANT BELIEVES MAKES THEM SUITED TO SERVE IN THE POSITION OF COUNCILMEMBER FOR DISTRICT 5.

PLEASE NOTE THAT THIS APPLICATION BECOMES PUBLIC INFORMATION

I hereby certify that the information contained in this application and any accompanying documents is true and correct to the best of my knowledge.

Marc Edwards

Signature of Applicant

1/15/2025

Date

RECEIVED
JAN 15 2025
CITY CLERK'S OFFICE



CITY OF MONTEBELLO
OFFICE OF THE CITY CLERK

TO: All candidates applying for the City Council Vacancies

SUBJECT: Compliance with Montebello Municipal Code §2.08.040

You have completed an application for the City Council at-large seat. Accordingly, you must comply with the provisions of Montebello Municipal Code §2.08.040, which reads as follows:

2.08.040 - Prohibition of convicted felons from holding elective office.

Any person shall be disqualified from being an elective officer of the City of Montebello if that person has been convicted of a felony. Prior to running for elective office, a candidate is required to execute, under penalty of perjury, a statement indicating the candidate has not been convicted of a felony.

In order to complete your application for City Council, you must complete and file the declaration set forth below and return the same to the Office of the City Clerk no later than **4:00 p.m. on Wednesday, January 15, 2025**. Your failure to file this statement will result in your candidacy being deemed incomplete, and you will not be eligible for the Council Vacancy.

If you have any questions, please contact Kimberly Guillen at 323-887-1359. Thank you.

DECLARATION OF CANDIDATE REGARDING FELONY CONVICTION

I, Maribel Hernandez, do hereby declare that I have applied for the City Council Vacancy for the City of Montebello. Pursuant to Montebello Municipal Code §2.08.040, I am required to execute a statement, under penalty of perjury, that I have not been convicted of a felony. I do hereby state and affirm, under penalty of perjury, that I have (check one):

☒ NOT BEEN CONVICTED OF A FELONY
☐ BEEN CONVICTED OF A FELONY

Dated: January 15, 2025

Signature: Maribel Hernandez

Print Name: Maribel Hernandez

JAN 15 2025

CITY CLERK'S OFFICE

Maribel Hernandez


January 15, 2025

This letter is to express my interest in the 2024 City Council Vacancy - District 5. The following is brief introduction along with why I would make a good councilmember.

I have been a resident of the City of Montebello for the past 12 years. I am a mother to one teenage son who has been attending the Montebello School District since the 1st grade. Therefore, I am deeply invested in our community. From attending and supporting our local vendors at our Farmers Market to attending and supporting all our city events. The City of Montebello is my home and when I see our community come together at our local events it brings much joy and excitement knowing our community is growing strong. My enthusiasm and dedication to represent our community along with my compassion for people is what will make me a good candidate for councilmember.

My decision to run for City Council was prompted by my love for our city and our community. I pledge to assist with research, accountability and support to find the best solutions for our community. I pledge to listen to our community before making decisions to insure what's best not just for our beloved city but for our entire Montebello Community. With more than 18yrs of professional customer service knowledge as well as having strong decision-making skills and strong performance in a team setting. I know I can work closely with all City Councilmembers in either basic or critical decision making. One of my past employers was the City of Norwalk Transportation Department, where I assisted the director of transportation. I handled the day-to-day expenses and the fiscal year budget for the department. I currently work for State Farm Insurance as a Claims Property Adjuster where I work directly with insureds either in our city or in the surrounding cities and assist our insureds recover from a loss.

Thank you for your time and consideration. I welcome discussing my qualifications further.

Maribel Hernandez

* Does not meet all qualifications.

RECEIVED

JAN 15 2025

CITY CLERK'S OFFICE



CANDIDATE INFORMATION	
NAME (FIRST MIDDLE, LAST) <i>Claudia Castro</i>	
RESIDENTIAL ADDRESS (NOTE: Cannot be a mailing address or PO Box) [REDACTED]	
TELEPHONE [REDACTED]	BUSINESS PHONE [REDACTED]
EMAIL ADDRESS [REDACTED]	

ARE YOU A MONTEBELLO REGISTERED VOTER?	☒ YES	☐ NO
ARE YOU A RESIDENT OF MONTEBELLO?	☒ YES	☐ NO
HOW LONG HAVE YOU BEEN A RESIDENT?	<i>24 years</i>	
ARE YOU A UNITED STATES CITIZEN?	☒ YES	☐ NO
NOTE: THE CITY OF MONTEBELLO RESERVES THE RIGHT TO USE THE INFORMATION PROVIDED ON THIS APPLICATION TO VERIFY YOUR RESIDENTIAL ADDRESS AND VOTER REGISTRATION STATUS.		

Have you ever been convicted of a crime that would prohibit you from holding elective office pursuant to California Elections Code Section 20?	☐ YES	☒ NO
Are you aware of the time commitment necessary to serve on the city council, and will you have such time? Regular meeting dates are the 2 nd and 4 th Wednesday of each month, with additional special meetings from time to time.	☒ YES	☐ NO
State law and the city conflict of interest code requires city council members to file a statement of economic interests (form 700) annually as well as related forms when assuming. And leaving office (e.g., sources of income, loans, gifts, investments, interest in real property as required by state law) Do you agree to file all required forms in a timely manner as required by the city's filing official?	☒ YES	☐ NO

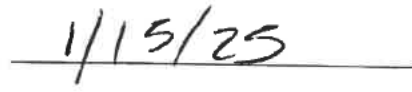
AN APPLICANT MAY ATTACH ANY ADDITIONAL INFORMATION THEY BELIEVES IS PERTINENT TO BEING CONSIDERED TO BE APPOINTED TO THIS POSITION. THIS COULD INCLUDE A RESUME, CURRICULUM VITAE, STATEMENT OF BACKGROUND AND EXPERIENCE, AND/OR STATEMENT OF QUALITIES THAT THE APPLICANT BELIEVES MAKES THEM SUITED TO SERVE IN THE POSITION OF COUNCILMEMBER FOR DISTRICT 5.

PLEASE NOTE THAT THIS APPLICATION BECOMES PUBLIC INFORMATION

I hereby certify that the information contained in this application and any accompanying documents is true and correct to the best of my knowledge.



Signature of Applicant



Date

RECEIVED

JAN 15 2025

CITY CLERK'S OFFICE



CITY OF MONTEBELLO

OFFICE OF THE CITY CLERK

TO: All candidates applying for the City Council Vacancies

SUBJECT: Compliance with Montebello Municipal Code §2.08.040

You have completed an application for the City Council at-large seat. Accordingly, you must comply with the provisions of Montebello Municipal Code §2.08.040, which reads as follows:

2.08.040 - Prohibition of convicted felons from holding elective office.

Any person shall be disqualified from being an elective officer of the City of Montebello if that person has been convicted of a felony. Prior to running for elective office, a candidate is required to execute, under penalty of perjury, a statement indicating the candidate has not been convicted of a felony.

In order to complete your application for City Council, you must complete and file the declaration set forth below and return the same to the Office of the City Clerk no later than **4:00 p.m. on Wednesday, January 15, 2025**. Your failure to file this statement will result in your candidacy being deemed incomplete, and you will not be eligible for the Council Vacancy.

If you have any questions, please contact Kimberly Guillen at 323-887-1359. Thank you.

DECLARATION OF CANDIDATE REGARDING FELONY CONVICTION

I, Claudia Castro, do hereby declare that I have applied for the City Council Vacancy for the City of Montebello. Pursuant to Montebello Municipal Code §2.08.040, I am required to execute a statement, under penalty of perjury, that I have not been convicted of a felony. I do hereby state and affirm, under penalty of perjury, that I have (check one):

☒	NOT BEEN CONVICTED OF A FELONY
☐	BEEN CONVICTED OF A FELONY

Dated: January 15th, 2025

Signature: Claudia Castro

Print Name: Claudia Castro

JAN 15 2025

CANDIDATE STATEMENT

CITY CLERK'S OFFICE

My name is Claudia Castro I have been a resident of the city of Montebello for the past 24 years. My grandparent lived in Montebello for over 50 years and on summer break when I was a child I would visit them from Mexico City. I am very familiar with the city and people of Montebello. My daughter and I call the city our forever home. I am very proud to say we are residents.

I always understood the importance of taking care of community it provides a sense of belonging. My parent set the example of contributing to the community with their professional careers as a Physician and a School teacher.

I have a Bachelors in Arts from California State University Long Beach, in Consumer Sciences. I have lived in New York City as a post grad student at NYU. I am currently licensed in CA as a Notary/Confidential Marriage and have been employed as an Insurance Broker for 10 years. I am presently employed in a government position at Los Angeles County Development Authority as a Program Specialist I am certified with Nan Mackay in FAIR Housing. I am very familiar with working with the public and are familiar with rules and regulations.

I would like to be considered as a candidate for the City Council of Montebello. I believe I would be a great fit not only to pursue my professional development but also contribute to any future endeavors. Thank you for your time and consideration.

Sincerely,

Claudia Castro



*Does not meet all qualifications.

RECEIVED

JAN 15 2025

CITY CLERK'S OFFICE



CANDIDATE INFORMATION	
NAME (FIRST, MIDDLE, LAST) Brissa Sotelo	
RESIDENTIAL ADDRESS (NOTE: Cannot be a mailing address or PO Box) [REDACTED]	
TELEPHONE [REDACTED]	BUSINESS PHONE [REDACTED]
EMAIL ADDRESS [REDACTED]	

ARE YOU A MONTEBELLO REGISTERED VOTER?	☒ YES	☐ NO
ARE YOU A RESIDENT OF MONTEBELLO?	☒ YES	☐ NO
HOW LONG HAVE YOU BEEN A RESIDENT?		
ARE YOU A UNITED STATES CITIZEN?	☒ YES	☐ NO
NOTE: THE CITY OF MONTEBELLO RESERVES THE RIGHT TO USE THE INFORMATION PROVIDED ON THIS APPLICATION TO VERIFY YOUR RESIDENTIAL ADDRESS AND VOTER REGISTRATION STATUS.		

Have you ever been convicted of a crime that would prohibit you from holding elective office pursuant to California Elections Code Section 20?	☐ YES	☒ NO
Are you aware of the time commitment necessary to serve on the city council, and will you have such time? Regular meeting dates are the 2 nd and 4 th Wednesday of each month, with additional special meetings from time to time.	☒ YES	☐ NO
State law and the city conflict of interest code requires city council members to file a statement of economic interests (form 700) annually as well as related forms when assuming. And leaving office (e.g., sources of income, loans, gifts, investments, interest in real property as required by state law) Do you agree to file all required forms in a timely manner as required by the city's filing official?	☒ YES	☐ NO

AN APPLICANT MAY ATTACH ANY ADDITIONAL INFORMATION THEY BELIEVES IS PERTINENT TO BEING CONSIDERED TO BE APPOINTED TO THIS POSITION. THIS COULD INCLUDE A RESUME, CURRICULUM VITAE, STATEMENT OF BACKGROUND AND EXPERIENCE, AND/OR STATEMENT OF QUALITIES THAT THE APPLICANT BELIEVES MAKES THEM SUITED TO SERVE IN THE POSITION OF COUNCILMEMBER FOR DISTRICT 5.

PLEASE NOTE THAT THIS APPLICATION BECOMES PUBLIC INFORMATION

I hereby certify that the information contained in this application and any accompanying documents is true and correct to the best of my knowledge.


Signature of Applicant

January 15, 2025

Date

RECEIVED

JAN 15 2025

CITY CLERK'S OFFICE



CITY OF MONTEBELLO

OFFICE OF THE CITY CLERK

TO: All candidates applying for the City Council Vacancies

SUBJECT: Compliance with Montebello Municipal Code §2.08.040

You have completed an application for the City Council at-large seat. Accordingly, you must comply with the provisions of Montebello Municipal Code §2.08.040, which reads as follows:

2.08.040 - Prohibition of convicted felons from holding elective office.

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In order to complete your application for City Council, you must complete and file the declaration set forth below and return the same to the Office of the City Clerk no later than **4:00 p.m. on Wednesday, January 15, 2025**. Your failure to file this statement will result in your candidacy being deemed incomplete, and you will not be eligible for the Council Vacancy.

If you have any questions, please contact Kimberly Guillen at 323-887-1359. Thank you.

DECLARATION OF CANDIDATE REGARDING FELONY CONVICTION

I, Brissa Sotelo, do hereby declare that I have applied for the City Council Vacancy for the City of Montebello. Pursuant to Montebello Municipal Code §2.08.040, I am required to execute a statement, under penalty of perjury, that I have not been convicted of a felony. I do hereby state and affirm, under penalty of perjury, that I have (check one):

☒ NOT BEEN CONVICTED OF A FELONY
☐ BEEN CONVICTED OF A FELONY

Dated: January 15, 2025

Signature: _____

Print Name: Brissa Sotelo

JAN 15 2025

Brissa Sotelo-Vargas

90640

CLERK'S OFFICE

Leadership Profile

Effective policymaking, collaborative builder and advocate on behalf of business interests, emphasizing management concerns; early engagement with leaders and stakeholders, shaping legislative outcomes, and influencing administrative rulemaking with federal, state, and local government officials/agencies, chambers/business associations and non-profits. Exceptional relationship building and negotiation skills, successfully collaborating with senior executive team and stakeholders to prioritize activities and objectives, translating into company and community core values and goals.

PROFESSIONAL HIGHLIGHTS AND CAREER ACHIEVEMENTS

- Chair, BizFed -Los Angeles County Federation of Business, bringing together over 230 chamber/business associations, representing 410 employers with 5 million employees.
- Chair, Environment, Water and Sustainability Committee, LA Chamber of Commerce
- Public Information Officer at Tesoro Refining, California's largest refinery
- Worked with City of Los Angeles on Clean Up Green Up Ordinance
- Developed and wrote (in conjunction with Homeless Organizations) Homeless Grant to US Department of Labor and Housing of Urban Development obtaining \$3.6M
- Chair, LA Area Chamber PAC, and Co-Chair, BizFed PAC

PROFESSIONAL EXPERIENCE**Director, Community Relations and Government Affairs**

Sep 2017 to Present

Valero Energy - Los Angeles, CA

Responsible for leading the Government Affairs team to ensure alignment with outreach, engagement, collaboration, focus and priorities within the Wilmington Refinery operations. In addition, manage and build strategic alliances and coalitions with key constituency groups largely at the local and region-wide level, through trust and education about Valero Wilmington and the industry's business and community relationships. Issue identification and management in the regulatory and legislative environments at multiple levels of government, specific to issues affecting reputation and operational access. Develop policy strategies and implement tactics to address these issues through executive corporate and local leadership, including PAC investments. Manage philanthropic priorities to create successful objectives with constituents, businesses, and community organizations resulting in philanthropic partnerships. Manage Valero's local volunteer program and budget. Also managed Valero's high school intern program.

Manager, So. Cal Public and Government Affairs

Oct 2006 to Sep 2017

Shell Oil/Tesoro Marketing and Refining - Los Angeles, CA

Managed and coordinated policy issues identification and management; media relations; crisis communications; internal communications and management of the site's community philanthropic investment activities. Functions included: developing policy integrated and strategic plans for advancing reputation of the facility, enhance the company's long-term reputation advance business objectives, monitor political and regulatory environment to assess current or potential issues that could affect the company's operations and license to operate among local, county, state and other interested stakeholders. Managed department budget including local PAC contributions and Southern California charitable contribution-outreach/marketing budget. Developed effective training and support for local refinery managers and external affairs staff as needed. Lead employee volunteer program within local community. Supervised staff, college and high school interns.

EDUCATION

- M.C.M., Annenberg School of Communication and Journalism, University of Southern California; Los Angeles, CA
- M.P.P., Sol Price School of Public Policy, University of Southern California; Los Angeles, CA (Certificate: Local Government Management)
- B.A., Holy Names University, Oakland, CA
Major: International Affairs and Spanish (minor: Political Science)

APPOINTED/ELECTED AND RECOGNIZED LEADERSHIP:

- Former Appointee, Investment and Oversight Committee, City of Montebello
- Board, Sol Price School of Policy Leadership Council, Athenian Society and Alumni Board, University of Southern California (10 years)
- Advisory Board, Hispanas Organized for Political Equality
- Past Chair, Planning Commission, City of Montebello

Professional and Leadership Highlights:

- Southern California Leadership Network (SCLN), California Connections
- Shell Oil Fellow under National Association of Latino Elected and Appointed Officials
- Office of Congressman Xavier Becerra
- Women Leadership Award, Los Angeles Business Journal
- Served on various panels relating to energy and women in business
- Designation of St. Vincent Seminary (Montebello) as Historic

ORGANIZATIONAL AFFILIATIONS

- Chair, Environment, Water, Sustainability Cmte., LA Jobs PAC, Leadership Council, Women's Business Council and Executive Board at LA Area Chamber of Commerce
- Chair, and Member of PAC at BizFed Los Angeles County Federation of Businesses
- Board, Long Beach Chamber of Commerce
- Past Chair, Wilmington Chamber of Commerce
- Former, Board and Development Committee, Wilmington YMCA
- President, Friends of Cabrillo Marine Aquarium
- Board, and Education Committee at Long Beach Symphony
- Board Member and Fundraising Committee, Dolores Mission School (Boyle Heights)

JAN 15 2025

CITY CLERK'S OFFICE

Brissa Sotelo-Vargas

Statement of Interest

Unity has never meant uniformity-Martin Luther King, Jr.

At a time when there is so much at stake, the members of the 5th District must keep perspective of the end goal, that when we are united we move forward together. A resident of the 5th District, I have lived in this district for eighteen years, and combined, with my husband and our family we are raising for over 40 years.

Moving to Montebello to start a family was a choice we took very seriously. For the last eighteen years we have lived, invested, built and grown in this community, and I remain committed to Montebello because I want my children to have the same pride I have for where we live. Raising a family here has allowed us to engage with families and neighbors that have spoken about the needs they want to see change and growth in; from preserving The St. Vincent's Seminary, setting an economic development strategic plan, adding a police substation, supporting our Fire Department, aligning on equity of public transportation infrastructure, and adding housing that aligns and reflects this community. The key points and concerns of the residents of the 5th District are no different to what residents of other districts in this city also want to see in a livable and thriving community they take pride in calling home. But the goals stretch beyond these points, and we need to ensure our neighbors of other districts are provided with the same opportunities while making Montebello a city our neighboring cities highlight and reference when pointing to a model city. We need leadership to be united to be a model city.

A past Chair of the Planning Commission and member of the Fiscal Accountability and Investment Committee, I have learned and worked with our city departments and its leaders. A background in community, government affairs and business, I bring experience in areas we have been unattended to in this district.

I am committed to be this district's caretaker for the next eighteen months until a citywide election is held. Listening without judgment, uniting without misrepresentation and most importantly, working with residents, and council members in meaningful discourse, debate and discussion, even when in difference of opinion, in a respectful manner that will benefit the district and the city is my priority to move forward together.

* Does not meet all qualifications.

RECEIVED

JAN 15 2025

CITY CLERK'S OFFICE

Submitted at 5:40pm.



CANDIDATE INFORMATION	
NAME (FIRST, MIDDLE, LAST) Richard J Saldana	
RESIDENTIAL ADDRESS (NOTE: Cannot be a mailing address or PO Box) [REDACTED]	
TELEPHONE [REDACTED]	BUSINESS PHONE
EMAIL ADDRESS [REDACTED]	

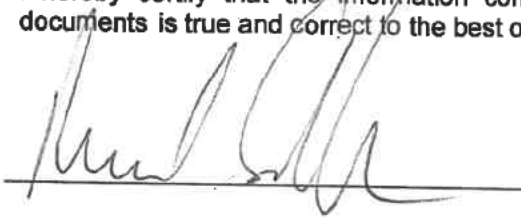
ARE YOU A MONTEBELLO REGISTERED VOTER?	☒ YES	☐ NO
ARE YOU A RESIDENT OF MONTEBELLO?	☒ YES	☐ NO
HOW LONG HAVE YOU BEEN A RESIDENT?	39 years	
ARE YOU A UNITED STATES CITIZEN?	☒ YES	☐ NO
NOTE: THE CITY OF MONTEBELLO RESERVES THE RIGHT TO USE THE INFORMATION PROVIDED ON THIS APPLICATION TO VERIFY YOUR RESIDENTIAL ADDRESS AND VOTER REGISTRATION STATUS.		

Have you ever been convicted of a crime that would prohibit you from holding elective office pursuant to California Elections Code Section 207?	☐ YES	☒ NO
Are you aware of the time commitment necessary to serve on the city council, and will you have such time? Regular meeting dates are the 2 nd and 4 th Wednesday of each month, with additional special meetings from time to time.	☒ YES	☐ NO
State law and the city conflict of interest code requires city council members to file a statement of economic interests (form 700) annually as well as related forms when assuming. And leaving office (e.g., sources of income, loans, gifts, investments, interest in real property as required by state law)	☒ YES	☐ NO
Do you agree to file all required forms in a timely manner as required by the city's filing official?		

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PLEASE NOTE THAT THIS APPLICATION BECOMES PUBLIC INFORMATION

I hereby certify that the information contained in this application and any accompanying documents is true and correct to the best of my knowledge.



Signature of Applicant

07/15/25

Date

JAN 15 2025

CITY CLERK'S OFFICE



CITY OF MONTEBELLO

OFFICE OF THE CITY CLERK

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If you have any questions, please contact Kimberly Guillen at 323-887-1359. Thank you.

DECLARATION OF CANDIDATE REGARDING FELONY CONVICTION

I, Richard Saldana, do hereby declare that I have applied for the City Council Vacancy for the City of Montebello. Pursuant to Montebello Municipal Code §2.08.040, I am required to execute a statement, under penalty of perjury, that I have not been convicted of a felony. I do hereby state and affirm, under penalty of perjury, that I have (check one):

☒ NOT BEEN CONVICTED OF A FELONY
☐ BEEN CONVICTED OF A FELONY

Dated: January 15, 2025

Signature: _____

Print Name: Richard Saldana



ITEM # 8

**CITY OF MONTEBELLO
CITY COUNCIL AGENDA STAFF REPORT**

TO: Honorable Mayor and City Council Members

FROM: Raul Alvarez, City Manager

BY: David Sosnowski, Director of Recreation and Community Services

SUBJECT: **RESCIND THE AWARD AND AGREEMENT NO. 4257 WITH G&J NEON SIGNS, INC FOR THE INSTALLATION OF TWO (2) LED SIGNS PROJECT AND REJECT ALL BIDS RECEIVED FOR THE INSTALLATION OF TWO (2) LED SIGNS RESULTING FROM REQUEST FOR PROPOSALS (RFP) NO. 24-19 IN ACCORDANCE WITH PUBLIC CONTRACT CODE SECTION 22160, ET SEQ.**

DATE: January 22, 2025

RECOMMENDATIONS:

It is recommended that the City Council:

1. Rescind the award and Agreement No. 4257 with G&J Neon Signs, Inc. (G&J Signs) for the Installation of Two (2) New LED Signs; and
2. Reject all bids received for the Installation of Two (2) LED Signs in response to Request for Proposals (RFP) No. 24-19; and
3. Take such additional, related action that may be desirable.

FISCAL IMPACT:

The recommended actions do not have any fiscal impact.

BACKGROUND/DISCUSSION:

On July 24, 2024, the City Council approved releasing RFP No. 24-19 (Attachment A) to solicit proposals for the installation of two (2) LED signs on City-owned property. On September 3, 2024, the RFP closed, yielding seven (7) bids. Each vendor was evaluated and scored on a rubric, with G&J receiving the highest cumulative score. On December 5, 2024, the City Council approved Agreement No. 4257 with G&J Signs for a total not-to-exceed amount of \$107,015 for the Project (Attachment B).

On December 31, 2024, the City received correspondence from the law firm of Weinberg Roger & Rosenfeld on behalf of the Construction Industry Force Account Council (CIFAC) alleging that the City had failed to competitively bid the Project. After careful review and consideration of the Project's cost and CIFAC's position, staff recommends the City Council rescind the award and Agreement No. 4257 to G&J Signs and reject all bids received in response to RFP No. 24-19. At the time of this recommendation, the City has not yet issued a Notice to Proceed to G&J Signs. Should the City decide to continue with the Project, it will consider a new RFP process at a future date.

It should be further noted that at no time should the City's decision to rescind Agreement No. 4257 be construed as an admission of wrongdoing or liability. Rather, the City is considering its options and the scope of the Project for any future action.

ENVIRONMENTAL:

N/A

ANALYSIS:

N/A

SUMMARY:

Staff is recommending that the City Council rescind the award and Agreement No. 4257 with G&J Neon Signs, Inc. for the Installation of Two (2) LED Signs Project, reject all bids received for the Installation of Two (2) LED Signs Request for Proposals No. 24-19 and take such additional, related action that may be desirable.

ATTACHMENT(S)

1. Attachment A - RFP 24-19 - Installation of Two (2) LED Signs



CITY OF MONTEBELLO

Request for Proposals

RFP No. 24 – 19

Installation Of Two (2) New LED Signs

Release Date: Thursday, September 26, 2024

Questions Due: Wednesday, October 23, 2024, at 11 a.m. PDT

Due Date: Monday, November 4, 2024, at 11 a.m. PDT

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TO PROSPECTIVE PROPOSERS

The City of Montebello ("City") invites proposal submissions under this Request for Proposals ("RFP"). The City will evaluate responses to this solicitation to determine qualifications. Submissions must adhere to the format and content described. Only proposals that adhere to the requirements will be evaluated. The information set forth is the minimum required to qualify for consideration. The successful Proposer will be required to enter into a Professional Services Agreement based on the specifications outlined in this RFP.

DATE OF SOLICITATION

September 26, 2024

PROJECT

Installation of two LED signs.

PROPOSAL OWNER

City of Montebello – Department of Finance
1600 West Beverly Boulevard
Montebello, CA 90640
Attn: Michael Solorza, Director of Finance
Contact Phone: (323) 887-1200
Contact E-Mail: msolorza@montebellocity.gov

PROPOSAL CONTACT

City of Montebello – Department of Parks and Recreation
1600 West Beverly Boulevard
Montebello, CA 90640
Attn: David Sosnowski, Director of Parks and Recreation
Contact Phone: (323) 887- 1200
Contact E-Mail: dsosnowski@montebellocity.gov

Any questions about this RFP should be submitted via the City's PlanetBids Portal by Wednesday, October 23, 2024, at 11:00 a.m. PST. Prospective vendors must register their business with PlanetBids before being able to view or submit a response. To access the City's PlanetBids Portal, please go to:

<https://www.montebellocity.gov/cms/one.aspx?portalId=58756&pageId=84839>

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Appendix A – Proposal Content and Format

Appendix B – Sample Professional Services Agreement

Appendix C – Cost Proposal

Appendix D – References

1.0 Notice Inviting Proposals

The City of Montebello seeks proposals from qualified vendors to provide the installation of (2) two new LED signs following the specifications, terms, and conditions identified in this RFP. Prospective respondents are advised to carefully read information related to this opportunity before submitting a response.

To view the complete RFP package, please visit:

<https://www.montebellocal.ca.gov/cms/one.aspx?portalId=58756&pageId=84839>

Prospective vendors must register with PlanetBids before being able to view or submit a response.

Questions must be submitted by **Wednesday, October 23, 2024, at 11:00 a.m. PST.**

*******QUESTIONS MUST BE SUBMITTED VIA PLANETBIDS*******

Proposals must be submitted via PlanetBids by **Monday, November 4, 2024, at 11:00 a.m. PST.**

Responses will be evaluated to determine the vendor that is the most qualified and responsive to the requirements. Responses must adhere to the format and content described. The City reserves the right to accept or reject any and all proposals.

2.0 Introduction

The City of Montebello invites prospective vendors to submit a proposal to provide the installation of two (2) new LED signs. The city is seeking a vendor to remove and dispose of two (2) existing LED cabinet messaging units and pole covers. The city would like a new design and installation of a new pole cover wrap and double-sided messaging unit cabinets with the City brand. The goal is to improve communication and provide valuable information to residents, visitors, and business owners promptly.

The City will also require the selected vendor to provide training to city staff on the operation of newly installed LED signs.

About the City of Montebello

Montebello ("beautiful mountain" in Spanish and Italian) is a city in the County of Los Angeles. Founded in 1899 and incorporated in 1920, the City is an 8.37 square mile General Law City located east of Downtown Los Angeles. Currently, the City has a population of approximately 63,000 residents. It hosts a mix of various industries that represent the business diversity of the County of Los Angeles. It is a full-service City that provides a long list of services, employing approximately 600 full-time and part-time employees in public safety, transit, and non-safety functions.

3.0 Timeline

- | | |
|---------------------------------|--|
| • Release RFP | Thursday, September 26, 2024 |
| • Online Q&A Deadline | Wednesday, October 23, 2024, 11 a.m. PDT |
| • Deadline to Submit Responses | Monday, November 4, 2024, at 11 a.m. PDT |
| • City Review of Submissions | Early/Mid-November 2024 |
| • Notifications Sent to Vendors | Early/Mid-December 2024 |
| • Award | December 2024 |

4.0 Purpose

The purpose of this solicitation is to identify a qualified vendor to assist the City with removing and disposing of two (2) LED signs as well as installing new LED signs.

The Montebello Civic Center and Montebello City Park are the locations of 3' 8" x 10' LED signs atop 7' x 2' 9" tall poles that have been inoperable for nearly 10 years. Above the LED sign cabinets are 10' x 4' 1" header panels that carry the City's old brand and the location name of each specific sign. Prior to their inoperable status, these signs served as an important means of providing communication outlet to provide important information from the City during both the day and night to residents, business owners, and visitors along major thoroughfares within the City – Beverly Boulevard and Whittier Boulevard. Moreover, these LED signs allowed City staff to share messaging regarding

City events, Community meetings, and more with members of the public that do have contact with the City's other communication outlets on social media, print newsletter, etc.

To revitalize these important communication platforms and allow City staff to begin utilizing them to share information with the public, new LED signs are requested to be installed. In addition to elevating communication, the new LED signs will align with Montebello's commitment to sustainability and technological advancement. LED technology is known for its energy efficiency, which will help reduce the city's carbon footprint and lower long-term operational costs compared to traditional signage.

By investing in this modern signage solution for these two important City locations, Montebello aims to demonstrate its proactive approach to infrastructure modernization, community engagement, and support for local commerce, contributing to the City's growth and prosperity.

The City is seeking to establish an agreement with a minimum term of three (3) years with up to two (2), year extension options for a total of up to five (5) years. This requirement may change during the process of finalizing the agreement with the selected vendor.

5.0 Scope of Work/Services

The City of Montebello is requesting proposals from qualified vendors capable of providing well-versed experience in removal, disposal, installation, and training of use for two (2) new LED signs.

The vendor awarded for the services through this RFP shall be required to provide the following:

The selected vendor will remove and dispose of two (2) existing LED cabinet messaging units and pole covers, design and install a new pole cover wrap and doubled-sided messaging unit cabinets with aesthetics that complement the surrounding aesthetics and City brand, create and install the necessary software, and provide City of Montebello staff training to operate messaging functions for the LED sign cabinets. Additionally, the LED sign cabinet messaging units will meet the specifications of 6.667mm per LED panel and a brightness of 8,000 NITs per LED panel and include a 10-year warranty on all parts.

Additionally, the vendor will also design and install a header roughly 10' x 4' 1" above the LED sign cabinet that encompasses the City's new brand and fits appropriately within the aesthetics of the area.

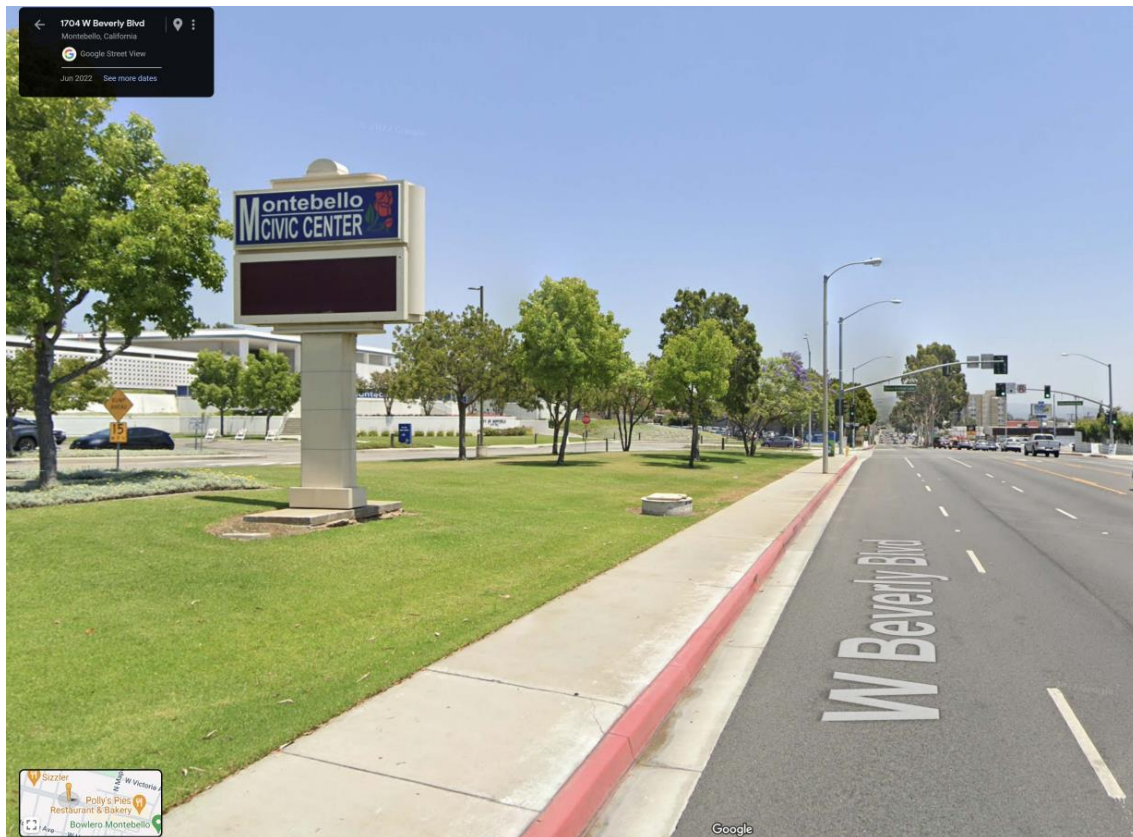
Potential Bidders are advised to visit the two (2) locations below at their own time and discretion.

Additional Requirements: Each bidder must submit two (2) renderings/designs of the proposed design for new signs that will be used to evaluate

NOTES:

- Each site has the availability of two (2) 20 amp circuits
- A "no fee" permit will be required to install the signs for the City.
- Attached to this RFP is a copy of the City's brand guidelines and schematic for the existing signs

Location 1- Outside City Hall (1600 W. BEVERLY BLVD MONTEBELLO, CA 90640)



Location 2- Montebello City Park (1301 W. WHITTIER BLVD MONTEBELLO, CA 90640)



6.0 Vendor Qualifications

The selected vendor must have the following minimum qualifications:

- A.** The proposer must possess a Electronic Sign Contractor's License – C-45
- B.** Obtain a Business License by the City of Montebello

Background Check

Vendor representatives working on-site and in some remote capacities, will be required to undergo a background check conducted by the City.

7.0 Proposal submittal

Please review Appendix A - Proposal Format and Content, attached hereto and incorporated herein by this reference, for specific details regarding the information that needs to be included in your submission. Failure to provide all requested information may be considered “non-responsive” and rejected.

Responses to this RFP must be submitted electronically via the City's PlanetBids Portal

by the deadline. Any responses transmitted and/or time-stamped after the deadline will not be accepted. Vendors planning to submit responses to this request are highly encouraged to submit all documentation before the deadline to avoid technical difficulties/errors.

8.0 Evaluation Criteria

The City will establish an evaluation committee to review and rate each proposal. The proposal evaluation process will be conducted using a multi-step method which will include the following steps:

- A. **Preliminary Proposal Review** - The evaluation committee will review each submission to ensure adherence to the minimum/proposal format requirements.
- B. **Proposal Evaluation** - In the second part of this process, the evaluation committee will review and rate proposals using a combined score based on the following:
 - i. Qualifications as they relate to this project - 30%
 - a. Thoroughness and understanding of the tasks to be completed
 - b. Background and experience
 - c. Experience of personnel assigned to the work
 - d. Communication Skills
 - ii. Reputation for integrity and competence – 10%
 - a. Positive Reference Checks
 - b. Work Samples
 - iii. Proposed fees for services – 50%
 - iv. Design/Renderings for the proposed signs – 20%
 - a. Incorporation of City Brand
 - b. Design to match existing aesthetics of the sign location

9.0 Protest Procedures

Proposal Protest Procedures (Before Proposal Opening)

A protest filed before the proposal opening must be filed in writing or by email no later than ten (10) working days before opening. The most common types of protest that might be filed before a proposal opening include those based upon restrictive specifications or alleged improprieties in any solicitation that is apparent before the scheduled proposal opening.

When a protest is filed before a scheduled proposal opening, certain steps must be followed:

- A. The protest must be submitted in writing within the specified time frame (no later than ten (10) working days prior to a proposal opening). All protests must be filed with the Director of Finance for determination. Protest must be submitted to the Director of Finance by mail or e-mail within the specified time frame. Protests can be sent to:

Mail:
Michael Solorza, Director of Finance
City of Montebello
Attn: Department of Finance
1600 W. Beverly Blvd
Montebello, CA 90640

or

E-mail:
msolorza@montebelloca.gov

- B. The protest must contain factual and legal reason(s) and should recommend a proposed remedy. Nevertheless, it should be noted that the City reserves the right not to implement the proposed remedy but to offer alternative solutions where applicable.
- C. Where appropriate, the City will hold an informal conference on the merits of a protest with all interested parties allowed to attend. Interested parties may include all proposers, subcontractors, or suppliers, provided they have a substantial economic interest in a portion of the RFP.
- D. All potential proposers will be advised of a pending protest.
- E. The City shall not open proposals prior to the resolution of the protest unless it is determined that:
- The items to be procured are urgently required;
 - Delivery or performance will be unduly delayed by failure to make the award promptly; or
 - Failure to make a prompt award will otherwise cause undue harm to the City.

The City will respond in writing within ten (10) working days after receipt of a properly filed protest. The Director of Finance will respond and include a response to each substantive issue raised in the protest.

After the exhaustion of administrative remedies, the protesting party will be given the City's final decision. The Director of Finance has the authority to decide on all protests.

Proposal Protest Procedures (After Proposal Opening/Post Award)

A protest filed after a proposal opening must be filed within three (3) working days after the proposal opening date. The City will grant the protesting Vendor a fair review and shall have up to ten (10) working days to review the protest and render its decision.

10.0 Execution of Agreement

The resulting agreement (see attached sample Appendix B) shall be signed by the successful Vendor and returned within the required insurance within ten (10) business days after the City has provided written notice that the Vendor has been awarded. Failure to execute the agreement and file acceptable insurance documents as provided herein shall cause, at the City's option, for annulment of the award. Please review the insurance requirements and indemnification clause in the attached sample agreement.

Should the successful Vendor decline to execute the agreement, the City can either reject all proposals, accept one of the other proposals, or issue a new solicitation.

11.0 Insurance

The Vendor selected must meet the following minimum insurance requirements upon execution of the City's Professional Services Agreement:

A. Commercial General Liability

Commercial General Liability (CGL) (equivalent in coverage scope to Insurance Services Office, Inc. Form CG 00 01) shall cover on an "occurrence" basis for bodily injury and property damage, including premise-operations, products-completed, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury, and advertising injury with limits no less than \$2,000,000 per occurrence and \$4,000,000 aggregate.

If requested, the "City of Montebello, its officials, employees, and agents" must be separately endorsed to the policy as additional insureds on an endorsement equivalent to the Insurance Services Office, Inc. Form CG 20 10 11 85 of CG 20 26 1185.

B. Business Automobile Liability

For owned vehicles, hired, and non-owned vehicles, Insurance Services Office Form CA 00 01 covering, Code 1 (any auto), or if the vendor has not owned autos, Code 8 (hired) and 9 (non-owned) with a limit no less than \$1,000,000 per accident for bodily injury and property damage.

If an automobile is not necessary to perform services, the Firm must submit a written request for a waiver of this requirement.

C. Professional Liability or Errors and Omissions

Depending on the work or services to be performed, professional liability or errors and omissions liability insurance may be required. The City will require the vendor to provide professional liability or errors and omissions liability insurance in an amount not less than \$2,000,000 per occurrence or claim, \$4,000,000 aggregate. Architects' and engineers' coverage shall be endorsed to include contractual liability.

D. Workers' Compensation and Employer's Liability

Workers' compensation as required by the California Labor Code and Employer's Liability in an amount not less than \$1,000,000 per accident for bodily injury or disease.

Required Insurance Documentation

Certificate of Insurance

The Certificate Holder must be listed as follows:

City of Montebello
1600 West Beverly Boulevard
Montebello, CA 90640

Endorsements (if requested)

In addition to the Certificate of Insurance, the vendor must provide the following endorsements:

Additional insured endorsements to the general liability and auto liability* insurance policies. The "City of Montebello, its officials, employees, and agents" must be endorsed to the vendor's general liability policy as well as the auto liability policy as additional insureds on an endorsement equivalent to ISO forms CG 20 10 11 85 or CG 20 26 11 85.

Cancellation notice endorsements. Each policy must be endorsed to certify that it will not be canceled or non-renewed by either party or reduced in coverage or limits (except by paid claims) unless the insurer has provided the City with thirty (30) days prior written notice of cancellation (ten (10) days for cancellation

due to nonpayment of premium is acceptable).

Primary, non-contributory coverage endorsements. The general liability and professional liability (if required) policies must be endorsed to provide that each policy shall apply on a primary, non-contributing basis with any insurance or self-insurance, primary or excess, maintained by or available to the City or its officials, employees, and agents.

Waiver and Modifications of Insurance Requirements

To the extent permitted by law, the City may modify these insurance requirements at any time and at its sole discretion.

In general, any contract deemed sole source, professional/professional services, involves the disclosure of proprietary information, and/or a public works project may require revisions to the City's standard insurance requirements. Any revisions to the insurance requirements will be identified within the associated service contract terms and conditions.

Vendors may request a waiver or modification of these insurance requirements. Waiver or modification requests must be submitted in writing. The request should state the specific insurance requirement that is being considered for waiver or modification and provide a brief explanation for the request. Requests will be reviewed on a case-by-case basis, and the decision will ultimately depend on the scope of services. The final decision to approve or deny a request will be at the City's legal authority and/or an authorized designee's discretion.

12.0 Use of Federal Funds

The City may elect to use funding from Federal sources for a portion of or all expenses related to this project. The United States Federal Government requires purchases of items and services to meet specific standards when using Federal funds, including grants, cooperative agreements, contracts, and Federal funds "passed-through" to the City from a non-Federal entity (i.e., sub-recipient agreements). These requirements are codified under the Code of Federal Regulation's (CFR) Title 2, Subtitle A, Chapter II, Part 200 (also referred to as "2 CFR 200" or "Uniform Guidance") and the Federal Acquisition Regulations (FAR), as applicable.

The following standards apply to all purchases of items and services using Federal funds:

- Transactions shall be conducted lawfully and ethically
- Unnecessary/duplicative purchases are not permitted

- Utilizing a vendor or supplier on the U.S. Federal Government's Debarred and Suspended List (available at SAM.gov) is prohibited
- All individuals involved in the expenditure of federal monies must avoid any actual or apparent conflict of interest
- Procurement transactions must be conducted in a manner providing full and open competition
- Opportunities should be provided to minority businesses, women's business enterprises, and labor surplus area firms when possible
- Contracts and purchase orders should include the contract provisions required by 2 CFR 200 Appendix A
- Purchases of goods and services must include documentation detailing the procurement history

In addition to Federal standards, purchases must adhere to applicable local policies and procedures as defined in Montebello Municipal Code Chapters 3.20 and 3.21 and any relevant administrative policies. The most restrictive terms prevail when a conflict is present.

13.0 Non-Commitment of City

While the City intends to select a vendor through this process, this intention is subject to change at any time during the process. The City does not commit to awarding an agreement, paying any costs incurred in preparing the proposal for this request, and/or procuring or contracting any items or services.

14.0 Labor Requirements

- A. **Background:** All personnel engaged in the performance of this work shall be employees of the Vendor and, as such, shall be warranted to possess sufficient experience and reliability to perform this work.
- B. **Health:** All personnel engaged in the performance of this work shall be in good health and free of contagious diseases. The Vendor shall not allow any person(s) under the influence of alcohol or drugs on the premises or in the building. Neither shall the Vendor allow the use of or presence of alcohol or drugs on the premises or in the building.
- C. **Non-Discrimination:** The Vendor shall not engage in discrimination in the employment of persons because of race, color, national origin, ancestry, mental/physical disabilities, sex, or religion of such persons.
- D. **Conduct:** No person(s) shall be employed for this work that is found to be

incompetent, disorderly, and troublesome, under the influence of alcohol and drugs, which fails or otherwise refuses to perform the work properly and acceptably or is otherwise objectionable. Any person found to be objectionable shall be discharged immediately and not re-employed for this work.

15.0 Records

The vendor agrees to permit the City Manager or designee access to records, reports, files, and other papers or property of the Vendor to audit any performance aspect under this agreement.

16.0 Subcontractors

The vendor shall be responsible for all work performed under the final agreement and shall keep all work under his control. No portion of the work may be subcontracted without the prior written consent of the City. All subcontractors used on this work shall be under the direct supervision of the Vendor and shall be considered as their employees. Any approved subcontractors must provide insurance indemnifying the City with limits at or exceeding the limits of the Contractor's insurance.

17.0 Modifications/Changes

Changes in the areas serviced and/or specifications may be necessary during the agreement term. Changes in the agreement's requirements and corresponding changes in compensation may be implemented upon mutual understanding between the City and the Vendor. These changes will be processed by the City Manager.

18.0 Disclosure of Information

- A. The Vendor agrees that it will not during or after the term of the agreement, disclose any proprietary information or confidential business information of the City, including but not limited to its costs, charges, operating procedures, or methods of doing business to any person, vendor, corporation, association, or other entity or the general public for any reason or purpose whatsoever, without the prior written consent of the City. Such confidential or proprietary information received by the Vendor shall be used exclusively in connection with the performance of services.
- B. The Vendor shall not issue or release for publication any articles, advertising, or publicity matters relating to the services performed by the Vendor hereunder or mentioning or implying the name of the City or its respective personnel without the prior written consent of the City.

19.0 Ex-Parte Communications

Vendor and vendor representatives should not engage in unauthorized communications with elected officials, officers, employees, or agents of the City about this RFP. This

requirement also includes any evaluation panel member, except for designated RFP facilitators. This requirement remains in effect until after award notifications have been made.

This restriction does not prohibit vendors and their representatives from making oral statements or presentations to City representatives during a scheduled public meeting.

20.0 City of Montebello Rights

At its discretion, the City reserves the right to:

- A. Reject any and/or all proposals for no reason or any reason including, but not limited to, the following:
 - i. The proposal is incomplete, non-responsive, obscure, irregular, or lacking necessary detail and specificity.
 - ii. The Vendor, in the sole judgment of the City, lacks the qualifications, experience, and/or responsibility necessary to provide the services.
 - iii. The Vendor failed or neglected to complete and submit any information within the time specified by the City and as may be otherwise required herein.
- B. Reject any proposal that, in the opinion of the City, is so unbalanced in comparison to other proposals received and/or to the City's internal estimates that it does not accurately reflect the cost to perform;
- C. Accept all or any part of a proposal;
- D. Cancel the entire RFP;
- E. Issue subsequent RFPs; or
- F. Waive any errors or informalities in any proposal to the extent law permits.

Please review:

Appendix A – Proposal Content and Format

Appendix B – Sample Professional Services Agreement

Appendix C – Cost Proposal

Appendix D – References



ITEM # 9

**CITY OF MONTEBELLO
CITY COUNCIL AGENDA STAFF REPORT**

TO: Honorable Mayor and City Council Members

FROM: Raul Alvarez, City Manager

BY: Joseph Palombi, Director of Planning & Community Development

SUBJECT: **APPROVE ISSUING REQUEST FOR PROPOSALS (RFP) NO. 25-08
FOR CONSULTANT SERVICES FOR THE WASHINGTON CORRIDOR
TRANSIT-ORIENTED COMMUNITIES/MULTIMODAL CONNECTIVITY
(TOC/MC) SPECIFIC PLAN**

DATE: January 22, 2025

RECOMMENDATIONS:

It is recommended that the City Council:

1. Authorize the issuance of Request for Proposals (RFP) No. 25-08 for Professional Consulting Services to prepare the Transit-Oriented Communities/Multimodal Connectivity (TOC/MC) Specific Plan; and
2. Take such additional, related action(s) that may be desirable.

FISCAL IMPACT:

The City of Montebello was awarded \$442,650 in Caltrans Sustainable Transportation Planning Grant funding. In addition, there is a required local match from the City totaling \$57,350 or 11.47% of the above-referenced grant funding. The action requested as part of this staff report will have no fiscal impact. The proposed budget associated with the project will be presented to the City Council when a Professional Services Agreement is awarded to the selected consultant as a result of RFP 25-08. In addition, these grant funds will be appropriated at the time of award of an agreement.

BACKGROUND/DISCUSSION:

On November 5, 2024, the City received its notice to proceed from Caltrans in connection with the Caltrans Sustainable Transportation Planning Grant award as part of the Sustainable Communities Competitive Program administered by Caltrans. (Previous City

CITY COUNCIL AGENDA REPORT - MEETING OF JANUARY 22, 2025

Page 2 of 3

Council action was taken on August 28, 2024 authorizing receipt of the grant funding.)

The grant funding associated with this program is intended to support projects that align with state sustainability goals, greenhouse gas reduction targets, and the needs of underserved communities. The City was awarded \$442,650 as part of this grant to be used to establish the Transit-Oriented Communities/Multimodal Connectivity ("TOC/MC") Specific Plan for the Washington corridor including the area surrounding the future Metro Eastside Light Rail Station. The TOC/MC Specific Plan will address connectivity challenges, enhance multimodal transportation access, and improve safety and accessibility for disadvantaged communities. It will also establish zoning regulations, design guidelines/standards, and a policy framework for transit-oriented development and land use planning for the disadvantaged community surrounding the Washington Blvd./Greenwood Ave. area (future home of the Metro Eastside Light Rail Station) as well as the Washington Blvd. corridor located within the City of Montebello.

The proposed TOC/MC Specific Plan will focus on, among other things, preparing for the Metro Eastside Light Rail Station in the Washington/Greenwood community, improving access to transit, retail centers, schools, and parks, and advancing sustainability goals and policies. Key deliverables include a mobility study, community/stakeholder engagement plan, draft and final TOC/MC Specific Plan with land use regulations and design standards/guidelines, and updates to the Montebello Municipal Code. The project timeline will commence upon award of the Professional Services Agreement and the grant expiration date established by Caltrans is June 30, 2027. A detailed project timeline will be included as part of the award for the Professional Services Agreement presented to the City Council at a future meeting.

The proposed RFP seeks to identify a highly qualified consultant to prepare comprehensive planning documents (i.e., the Washington Corridor Transit-Oriented Communities/Multimodal Connectivity Specific Plan) that address future land use development, establish zoning regulations, design guidelines/standards, and enhance multimodal transportation access, connectivity challenges, and infrastructure needs. In accordance with the RFP, the selected consultant will prepare a Project Management Plan ("PMP"), facilitate data collection and analysis, conduct community engagement, provide regular progress meetings, maintain compliance with Caltrans Restricted Grant Agreement requirements, and establish the TOC/MC Specific Plan including final adoption by the City Council.

Data collection will include, among other things, analyzing transportation infrastructure, traffic patterns, pedestrian and bicycle usage, and transit operations. This process as noted in the RFP will include a community engagement component consisting of workshops, surveys, and focus group meetings.

ENVIRONMENTAL:

Pursuant to the provisions of the California Environmental Quality Act ("CEQA") Guidelines Section 15061(b)(3), the project is covered by the commonsense exemption. CEQA applies only to projects that may cause a significant environmental effect. Soliciting proposals for the TOC/MC Specific Plan does not result in direct or indirect

physical environmental changes and is therefore exempt from CEQA under Section 15378.

ANALYSIS:

The selected consultant must have experience in establishing specific plans with a focus on multimodal transportation planning and transit-oriented development within the past five years. They must demonstrate strong communication skills and the ability to engage the community/stakeholders, including underrepresented communities, local businesses, and transit agencies. The consultant must also demonstrate administrative and fiscal capacity to manage the project and identify issues requiring the City Council's attention.

The RFP process ensures compliance with Caltrans guidelines and will provide the City with a consultant capable of delivering a high-quality TOC/MC Specific Plan. This will support the City's efforts to enhance mobility, improve equity, and meet state sustainability goals. By leveraging community engagement and aligning with regional transportation priorities, the project will strengthen the City's transportation and land use planning framework.

SUMMARY:

Staff recommends the City Council authorize issuance of RFP No. 25-08 for consultant services for the TOC/MC Specific Plan to advance sustainability and multimodal transportation goals while meeting Caltrans grant requirements.

ATTACHMENT(S)

1. Attachment A - RFP No. 25-08 TOC MC Specific Plan Services
2. Attachment B - Restricted Grant Agreement - 74A1571



CITY OF MONTEBELLO

Request for Proposals

RFP No. 25 – 08

**Consulting Services for the
Washington Corridor Transit-Oriented
Communities/Multimodal Connectivity Specific Plan**

Release Date: Thursday, January 23, 2025

Questions Due: Tuesday, February 11, 2025, at 11 a.m. PST

Due Date: Monday, February 24, 2025, at 11 a.m. PST

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TO PROSPECTIVE PROPOSERS

The City of Montebello (the “City”) invites proposal submissions under this Request for Proposals (“RFP”). The City will evaluate responses to this solicitation to determine qualifications. Submissions must adhere to the format and content described. Only proposals that adhere to the requirements will be evaluated. The information set forth is the minimum required to qualify for consideration. The successful Proposer will be required to enter into a Professional Services Agreement based on the specifications outlined in this RFP.

DATE OF SOLICITATION

January 23, 2025

PROJECT

City of Montebello/Washington Corridor Transit-Oriented Communities/Multimodal Connectivity (TOC/MC) Specific Plan

PROPOSAL OWNER

City of Montebello – Department of Planning/Community Development

1600 West Beverly Boulevard

Montebello, CA 90640

Attn: Joseph A. Palombi, Director of Planning/Community Development

Contact Phone: (323) 887-1200 ext. 1596

Contact E-Mail: jpalombi@montebelloca.gov

PROPOSAL CONTACT

City of Montebello – Department of Planning/Community Development

1600 West Beverly Boulevard

Montebello, CA 90640

Attn: Joseph A. Palombi, Director of Planning/Community Development

Contact Phone: (323) 887-1200 ext. 1596

Contact E-Mail: jpalombi@montebelloca.gov

Any questions about this RFP should be submitted via the City's PlanetBids Portal on or before Tuesday, February 11, 2025, at 11:00 a.m. PST. Prospective consultants must register their business with PlanetBids before being able to view or submit a response. To access the City's PlanetBids Portal, please go to:

<https://www.montebelloca.gov/cms/one.aspx?portalId=58756&pageId=84839>

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Appendix A – Proposal Content and Format

Appendix B – Sample Professional Services Agreement

Appendix C – References

1.0 Notice Inviting Proposals

The City seeks proposals from highly qualified consultants to prepare comprehensive planning documents (i.e., the Washington Corridor Transit-Oriented Communities/Multimodal Connectivity Specific Plan) that address future land use development, establish zoning regulations, design guidelines/standards, and enhance multimodal transportation access, address connectivity challenges, and infrastructure gaps for the disadvantaged community surrounding the Washington Blvd./Greenwood Ave. area (future home to the Metro Eastside Light Rail Station) as well as the Washington corridor within the City based on the specifications, terms, and conditions identified in this RFP. Prospective respondents are advised to carefully read information related to this opportunity before submitting a response.

To view the complete RFP package, please visit:

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Responses will be evaluated to determine the vendor that is the most qualified and responsive to the requirements. Responses must adhere to the format and content described. The City reserves the right to accept or reject any and all proposals.

2.0 Introduction

The City invites prospective consultants to submit a proposal to provide professional consulting services in creating and developing a Transit-Oriented Communities/Multimodal Connectivity (TOC/MC) Specific Plan. This plan will establish zoning regulations, design guidelines/standards, address connectivity challenges, infrastructure gaps, and enhance multimodal transportation access to key destination areas within the City.

About the City of Montebello

Montebello ("beautiful mountain" in Spanish and Italian) is a city in the County of Los Angeles. Founded in 1899 and incorporated in 1920, the City is an 8.37 square mile

General Law City located approximately 11 miles east of Downtown Los Angeles. Currently, the City has a population of approximately 63,000 residents. It hosts a mix of various industries that represent the business diversity of the County of Los Angeles. It is a full-service City that provides a long list of services, employing approximately 600 full-time and part-time employees in public safety, transit, and non-safety functions.

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| • Interviews (Optional) | Early March 2025 |
| • Notifications Sent to Vendors | March/April 2025 |
| • Award | March/April 2025 |

4.0 Purpose

The purpose of this solicitation is to identify a highly qualified consultant to assist the City with the knowledge and expertise in all aspects of the services requested in this RFP. The Washington Corridor Transit-Oriented Communities/Multimodal Connectivity (TOC/MC) Specific Plan will integrate innovative transit-oriented development strategies and multimodal connectivity solutions to create a safer, more livable, and environmentally sustainable community.

The plan will support the City's efforts to prepare for the Metro Eastside Light Rail Station in the Washington/Greenwood community and ensure seamless connections to employment centers, schools, and essential services across the region.

The proposed plan will focus on establishing zoning regulations, design standards/guidelines, enhancing multimodal transportation access to key destinations such as transit stations, retail and commercial centers, schools, parks, and recreation facilities, while also improving safety, housing opportunities, and active transportation infrastructure for residents.

The process associated with establishing the plan will include a robust community engagement component.

5.0 Scope of Work/Services

The selected consultant will be responsible for providing comprehensive services to create the TOC/MC Specific Plan. The scope of work includes the following tasks:

A. Project Management and Coordination

- Develop a Project Management Plan (PMP): Create a detailed plan outlining task milestones, schedules, quality assurance/quality control procedures, community outreach, and coordination mechanisms.
- Regular Progress Meetings: Facilitate bi-weekly progress meetings with City staff, Caltrans representatives as needed, and stakeholders to monitor project objectives and schedules.
- Grant Compliance: Ensure compliance with the Caltrans Restricted Grant Agreement (RGA) and maintain accurate project documentation.

B. Data Collection and Analysis

- Conduct a comprehensive assessment of existing land use regulations, transportation infrastructure, identifying deficiencies in multimodal connectivity, safety hazards, and opportunities for improvement.
- Analyze traffic patterns, pedestrian/bicycle usage, transit operations, and access to housing and community facilities.
- Review policies, zoning codes, and land use plans to identify barriers and opportunities for transit-oriented development (TOD).

C. Stakeholder and Community Engagement

- Develop a comprehensive Community Engagement Plan, ensuring inclusive outreach to disadvantaged and underrepresented groups.
- Organize public workshops, surveys, and focus groups to gather diverse input on transportation challenges and community priorities.
- Engage stakeholders, including local businesses, schools, neighborhood organizations, and transit agencies, to build consensus and refine project goals.

D. Development of the TOC/MC Specific Plan

- Propose Multimodal Connectivity Improvements: Design solutions for pedestrian, bicycle, transit, and vehicular infrastructure that improve accessibility and safety.
- Policy and Zoning Recommendations: Establish a specific plan with proposed land use regulations, design standards/guidelines, for integration into the Montebello Municipal Code with a focus on transit-oriented development principles and planning policies.

- Implementation Strategy: Prepare a phased implementation plan, including short-, medium-, and long-term actions, cost estimates, funding strategies, and measurable performance indicators.

E. Final Deliverables

- Washington Corridor Transit-Oriented Communities/Multimodal Connectivity (TOC/MC) Specific Plan Document: A comprehensive, visually appealing plan containing land use regulations, design standards/guidelines, maps, policy recommendations, and implementation strategies.
- Community Engagement Summary Report: Documentation of community/stakeholder feedback and public input.
- Progress Reports: Periodic updates on project milestones, including data analyses, draft plans, and stakeholder meeting summaries.
- Presentations to and adoption by the decision-making bodies including the Planning Commission and City Council.

6.0 Vendor Qualifications

The selected consultant must have the following minimum qualifications:

A. Professional Expertise

- Extensive experience in developing specific plan documents with a focus on multimodal transportation plans, transit-oriented development strategies, and sustainable urban design.
- Familiarity with state and regional transportation policies, including compliance with the California Environmental Quality Act (CEQA) and the Caltrans Local Assistance Procedures Manual.

B. Required Licenses and Certifications

- Certified Transportation Planner (AICP-CTP) or equivalent.
- Licensed Civil Engineer (P.E.) specializing in transportation planning or urban design.

C. Grant Management Experience

- Proven ability to manage projects funded by state or federal grants, including compliance with invoicing, reporting, and auditing requirements.

D. Portfolio and Past Performance

- A portfolio of at least three (3) completed projects in the last five (5) years, demonstrating expertise in transit-oriented development and multimodal connectivity.
- Examples should include details on project scope, budget, key deliverables, and client references.

E. Team Capacity and Technological Competence

- A team with expertise in transportation planning, mobility, stakeholder engagement, architecture, including landscape architecture, and data analysis.
- Proficiency in GIS mapping, transportation modeling tools, and visualization software.

Availability of key personnel for the entire project duration.

Background Check

Consultants and consultant representatives working on-site and in some remote capacities, will be required to undergo a background check conducted by the City.

7.0 Proposal submittal

Please review Appendix A - Proposal Format and Content, attached hereto and incorporated herein by this reference, for specific details regarding the information that needs to be included in your submission. Failure to provide all requested information may be considered “non-responsive” and rejected.

Responses to this RFP must be submitted electronically via the City’s PlanetBids Portal by the deadline. Any responses transmitted and/or time-stamped after the deadline will not be accepted. Vendors planning to submit responses to this request are highly encouraged to submit all documentation before the deadline to avoid technical difficulties/errors.

8.0 Evaluation Criteria

The City will establish an evaluation committee to review and rate each proposal. The proposal evaluation process will be conducted using a multi-step method which will include the following steps:

- A. **Preliminary Proposal Review** - The evaluation committee will review each submission to ensure adherence to the minimum/proposal format requirements.
- B. **Proposal Evaluation** - In the second part of this process, the evaluation committee will review and rate proposals using a combined score based on the following:

- i. Qualifications as they relate to this project - 70%
 - a. Thoroughness and understanding of the tasks to be completed
 - b. Background and experience
 - c. Knowledge of the City of Montebello
 - d. Experience of personnel assigned to the work
 - e. Communication Skills
- ii. Reputation for integrity and competence – 15%
 - a. Positive Reference Checks
 - b. Work Samples
- iii. Proposed fees for services – 15%

9.0 Protest Procedures

Proposal Protest Procedures (Before Proposal Opening)

A protest filed before the proposal opening must be filed in writing or by email no later than ten (10) working days before opening. The most common types of protest that might be filed before a proposal opening include those based upon restrictive specifications or alleged improprieties in any solicitation that is apparent before the scheduled proposal opening.

When a protest is filed before a scheduled proposal opening, certain steps must be followed:

- A. The protest must be submitted in writing within the specified time frame (no later than ten (10) working days prior to a proposal opening). All protests must be filed with the Director of Finance for determination. Protest must be submitted to the Director of Finance by mail or e-mail within the specified time frame. Protests can be sent to:

Mail:
Michael Solorza, Director of Finance
City of Montebello
Attn: Department of Finance
1600 W. Beverly Blvd
Montebello, CA 90640

or

E-mail:
msolorza@montebellocity.gov

- B. The protest must contain factual and legal reason(s) and should recommend a proposed remedy. Nevertheless, it should be noted that the City reserves the right not to implement the proposed remedy but to offer alternative solutions where applicable.
- C. Where appropriate, the City will hold an informal conference on the merits of a protest with all interested parties allowed to attend. Interested parties may include all proposers, subcontractors, or suppliers, provided they have a substantial economic interest in a portion of the RFP.
- D. All potential proposers will be advised of a pending protest.
- E. The City shall not open proposals prior to the resolution of the protest unless it is determined that:
 - The items to be procured are urgently required;
 - Delivery or performance will be unduly delayed by failure to make the award promptly; or
 - Failure to make a prompt award will otherwise cause undue harm to the City.

The City will respond in writing within ten (10) working days after receipt of a properly filed protest. The Director of Finance will respond and include a response to each substantive issue raised in the protest.

After the exhaustion of administrative remedies, the protesting party will be given the City's final decision. The Director of Finance has the authority to decide on all protests.

Proposal Protest Procedures (After Proposal Opening/Post Award)

A protest filed after a proposal deadline/due date must be filed within three (3) working days after the proposal deadline/due date. The City will grant the protesting Vendor a fair review and shall have up to ten (10) working days to review the protest and render its decision.

10.0 Execution of Agreement

The resulting agreement (see attached sample) shall be signed by the successful Vendor and returned within the required insurance within ten (10) business days after the City has provided written notice that the Vendor has been awarded. Failure to execute the agreement and file acceptable insurance documents as provided herein shall cause, at the City's option, for annulment of the award. Please review the insurance requirements and indemnification clause in the attached sample agreement.

Should the successful Vendor decline to execute the agreement, the City can either reject all proposals, accept one of the other proposals, or issue a new solicitation.

11.0 Insurance

The Vendor selected must meet the following minimum insurance requirements upon execution of the City's Professional Services Agreement:

A. Commercial General Liability

Commercial General Liability (CGL) (equivalent in coverage scope to Insurance Services Office, Inc. Form CG 00 01) shall cover on an "occurrence" basis for bodily injury and property damage, including premise-operations, products-completed, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury, and advertising injury with limits no less than \$2,000,000 per occurrence and \$4,000,000 aggregate.

If requested, the "City of Montebello, its officials, employees, and agents" must be separately endorsed to the policy as additional insureds on an endorsement equivalent to the Insurance Services Office, Inc. Form CG 20 10 11 85 of CG 20 26 1185.

B. Business Automobile Liability

For owned vehicles, hired, and non-owned vehicles, Insurance Services Office Form CA 00 01 covering, Code 1 (any auto), or if the vendor has not owned autos, Code 8 (hired) and 9 (non-owned) with a limit no less than \$1,000,000 per accident for bodily injury and property damage.

If an automobile is not necessary to perform services, the Firm must submit a written request for a waiver of this requirement.

C. Professional Liability or Errors and Omissions

Depending on the work or services to be performed, professional liability or errors and omissions liability insurance may be required. The City will require the vendor to provide professional liability or errors and omissions liability insurance in an amount not less than \$2,000,000 per occurrence or claim, \$4,000,000 aggregate. Architects' and engineers' coverage shall be endorsed to include contractual liability.

D. Workers' Compensation and Employer's Liability

Workers' compensation as required by the California Labor Code and Employer's Liability in an amount not less than \$1,000,000 per accident for bodily injury or disease.

Required Insurance Documentation

Certificate of Insurance

The Certificate Holder must be listed as follows:

City of Montebello
1600 West Beverly Boulevard
Montebello, CA 90640

Endorsements (if requested)

In addition to the Certificate of Insurance, the vendor must provide the following endorsements:

Additional insured endorsements to the general liability and auto liability* insurance policies. The "City of Montebello, its officials, employees, and agents" must be endorsed to the vendor's general liability policy as well as the auto liability policy as additional insureds on an endorsement equivalent to ISO forms CG 20 10 11 85 or CG 20 26 11 85.

Cancellation notice endorsements. Each policy must be endorsed to certify that it will not be canceled or non-renewed by either party or reduced in coverage or limits (except by paid claims) unless the insurer has provided the City with thirty (30) days prior written notice of cancellation (ten (10) days for cancellation due to nonpayment of premium is acceptable).

Primary, non-contributory coverage endorsements. The general liability and professional liability (if required) policies must be endorsed to provide that each policy shall apply on a primary, non-contributing basis with any insurance or self-insurance, primary or excess, maintained by or available to the City or its officials, employees, and agents.

Waiver and Modifications of Insurance Requirements

To the extent permitted by law, the City may modify these insurance requirements at any time and at its sole discretion.

In general, any contract deemed sole source, professional/professional services, involves the disclosure of proprietary information, and/or a public works project may require revisions to the City's standard insurance requirements. Any revisions to the insurance requirements will be identified within the associated service contract terms and conditions.

Vendors may request a waiver or modification of these insurance requirements. Waiver or modification requests must be submitted in writing. The request should state the specific insurance requirement that is being considered for waiver or modification and provide a brief explanation for the request. Requests will be reviewed on a case-by-case basis, and the decision will ultimately depend on the scope of services. The final decision to approve or deny a request will be at the City's legal authority and/or an authorized designee's discretion.

12.0 Use of Federal Funds

The City may elect to use funding from Federal sources for a portion of or all expenses related to this project. The United States Federal Government requires purchases of items and services to meet specific standards when using Federal funds, including grants, cooperative agreements, contracts, and Federal funds "passed-through" to the City from a non-Federal entity (i.e., sub-recipient agreements). These requirements are codified under the Code of Federal Regulation's (CFR) Title 2, Subtitle A, Chapter II, Part 200 (also referred to as "2 CFR 200" or "Uniform Guidance") and the Federal Acquisition Regulations (FAR), as applicable.

The following standards apply to all purchases of items and services using Federal funds:

- Transactions shall be conducted lawfully and ethically
- Unnecessary/duplicative purchases are not permitted
- Utilizing a vendor or supplier on the U.S. Federal Government's Debarred and Suspended List (available at SAM.gov) is prohibited
- All individuals involved in the expenditure of federal monies must avoid any actual or apparent conflict of interest
- Procurement transactions must be conducted in a manner providing full and open competition
- Opportunities should be provided to minority businesses, women's business enterprises, and labor surplus area firms when possible
- Contracts and purchase orders should include the contract provisions required by 2 CFR 200 Appendix A
- Purchases of goods and services must include documentation detailing the procurement history

In addition to Federal standards, purchases must adhere to applicable local policies and procedures as defined in Montebello Municipal Code Chapters 3.20 and 3.21 and any relevant administrative policies. The most restrictive terms prevail when a conflict is present.

13.0 Non-Commitment of City

While the City intends to select a vendor through this process, this intention is subject to change at any time during the process. The City does not commit to awarding an agreement, paying any costs incurred in preparing the proposal for this request, and/or procuring or contracting any items or services.

14.0 Labor Requirements

- A. **Background:** All personnel engaged in the performance of this work shall be employees of the Vendor and, as such, shall be warranted to possess sufficient experience and reliability to perform this work.
- B. **Health:** All personnel engaged in the performance of this work shall be in good health and free of contagious diseases. The Vendor shall not allow any person(s) under the influence of alcohol or drugs on the premises or in the building. Neither shall the Vendor allow the use of or presence of alcohol or drugs on the premises or in the building.
- C. **Non-Discrimination:** The Vendor shall not engage in discrimination in the employment of persons because of race, color, national origin, ancestry, mental/physical disabilities, sex, or religion of such persons.
- D. **Conduct:** No person(s) shall be employed for this work that is found to be incompetent, disorderly, and troublesome, under the influence of alcohol and drugs, which fails or otherwise refuses to perform the work properly and acceptably or is otherwise objectionable. Any person found to be objectionable shall be discharged immediately and not re-employed for this work.

15.0 Records

The vendor agrees to permit the City Manager or designee access to records, reports, files, and other papers or property of the Vendor to audit any performance aspect under this agreement.

16.0 Subcontractors

The vendor shall be responsible for all work performed under the final agreement and shall keep all work under his control. No portion of the work may be subcontracted without the prior written consent of the City. All subcontractors used on this work shall be under the direct supervision of the Vendor and shall be considered as their employees. Any approved subcontractors must provide insurance indemnifying the City with limits at or exceeding the limits of the Contractor's insurance.

17.0 Modifications/Changes

Changes in the areas serviced and/or specifications may be necessary during the agreement term. Changes in the agreement's requirements and corresponding changes in compensation may be implemented upon mutual understanding between the City and the Vendor. These changes will be processed by the City Manager.

18.0 Disclosure of Information

- A. The Vendor agrees that it will not during or after the term of the agreement, disclose any proprietary information or confidential business information of the City, including but not limited to its costs, charges, operating procedures, or methods of doing business to any person, vendor, corporation, association, or other entity or the general public for any reason or purpose whatsoever, without the prior written consent of the City. Such confidential or proprietary information received by the Vendor shall be used exclusively in connection with the performance of services.
- B. The Vendor shall not issue or release for publication any articles, advertising, or publicity matters relating to the services performed by the Vendor hereunder or mentioning or implying the name of the City or its respective personnel without the prior written consent of the City.

19.0 Ex-Parte Communications

Vendor and vendor representatives should not engage in unauthorized communications with elected officials, officers, employees, or agents of the City about this RFP. This requirement also includes any evaluation panel member, except for designated RFP facilitators. This requirement remains in effect until after award notifications have been made.

This restriction does not prohibit vendors and their representatives from making oral statements or presentations to City representatives during a scheduled public meeting.

20.0 City of Montebello Rights

At its discretion, the City reserves the right to:

- A. Reject any and/or all proposals for no reason or any reason including, but not limited to, the following:
 - i. The proposal is incomplete, non-responsive, obscure, irregular, or lacking necessary detail and specificity.
 - ii. The Vendor, in the sole judgment of the City, lacks the qualifications, experience, and/or responsibility necessary to provide the services.
 - iii. The Vendor failed or neglected to complete and submit any information within the time specified by the City and as may be otherwise required herein.
- B. Reject any proposal that, in the opinion of the City, is so unbalanced in comparison to other proposals received and/or to the City's internal estimates that it does not accurately reflect the cost to perform;
- C. Accept all or any part of a proposal;

- D. Cancel the entire RFP;
- E. Issue subsequent RFPs; or
- F. Waive any errors or informalities in any proposal to the extent law permits.

Please review:

Appendix A – Proposal Content and Format

Appendix B – Sample Professional Services Agreement

Appendix C – References

California Department of Transportation

ADMINISTRATION
DIVISION OF PROCUREMENT AND CONTRACTS
1727 30th STREET, MS 65
SACRAMENTO, CA 95816-7006
PHONE (916) 227-6000
TTY 711
<http://dot.ca.gov/programs/procurement-and-contracts>



October 8, 2024

Contract Number: 74A1571

City of Montebello
ATTN: Joseph Palombi
1600 West Beverly Boulevard
Montebello, CA 90640

Dear Contractor:

The above-referenced service contract is enclosed for your review and approval. Please refer to the enclosed "Contractor Instructions" for information on how to complete the contract and any accompanying forms.

DO NOT BEGIN WORK UNTIL NOTIFIED TO DO SO BY CONTRACT MANAGER.

By law, the State of California cannot pay for work undertaken by any contractor prior to complete approval of the contract.

A copy of the fully approved contract will be returned to you. If you do not receive your copy of the approved contract prior to the scheduled date for start of work, or if you have any other questions, please call this office or the designated Caltrans Contract Manager.

Thank you for your prompt processing. Please return all documents to my attention.

Sincerely,

A handwritten signature in black ink, consisting of a stylized 'R' and 'M' intertwined, positioned above a horizontal line.

Rolando Membrere, Contract Analyst

**Sustainable Communities Grants
(State-SB 1)
Restricted Grant Agreement**

This Restricted Grant Agreement (RGA), between State of California acting by and through its Department of Transportation, referred to herein as **CALTRANS**, and **CITY OF MONTEBELLO**, hereinafter referred to as **AGENCY**, will commence on **NOVEMBER 4, 2024**, or upon approval by **CALTRANS**, whichever occurs later. This RGA is of no effect unless approved by **CALTRANS**. **AGENCY** shall not receive payment for work performed prior to approval of the RGA and before receipt by **AGENCY** of Notice to Proceed by **CALTRANS** Contract Manager. This RGA shall expire on **JUNE 30, 2027**.

Attachments:

The following attachments are incorporated into and are made a part of this RGA by this reference and attachment.

- I. **AGENCY** Resolution
- II. Scope of Work and Project Cost and Schedule
- III. Grant Application Guide

Recitals

1. Under this RGA, **CALTRANS** intends to convey State restricted grant funds to **AGENCY**, pursuant to Budget Act Line Item 2660-102-3290, who will conduct transportation studies and planning within the regional area under the jurisdiction of **AGENCY** under the terms, covenants, and conditions of this RGA.
2. **CALTRANS** and **AGENCY** intend that only funds that are authorized as restricted grants will be subject to this RGA, and that no funds that should be the subject of a Joint Powers Agreement, Interagency Agreement, or other non-grant agreement shall be subject to this RGA.

Now, Therefore, based upon the terms, covenants, and conditions, the parties agree as follows:

Section I

AGENCY Responsibility:

To timely and satisfactorily complete all Project Work described in **Attachment II** within the project budget and in accordance with the items of this RGA.

Section II

CALTRANS Responsibility:

That when conducting an audit of the costs claimed by **AGENCY** under the provisions of this RGA, to conduct the audit in accordance with applicable laws and regulations.

Section III

Parties' Mutual Responsibilities:

1. Under this RGA, **CALTRANS** will convey State grant restricted funds to **AGENCY**, pursuant to Budget Act Line Item 2660-102-3290, and **AGENCY** will conduct transportation studies and planning within the project area described in **Attachment II**. The funds subject to this RGA must be (a) identified as available for a restricted grant in **CALTRANS'** budget and (b) for the purpose

of conducting transportation studies or planning and (c) to a **public** entity that is responsible for conducting transportation studies or planning.

2. Details of the Grant Program, Funds, Project, and Program Guidelines and the governing State and Federal law are fully described in **Attachment III** which is attached to and made a part of this RGA.
3. Under this restricted grant, funds may be only used for the purpose set forth in this RGA, Resolution (**Attachment I**), Scope of Work and Project Cost and Schedule (**Attachment II**), and the applicable Grant Application Guide (**Attachment III**), and funds may only be used for costs and expenses that are directly related to such purpose.
4. **AGENCY** shall perform all the duties and obligations described in **TRANSIT-ORIENTED COMMUNITIES/MULTIMODAL CONNECTIVITY SPECIFIC PLAN**, hereinafter "Project", subject to the terms and conditions of this RGA and the Approved Project Grant Application (Scope of Work and Project Cost and Schedule), which are attached hereto as **Attachment II**.
5. The resolution authorizing **AGENCY** to execute this RGA pertaining to the above described Project is attached hereto as **Attachment I**.
6. All services performed by **AGENCY** pursuant to this RGA shall be performed in accordance with California Senate Bill No. 1 (SB-1) (Chapter 5, Statutes of 2017), also known as the Road Repair and Accountability Act of 2017, including, but not limited to, Government Code Section 14460(a)(1), as well as all applicable Federal, State, and Local laws, regulations, and ordinances, all applicable **CALTRANS** policies and procedures, and all applicable **CALTRANS** published manuals, including, but not limited to, the applicable Grant Application Guide (**Attachment III**).

California Government Code Section 14460(a)(1) provides: "The department [**CALTRANS**], and external entities that receive State and Federal transportation funds from the department, are spending those funds efficiently, effectively, economically, and in compliance with applicable State and Federal requirements. Those external entities include, but are not limited to, private for profit and nonprofit organizations, local transportation agencies, and other local agencies that receive transportation funds either through a contract with the department or through an agreement or grant administered by the department."

In case of conflict between any applicable Federal, State, and Local laws, regulations, and ordinances, and/or any applicable policies, procedures, or published manuals of either **CALTRANS** or **AGENCY**, the order of precedence of the applicability of same to this RGA shall be established in this order: 1) Federal laws and regulations; 2) California laws and regulations; 3) **CALTRANS** policies, procedures, and published manuals; 4) Local ordinances; and 5) **AGENCY** policies, procedures, and published manuals. This RGA may not include any Federal funds.

7. Project funding is as follows:

Fund Source: STATE	Fund Source: AGENCY				Total Project Cost
Road Maintenance and Rehabilitation Account (RMRA) State (SB 1) Grant Funds	Local Match (Cash)	Local Match (In-Kind)	Total Local Match	% Local Match	
\$442,650.00	\$57,350.00	\$0.00	\$57,350.00	11.47%	\$500,000.00

No in-kind contributions may be made unless the amount and type of the contribution is identified above.

8. This RGA is exempt from legal review and approval by the Department of General Services (DGS), pursuant to applicable law.

9. Notification of Parties

- AGENCY's** Project Manager for Project is Joseph Palombi.
- AGENCY's** Financial Manager for the Project is Michael Solorza, msolorza@montebelloca.gov, (323) 887-1478.
- CALTRANS'** Contract Manager is Adam Weitzmann. "Contract Manager" as used herein includes his/her designee.
- All notices herein provided to be given, or which may be given, by either party to the other, shall be deemed to have been fully given when made in writing and received by the parties at their respective addresses:

City of Montebello

Attention: Joseph Palombi, Project Manager
Phone Number: (323) 887-1200 Ext. 1598
Email: jpalombi@montebelloca.gov
Address: 1600 West Beverly Boulevard
Montebello, CA 90640

California Department of Transportation

District 7/Office of Regional Planning
Attention: Adam Weitzmann, Contract Manager
Phone Number: (760) 874-8350
Email: adam.weitzmann@dot.ca.gov
Address: 100 South Main Street, MS 12-055
Los Angeles, CA 90012

10. Period of Performance

- Reimbursable work under this RGA shall begin no earlier than on **NOVEMBER 4, 2024**, following the written approval of **CALTRANS** and **AGENCY's** receipt of the Notice to Proceed letter of this RGA by the **CALTRANS** Contract Manager, and will expire on **JUNE 30, 2027**.

- b. **AGENCY** will attend a kickoff meeting with **CALTRANS** to be scheduled within one (1) week from receipt of Notice to Proceed letter by **CALTRANS** Contract Manager.

11. Changes in Terms/Amendments

This Agreement may only be amended or modified during the period of performance by mutual written agreement of the parties. Any proposed modification to this agreement that requires a formal amendment must be submitted by **AGENCY** to **CALTRANS** no less than 90 days prior to the expiration of this RGA.

12. Cost Limitation

- a. The maximum total amount granted and reimbursable to **AGENCY** pursuant to this RGA by **CALTRANS** shall not exceed **\$442,650.00**.
- b. It is agreed and understood that this RGA fund limit is an estimate and that **CALTRANS** will only reimburse the cost of services actually rendered in accordance with the provisions of this RGA and as authorized by **CALTRANS** Contract Manager at or below that fund limitation established herein.

13. Termination

- a. If the applicable law and the Grant Program guidelines provide for such termination, **CALTRANS** reserves the right to terminate this RGA for any or no reason upon written notice to **AGENCY** at least 30 days in advance of the effective date of such termination in the event **CALTRANS** determines (at its sole discretion) that **AGENCY** failed to proceed with **PROJECT** work in accordance with the terms of this RGA. In the event of termination for convenience, **CALTRANS** will reimburse **AGENCY** for all allowable, authorized, and non-cancelled costs up to the date of termination.
- b. This RGA may be terminated by either party for any or no reason by giving written notice to the other party at least thirty (30) days in advance of the effective date of such termination. In the event of termination for convenience, **CALTRANS** will reimburse **AGENCY** for all allowable, authorized, and non-cancelled costs up to the date of termination.
- c. **AGENCY** has 60 days after the Termination Date to submit accurate invoices to **CALTRANS** to make final allowable payments for **PROJECT** costs in accordance to the terms of this RGA. Failure to submit accurate invoices within this period of time shall result in a waiver by **AGENCY** of its right to reimbursement of expended costs.

14. Budget Contingency Clause

- a. It is mutually agreed that if the US Congress or the State Legislature fail to appropriate or allocate funds during the current year and/or any subsequent years covered under this RGA and do not appropriate sufficient funds for the program, this RGA shall be of no further force and effect. In this event, **CALTRANS** shall have no liability to pay any funds whatsoever to **AGENCY** or to furnish any other considerations under this RGA and **AGENCY** shall not be obligated to perform any provisions of this RGA.
- b. If funding for any fiscal year is reduced or deleted by US Congress or State Legislature for purposes of this program, **CALTRANS** shall have the option to either terminate this RGA with no liability occurring to **CALTRANS** or offer an RGA Amendment to **AGENCY** to reflect reduced amount.

15. Payment and Invoicing

AGENCY, its contractors, subcontractors, and sub-recipients shall establish and maintain an accounting system and records that properly accumulate and segregate incurred Project costs and matching funds by line. The accounting system of **AGENCY**, its contractors, all subcontractors, and sub-recipients shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices.

- a. The method of payment for this RGA will be based on the actual allowable costs that are incurred in accordance with the provisions of this RGA and in the performance of the Project Work. **CALTRANS** will reimburse **AGENCY** for expended actual allowable direct costs, and, including, but not limited to, labor costs, travel, and contracted consultant services costs incurred by **AGENCY** in performance of the Project Work. Indirect costs are reimbursable only if the **AGENCY** has identified the estimated indirect cost rate in **Attachment II** and an approved Indirect Cost Allocation Plan or an Indirect Cost Rate Proposal as set forth in **Section III–Cost Principles, Paragraph 18c**. The total cost shall not exceed the cost reimbursement limitation set forth in **Section III–Cost Limitations, Paragraph 12a**. Actual costs shall not exceed the estimated wage rates, labor costs, travel, and other estimated costs and fees set forth in **Attachment II** without an amendment to this RGA, as agreed between **CALTRANS** and **AGENCY**.
- b. Reimbursement of **AGENCY** expenditures will be authorized only for those allowable costs actually incurred by **AGENCY** in accordance with the provisions of this RGA and in the performance of Project Work. **AGENCY** must not only have incurred the expenditures on or after the start date and the issuance of the Notice to Proceed letter for this RGA and before the Expiration Date but must have also paid for those costs to claim any reimbursement.
- c. Travel expenses and per diem rates are not to exceed the rate specified by the State of California Department of Human Resources for similar employees (i.e. non-represented employees) unless written verification is supplied that government hotel rates were not then commercially available to **AGENCY**, its subrecipients, contractors, and/or subcontractors, at the time and location required as specified in the California Department of Transportation's Travel Guide Exception Process at the following link: <https://travelpocketguide.dot.ca.gov/>.
Also see website for summary of travel reimbursement rules.
- d. **AGENCY** shall submit invoices to **CALTRANS** at least quarterly, but no more frequently than monthly, in arrears for completion of milestones in accordance with the Project Cost and Schedule in **Attachment II** to the satisfaction of the **CALTRANS** Contract Manager. Invoices shall reference this RGA Number and shall be signed and submitted to the **CALTRANS** Contract Manager at the following address, as stated in **Section III–Notification of Parties, Item 9c**. One-time lump sum invoices for the grant amount is not allowed.
- e. Invoices shall include the following information:
 - 1) Names of the **AGENCY** personnel performing work
 - 2) Dates and times of Project Work
 - 3) Locations of Project Work

- 4) Itemized costs as set forth in **Attachment II**, including identification of each employee, contractor, or subcontractor staff who provided services during the period of the invoice, the number of hours and hourly rates for each employee, contractor, sub-recipient, or subcontractor staff member, authorized travel expenses with receipts, receipts for authorized materials or supplies, and contractor, sub-recipient, and subcontractor invoices.
- f. Incomplete or inaccurate invoices shall be returned to the **AGENCY** unapproved for correction. Failure to submit invoices on a timely basis may be grounds for termination of this RGA for material breach per **Section III–Termination, Paragraph 13**.
- g. **CALTRANS** will reimburse **AGENCY** for all allowable Project costs at least quarterly, but no more frequently than monthly, in arrears as promptly as **CALTRANS** fiscal procedures permit upon receipt of an itemized signed invoice.
- h. The RGA Expiration Date refers to the last date for **AGENCY** to incur valid Project costs or credits and is the date the RGA expires. **AGENCY** has 60 days after that Expiration Date to make final allowable payments to Project contractors or vendors and submit the Project's Final Product(s) as defined in **Attachment II** and a final accurate invoice to **CALTRANS** for reimbursement for allowable Project costs. Any unexpended Project funds not invoiced by the 60th day will be reverted and will no longer be accessible to reimburse late Project invoices.

16. Local Match Funds

- a. **AGENCY** shall contribute not less than its specified local match amount toward the services described herein by the grant expiration date identified in Paragraph 1 of this RGA. **AGENCY** can provide less than their percentage local match contribution in each invoice submittal, but **AGENCY** must fully satisfy the local cash and in-kind match amount and percentage identified in **Section III, Paragraph 7**, with the final invoice.
- b. If Agency fails to provide the contractual local match identified in **Section III, Paragraph 7**, it is grounds for contract termination as identified in **Section III, Paragraph 13**.

17. Quarterly Progress Reporting

AGENCY shall submit written progress reports to **CALTRANS** Contract Manager to determine if **AGENCY** is performing to expectations, is on schedule, is within funding cost limitations, to communicate interim findings, and to afford occasions for airing difficulties respecting special problems encountered so that remedies can be developed.

18. Cost Principles

- a. **AGENCY** agrees to comply with Title 2, Code of Federal Regulations (CFR), Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- b. **AGENCY** agrees, and will assure that its contractors, sub-recipients, and subcontractors will be obligated to agree, that (a) Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual Project costs and (b) all parties shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Every sub-recipient receiving Project funds as a sub-recipient, contractor, or subcontractor under this RGA shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards to the extent applicable.

- c. Prior to **AGENCY** seeking reimbursement of indirect costs, **AGENCY** must have identified the estimated indirect cost rate in **Attachment II**, prepare and submit annually to **CALTRANS** for review and approval an indirect cost rate proposal and a central service cost allocation plan (if any) in accordance with 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and Chapter 5 of the Local Assistance Procedures Manual which may be accessed at: <https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapm/ch05.pdf>.
- d. **AGENCY** agrees and shall require that all its agreements with consultants and sub-recipients contain provisions requiring adherence to this section in its entirety.

19. Repayment of Unallowable Costs

Any Project costs for which **AGENCY** has received payment or credit that are determined by subsequent audit to be unallowable under 2 CFR, Part 200, and/or Part 48, Chapter 1, Part 31, are subject to repayment by **AGENCY** to **CALTRANS**. Should **AGENCY** fail to reimburse moneys due **CALTRANS** within 30 days of discovery or demand, or within such other period as may be agreed in writing between the parties hereto, **CALTRANS** is authorized to intercept and withhold future payments due **AGENCY** from **CALTRANS** or any third-party source, including, but not limited to, the State Treasurer, the State Controller or any other fund source.

20. Americans with Disabilities Act

By signing this Agreement, **AGENCY** assures **CALTRANS** that in the course of performing Project Work, it will fully comply with the applicable provisions of the Americans with Disabilities Act (ADA) of 1990, as amended, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA (42 USC Section 12101 et seq.).

21. Indemnification

Neither **CALTRANS** nor any officer or employee thereof is responsible for any injury, damage, or liability occurring by reason of anything done or omitted to be done by **AGENCY**, its officers, employees, agents, contractors, subrecipients, or subcontractors, under or in connection with any work, authority, or jurisdiction conferred upon **AGENCY** under this RGA. It is understood and agreed that **AGENCY** shall fully defend, indemnify, and save harmless, **CALTRANS** and all of **CALTRANS'** officers and employees from all claims, suits, or actions of every name, kind, and description brought forth under, including, but not limited to, tortious, contractual, inverse condemnation, or other theories or assertions of liability occurring by reason of anything done or omitted to be done by **AGENCY**, its officers, employees, agents, contractors, subrecipients, or subcontractors under this RGA.

22. Nondiscrimination Clause (2 CCR 11105 Clause b)

- a. During the performance of this RGA, the **AGENCY**, contractors, subrecipients, and subcontractors shall not deny the contract's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual

orientation, or military and veteran status. **AGENCY** shall ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.

- b. **AGENCY** shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code Sections 12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., Tit. 2, Sections 11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code Sections 11135-11139.5), and the regulations or standards adopted by **CALTRANS** to implement such article.
- c. **AGENCY** shall permit access by representatives of the Department of Fair Employment and Housing and **CALTRANS** upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or **CALTRANS** shall require to ascertain compliance with this clause.
- d. **AGENCY** and contractors, sub-recipients, and subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
- e. **AGENCY** shall include the nondiscrimination and compliance provisions of this clause in all agreements with its sub-recipients, contractors, and subcontractors, and shall include a requirement in all agreements with all of same that each of them in turn include the nondiscrimination and compliance provisions of this clause in all contracts and subcontracts they enter into to perform work under the RGA.

23. Retention of Records/Audits

- a. **AGENCY**, its contractors, subcontractors, and sub-recipients, agree to comply with Title 2, Code of Federal Regulations (CFR), Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- b. All accounting records and other supporting papers of **AGENCY**, its contractors, subcontractors, and sub-recipients connected with Project performance under this RGA shall be maintained for a minimum of three (3) years from the date of final payment to **AGENCY** and shall be held open to inspection, copying, and audit by representatives of **CALTRANS**, the California State Auditor, and auditors representing the Federal government. Copies thereof will be furnished by **AGENCY**, its contractors, its subcontractors, and sub-recipients upon receipt of any request made by **CALTRANS** or its agents. In conducting an audit of the costs and match credits claimed under this RGA, **CALTRANS** will rely to the maximum extent possible on any prior audit of **AGENCY** pursuant to the provisions of State and **AGENCY** law. In the absence of such an audit, any acceptable audit work performed by **AGENCY's** external and internal auditors may be relied upon and used by **CALTRANS** when planning and conducting additional audits.
- c. For the purpose of determining compliance with applicable State and **AGENCY** law in connection with the performance of **AGENCY's** contracts with third parties pursuant to Government Code Section 8546.7, **AGENCY**, **AGENCY's** sub-recipients, contractors, subcontractors, and **CALTRANS**, shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire Project period and for three (3) years from the date of final payment to **AGENCY** under this RGA. **CALTRANS**, the

California State Auditor, or any duly authorized representative of **CALTRANS** or the United States Department of Transportation, shall each have access to any books, records, and documents that are pertinent to a Project for audits, examinations, excerpts, and transactions, and **AGENCY** shall furnish copies thereof if requested.

- d. **AGENCY**, its sub-recipients, contractors, and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by **CALTRANS**, for the purpose of any investigation to ascertain compliance with this RGA.
- e. Additionally, all grants may be subject to a pre-award audit prior to execution of the RGA to ensure **AGENCY** has an adequate financial management system in place to accumulate and segregate reasonable, allowable, and allocable costs.
- f. Any contract with a contractor, subcontractor, or sub-recipient entered into as a result of this RGA shall contain all the provisions of this article.

24. Adjudication of Facts in Disputes

- a. Any dispute concerning a question of fact arising under this RGA that is not disposed of by agreement shall be decided by the **CALTRANS** Contract Officer, who may consider any written or verbal evidence submitted by **AGENCY**. The **CALTRANS** Contract Officer shall issue a written decision within 30 days of receipt of the dispute. If **AGENCY** rejects the decision of the **CALTRANS** Contract Officer, **AGENCY** can pursue any and all remedies authorized by law. Neither party waives any rights to pursue remedies authorized by law.
- b. Neither the pendency of a dispute nor its consideration by **CALTRANS** Contract Officer will excuse **AGENCY** from full and timely performance in accordance with the terms of the RGA.
- c. Voluntary Resolution: Reference to Other Means of Resolution. In recognition of the government-to-government relationship of the **AGENCY** and **CALTRANS**, the parties shall make their best efforts to resolve disputes that occur under this RGA by good faith negotiations whenever possible. Therefore, without prejudice to the right of either party to seek injunctive relief against the other when circumstances are deemed to require immediate relief, the parties hereby establish a threshold requirement that disputes between the **AGENCY** and **CALTRANS** first be subjected to a process of meeting and conferring in good faith in order to foster a spirit of cooperation and efficiency in the administration and monitoring of performance and compliance by each other with the terms, provisions, and conditions of this RGA, as follows:
 - 1) Either party shall give the other, as soon as possible after the event giving rise to the concern, a written notice setting forth, with specificity, the issues to be resolved.
 - 2) The parties shall meet and confer in a good faith attempt to resolve the dispute through negotiation not later than 10 days after receipt of the notice, unless both parties agree in writing to an extension of time.
 - 3) If the dispute is not resolved to the satisfaction of the parties within 30 working days after the first meeting, then either party may seek to have the dispute resolved by alternative dispute resolution methods, including, but not limited to, non-binding arbitration, mediation, or the use of a technical advisor.
 - 4) Disagreements that are not otherwise resolved by mutually acceptable means as provided herein may be resolved in the Superior Court of the State of California located within the same county where a Project is located. The disputes to be submitted to the court include

claims of breach or violation of this RGA. This RGA shall be interpreted under the laws of the State of California without regard to any conflict of laws' provisions. In no event may **AGENCY** be precluded from pursuing any arbitration or judicial award or remedy against **CALTRANS** on the grounds that **AGENCY** has failed to exhaust its state administrative remedies. The parties agree that, except in the case of imminent threat to public health or safety, reasonable efforts will be made to explore alternative dispute resolution avenues prior to initiating judicial proceedings.

25. Third-Party Contracts

- a. All State-government-funded procurements must be conducted using a fair and competitive procurement process. **AGENCY** may use its own procurement procedures as long as the procedures comply with the local **AGENCY's** laws, rules, and ordinances governing procurement and all applicable provisions of State law, including, without limitation, the requirement that the **AGENCY** endeavor to obtain at least three (3) competitive bids for solicitation of goods, services, and consulting services.

Resources for Third Party Contracts, which are not inconsistent with this **Paragraph 25, Third Party Contracts**:

- 1) Part 2, Chapter 2, Articles 3 and 4 of the Public Contract Code)
 - 2) State Contracting Manual (SCM), Chapter 5
 - 3) Local Assistance Procedures Manual (LAPM)Chapter 10
- b. Any contract entered into as a result of this RGA shall contain all the provisions stipulated in this RGA to be applicable to **AGENCY's** subrecipients, contractors, and subcontractors. Copies of all agreements with subrecipients, contractors, and subcontractors must be submitted to the **CALTRANS** Contract Manager.
 - c. **CALTRANS** does not have a contractual relationship with the **AGENCY's** subrecipients, contractors, or subcontractors and the **AGENCY** shall be fully responsible for all work performed by its subrecipients, contractors, or subcontractors.
 - d. Prior authorization in writing by the **CALTRANS** Contract Manager shall be required before **AGENCY** enters into any non-budgeted purchase order or sub-agreement for supplies, or consultant services. **AGENCY** shall provide an evaluation of the necessity or desirability of incurring such costs. **AGENCY** shall retain all receipts for such purchases or services and shall submit them with invoices per **Section III–Payment and Invoicing, Paragraph 15(e)(4), above**.
 - e. Any contract entered into by **AGENCY** as a result of this RGA shall mandate that travel and per diem reimbursements and third-party contract reimbursements to subrecipients, contractors, and subcontractors will be allowable as **PROJECT** costs only after those costs are incurred and paid for by the subrecipients, contractors, and subcontractors. Travel expenses and per diem rates for subcontractors shall be reimbursed pursuant to **Section III–Payment and Invoicing, Paragraph 15c, above**.

26. Drug-Free Workplace Certification

By signing this RGA, **AGENCY** hereby certifies under penalty of perjury under the laws of California that **AGENCY** will comply with the requirements of the Drug-Free Workplace Act of 1990 (Gov. Code Sections 8350 et seq.) and will provide a Drug-Free workplace by doing all the following:

- A. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a)(1).
- B. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(a)(2) to inform employees about all the following:
 - 1) The dangers of drug abuse in the workplace;
 - 2) The person's or organization's policy of maintaining a Drug-Free workplace;
 - 3) Any available counseling, rehabilitation, and employee assistance programs; and
 - 4) Penalties that may be imposed upon employees for drug abuse violations.
- C. Provide, as required by Government Code Section 8355(a)(3), that every employee who works on the proposed contract or grant:
 - 1) Will receive a copy of the company's Drug-Free Policy Statement; and
 - 2) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.
- D. Failure to comply with these requirements may result in suspension of payments under this RGA or termination of this RGA or both, and **AGENCY** may be ineligible for the award of any future State contracts if **CALTRANS** determines that any of the following has occurred: (1) **AGENCY** has made a false certification or, (2) **AGENCY** violates the certification by failing to carry out the requirements as noted above.

27. Relationship of Parties

It is expressly understood that this agreement is executed by and between two (2) independent governmental entities and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of an independent party.

28. State-Owned Data

- a. **AGENCY** agrees to comply with the following requirements to ensure the preservation, security, and integrity of State-owned data on portable computing devices and portable electronic storage media:
 - 1) Encrypt all State-owned data stored on portable computing devices and portable electronic storage media using government-certified Advanced Encryption Standard (AES) cipher algorithm with a 256-bit or 128-bit encryption key to protect **CALTRANS** data stored on every sector of a hard drive, including temp files, cached data, hibernation files, and even unused disk space.
 - 2) Data encryption shall use cryptographic technology that has been tested and approved against exacting standards, such as FIPS 140-2 Security Requirements for Cryptographic Modules.
 - 3) Encrypt, as described above, all State-owned data transmitted from one computing device or storage medium to another.
 - 4) Maintain confidentiality of all State-owned data by limiting data sharing to those individuals contracted to provide services on behalf of the State, and limit use of State information assets for State purposes only.

- 5) Install and maintain current anti-virus software, security patches, and upgrades on all computing devices used during the course of the Agreement.
 - 6) Notify **CALTRANS** Contract Manager immediately of any actual or attempted violations of security of State-owned data, including lost or stolen computing devices, files, or portable electronic storage media containing State-owned data.
 - 7) Advise the owner of the State-owned data, the **AGENCY** Information Security Officer, and the **AGENCY** Chief Information Officer of vulnerabilities that may present a threat to the security of State-owned data and of specific means of protecting that State-owned data.
- b. **AGENCY** agrees to use the State-owned data only for State purposes under this Agreement.
- c. **AGENCY** agrees to not transfer State-owned data to any computing system, mobile device, or desktop computer without first establishing the specifications for information integrity and security as established for the original data file(s) (State Administrative Manual (SAM) Section 5335.1).

29. Assumption of Risk and Indemnification Regarding Exposure to Environmental Health Hazards

In addition to, and not a limitation of, Contractor's indemnification obligations contained elsewhere in this RGA, Contractor hereby assumes all risks of the consequences of exposure of Contractor's employees, agents, subrecipients, contractors, and subcontractors, subcontractors' employees, and any other person, firm, or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, to any and all environmental health hazards, local and otherwise, in connection with the performance of this Agreement. Such hazards include, but are not limited to, bodily injury and/or death resulting in whole or in part from exposure to infectious agents and/or pathogens of any type, kind or origin. Contractor also agrees to take all appropriate safety precautions to prevent any such exposure to Contractor's employees, agents, subrecipients, contractors, and subcontractors, subcontractors' employees, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement. Contractor also agrees to indemnify and hold harmless Caltrans, the State of California, and each and all their officers, agents and employees, from any and all claims and/or losses accruing or resulting from such exposure. Except as provided by law, Contractor also agrees that the provisions of this paragraph shall apply regardless of the existence or degree of negligence or fault on the part of Caltrans, the State of California, and/or any of their officers, agents and/or employees.

30. Mandatory Organic Waste Recycling

It is understood and agreed that pursuant to Public Resources Code Sections 42649.8 et seq., if Contractor generates two (2) cubic yards or more of organic waste or commercial solid waste per week, Contractor shall arrange for organic waste or commercial waste recycling services that separate/source organic waste for organic waste recycling. Contractor shall provide proof of compliance, i.e. organic waste recycling services or commercial waste recycling services that separate/source organic waste recycling, upon request from Caltrans Contract Manager.

31. ADA Compliance

All entities that provide electronic or information technology or related services that will be posted online by Caltrans must be in compliance with Government Code Sections 7405 and 11135 and the Web Content Accessibility Guidelines (WCAG) 2.0 or subsequent version, published by the Web Accessibility Initiative of the World Wide Web Consortium at a minimum Level AA success.

All entities will respond to and resolve any complaints/deficiencies regarding accessibility brought to their attention.

32. Project Close Out/Final Product

- a. **AGENCY** will provide an electronic version, preferable ADA accessible, of the Final Product(s) to the **CALTRANS** Contract Manager.
- b. **CALTRANS** reserves the right to withhold final payment to **AGENCY** pending receipt of Final Product(s) to the **CALTRANS** Contract Manager.

33. Ownership of Proprietary Property

a. Definitions

- 1) **Work**: The work to be directly or indirectly produced by **AGENCY** under this RGA.
- 2) **Work Product**: All deliverables created or produced from **Work** under this RGA, including but not limited to, all **Work** and Deliverables conceived or made, or made hereafter conceived or made, either solely or jointly with others during the term of this RGA and during a period of six (6) months after the termination thereof, which relates to the **Work** commissioned or performed under this RGA. "**Work Product**" includes all deliverables, inventions, innovations, improvements, or other works of authorship **AGENCY**, its subrecipients, a third-party contractor or subcontractor may conceive of or develop in the course of this RGA, whether or not they are eligible for patent, copyright, trademark, trade secret, or other legal protection.
- 3) **Inventions**: Any idea, methodologies, design, concept, technique, invention, discovery, improvement, or development regardless of patentability made solely by **AGENCY** or jointly with the **AGENCY's** contractor, subcontractor, and/or subrecipient, and/or the **AGENCY's** contractor, subcontractor, and/or subrecipient's employees with one (1) or more employees of **CALTRANS**, during the term of this RGA and in performance of any Work under this RGA, provided that either the conception or reduction to practice thereof occurs during the term of this RGA and in performance of **Work** issued under this RGA.

b. Ownership of Work Product and Rights

- 1) **Copyright Ownership of Work Product**: Except in regard to Pre-existing Works, all **Work Product** derived by the **Work** performed by the **AGENCY**, its employees, or by any of the **AGENCY's** contractor's, subcontractor's, and/or subrecipient's employees under this RGA, shall be owned by **CALTRANS** and **AGENCY** and shall be considered to be works made for hire by the **AGENCY** and **AGENCY's** contractor, subcontractor, and/or subrecipient for **CALTRANS** and **AGENCY**. **CALTRANS** and **AGENCY** shall own all United States and international copyrights in the **Work Product**.

As such, all **Work Product** shall contain, in a conspicuous place, a copyright designation consisting of a "c" in a circle followed by the four-digit year in which the Work Product was produced, followed by the words "California Department of Transportation and **AGENCY**. All Rights Reserved." For example, a Work Product created in the year 2012 would contain the copyright designation © 2012 California Department of Transportation and **AGENCY**. All Rights Reserved.

- 2) **Vesting of Copyright Ownership**: **AGENCY**, its employees, and all of **AGENCY's** contractor's, subcontractor's, and subrecipient's employees, agrees to perpetually assign, and upon creation of each Work Product automatically assigns, to **CALTRANS** and **AGENCY**, its successors, and assigns, ownership of all United States and international copyrights in each and every **Work Product**, insofar as any such **Work Product**, by

operation of law, may not be considered work made for hire by the **AGENCY's** contractor, subcontractor, and/or subrecipient from **CALTRANS**. From time to time, **CALTRANS** and the **AGENCY** shall require its contractors, subcontractors, and/or subrecipients and their respective employees to confirm such assignments by execution and delivery of such assignments, confirmations, or assignment, or other written instruments as **CALTRANS** and the **AGENCY** may request. **CALTRANS** and the **AGENCY**, its successors, and assigns, shall have the right to obtain and hold in its or their own name(s) all copyright registrations and other evidence of rights that may be available for **Work Product**. **AGENCY** shall require contractors, including subcontractors, to waive all moral rights relating to identification of authorship restriction or limitation on use, or subsequent modifications of the **Work**.

c. **Inventions**

- 1) **Vesting of Patent Ownership:** **AGENCY** agrees to require subrecipients, contractors, subcontractors, and their respective employees, to assign to **CALTRANS** and **AGENCY**, its successors, and assigns, all Inventions, together with the right to seek protection by obtaining patent ownership rights and the right to claim all rights or priority there under, and the same shall become and remain **CALTRANS'** property regardless of whether such protection is sought. The **AGENCY**, its employees, and **AGENCY's** contractor, subcontractor, and subrecipient shall promptly make a complete written disclosure to **CALTRANS** of each Invention not otherwise clearly disclosed to **CALTRANS** in the pertinent **Work Product**, specifically pointing out features or concepts that the **AGENCY**, its employees, and/or **AGENCY's** contractor, subcontractor, and/or subrecipient believes to be new or different. The **AGENCY**, its employees, and **AGENCY's** contractor, subcontractor, and subrecipient shall, upon **CALTRANS** and **AGENCY's** request and at **CALTRANS** and **AGENCY's** expense, cause patent applications to be filed thereon, through solicitors designated by **CALTRANS** and **AGENCY**, and shall sign all such applications over to **CALTRANS** and **AGENCY**, its successors, and assigns. The **AGENCY**, its employees, and **AGENCY's** contractor, subcontractor, and subrecipient shall give **CALTRANS** and **AGENCY** and its solicitors all reasonable assistance in connection with the preparation and prosecution of any such patent applications and shall cause to be executed all such assignments or other instruments or documents as **CALTRANS** and **AGENCY** may consider necessary or appropriate to carry out the intent on this RGA.
- 2) **Agency:** In the event that **CALTRANS** and **AGENCY** are unable for any reason whatsoever to secure the **AGENCY's**, its employees', and/or **AGENCY's** contractor's, subcontractor's, and/or subrecipient's, signature to any lawful or necessary document required or desirable to apply for or prosecute any United States application (including renewals or divisions thereof), **AGENCY**, its employees, and **AGENCY's** contractor, subcontractor, and subrecipient hereby irrevocably designates and appoints **CALTRANS** and **AGENCY** and its duly authorized officers and agents, as its agent and attorney-in-fact, to act for and on **AGENCY**, its employees, and **AGENCY's** contractor's, subcontractor's, and subrecipient's behalf and stead, to execute and file such applications and to do all other lawfully permitted acts to further the prosecution and issuance of any copyrights, trademarks, or patents thereon with the same legal force and effect as if executed by **AGENCY**, its employees, and **AGENCY's** contractor, subcontractor, and subrecipient. **CALTRANS** and **AGENCY** shall have no obligations to file any copyright, trademark, or patent applications.

d. **Additional Provisions**

- 1) **Avoidance of infringement:** In performing services under this RGA, **AGENCY** and its employees agree to avoid designing or developing any items that infringe one (1) or more patents or other intellectual property rights of any third party. If **AGENCY** or its employees becomes aware of any such possible infringement in the course of performing any Work under this RGA, **AGENCY** or its employees shall immediately notify **CALTRANS** in writing.
- 2) **Pre-existing Works and License:** **AGENCY** agrees to require contractors, subcontractors, and subrecipients to acknowledge that all **Work Product** shall be the sole and exclusive property of **CALTRANS** and **AGENCY**, except that any **Pre-existing Works** created by **AGENCY** and third parties outside of the RGA but utilized in connection with the RGA (the "**Pre-existing Works**") shall continue to be owned by **AGENCY** or such parties. **AGENCY** agrees to notify **CALTRANS** in writing of any **Pre-existing Works** used in connection with any **Work Product** produced under this RGA and hereby grants to **CALTRANS** a non-exclusive, irrevocable, worldwide, perpetual, royalty-free license to utilize the **Pre-existing Works** in connection with the **Work Product**.
- 3) **Contractors, Subcontractors, and Subrecipients:** Through contract with its subrecipients, contractors, and subcontractors, **AGENCY** shall affirmatively bind by contract all of its contractors, subcontractors, subrecipients, and service vendors (hereinafter "**AGENCY's** Contractor/Subcontractor/Subrecipient") providing services under this RGA to conform to the provisions of this Exhibit. In performing services under this RGA, **AGENCY's** Contractor/Subcontractor/Subrecipient shall agree to avoid designing or developing any items that infringe one (1) or more patents or other intellectual property rights of any third party. If **AGENCY's** Contractor/Subcontractor/Subrecipient becomes aware of any such possible infringement in the course of performing any Work under this RGA, **AGENCY's** Contractor/Subcontractor/Subrecipient shall immediately notify the **AGENCY** in writing, and **AGENCY** will then immediately notify the Department in writing.

e. **Ownership of Data**

- 1) Upon completion of all **Work** under this RGA, all intellectual property rights, ownership, and title to all reports, documents, plans, specifications, and estimates, produced as part of this RGA will automatically be vested in **CALTRANS** and **AGENCY** and no further agreement will be necessary to transfer ownership to **CALTRANS** and **AGENCY**. The **AGENCY**, its contractors, subcontractors, and subrecipients, shall furnish **CALTRANS** all necessary copies of data needed to complete the review and approval process.
- 2) It is understood and agreed that all calculations, drawings, and specifications, whether in hard copy or machine-readable form, are intended for one-time use in the Project for which this RGA has been entered into.
- 3) **AGENCY**, its contractors, subcontractors, and subrecipients, are not liable for claims, liabilities or losses arising out of, or connected with, the modification or misuse by **CALTRANS** of the machine-readable information and data provided by **AGENCY**, its contractors, subcontractors, and subrecipients, under this RGA; further, **AGENCY**, its contractors, subcontractors, and subrecipients, are not liable for claims, liabilities, or losses arising out of, or connected with, any use by **CALTRANS** of the Project documentation on other projects, for additions to this Project, or for the completion of this project by others, excepting only such use as may be authorized, in writing, by **AGENCY**, its contractors, subcontractors, and subrecipients.

- 4) Any sub-agreement in excess of \$25,000.00 entered into as a result of this RGA shall contain all of the provisions of this clause.

34. Electronic Signatures

Each party agrees that the electronic signatures, whether digital or encrypted, of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures for this Agreement. Documents that are referenced by this Agreement may still require manual signatures.

35. Executive Order N-6-22 – Russia Sanctions

On March 4, 2022, Governor Gavin Newsom issued Executive Order [N-6-22](#) (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. “Economic Sanctions” refers to sanctions imposed by the U.S. government in response to Russia’s actions in Ukraine, as well as any sanctions imposed under state law unless the contract has been Federalized (i.e. there is federal participation in any phase). The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide Contractor advance written notice of such termination, allowing Contractor at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

Section IV

In Witness Whereof, the parties hereto have executed this RGA on the day and year first herein above written:

**STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION**

CITY OF MONTEBELLO

By:

By:

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

By:

Printed Name:

Title:

Date:

By:

Printed Name:

Title:

Date:

RESOLUTION NO. 24-66

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, AUTHORIZING THE RECEIPT OF THE CALIFORNIA DEPARTMENT OF TRANSPORTATION ("CALTRANS") SUSTAINABLE TRANSPORTATION PLANNING GRANT AWARD RELATED TO THE CITY'S TRANSIT-ORIENTED COMMUNITIES/MULTIMODAL CONNECTIVITY SPECIFIC PLAN AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH CALTRANS RELATED TO THE GRANT AWARD ON BEHALF OF THE CITY OF MONTEBELLO

RECITALS

WHEREAS, in 2017, the California Legislature passed Senate Bill 1 ("SB 1"), the Road Repair and Accountability Act of 2017, a transportation funding bill that provides a reliable fund source to maintain and integrate the State's multi-modal transportation system including making approximately \$25 million in SB 1 funds available for Sustainable Communities Grants per grant cycle; and

WHEREAS, in October 2023, the California Department of Transportation ("Caltrans") Division of Transportation Planning opened the application process for the Sustainable Transportation Planning Grant Program with the purpose of funding local and regional multimodal transportation and land use projects; and

WHEREAS, the City's Planning and Community Development Department, in collaboration with the Los Angeles County Metropolitan Transportation Authority ("LA Metro"), applied for the Sustainable Transportation Planning Grant in January 2024; and

WHEREAS, on July 9, 2024, Caltrans announced the Fiscal Year 2024-2025 Sustainable Transportation Planning Grant Awards including awarding the City of Montebello a grant for the City's Transit-Oriented Communities/Multimodal Connectivity Specific Plan; and

WHEREAS, the City of Montebello wishes to proceed with the project activities associated with the grant.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF MONTEBELLO HEREBY RESOLVES, FINDS, AND DECLARES AS FOLLOWS:

SECTION 1. The City Manager is hereby authorized and directed to execute the Sustainable Transportation Planning Grant documents and any amendments thereto, to deliver all documents required or deemed necessary or appropriate to secure the Grant Award, and to negotiate and enter into a contract with Caltrans related to the grant award on behalf of the City in a form approved by the City Attorney's Office. Additionally, the City Manager is authorized to take any other action required to meet the City's obligations related to the grant.

RESOLUTION NO. 24-66

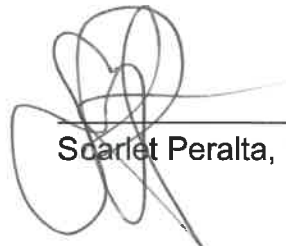
Page 2 of 3

SECTION 2. The City shall be subject to the terms and conditions specified by Caltrans as a part of a contractual agreement executed by the City Manager. Any and all activities funded, information provided, and timelines represented will be enforceable through the fully executed contractual agreement. Pursuant to the terms of the contract entered into with Caltrans, the City hereby agrees to use the funds for eligible uses and allowable expenditures in the manner presented and specifically identified in the approved grant application.

SECTION 3. The adoption of this resolution is not subject to the California Environmental Quality Act (CEQA) pursuant to the State CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, section 15060(c)(2) because the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment; section 15060(c)(3) because the activity is not a project as defined in Section 15378; and section 15061(b)(3) because the activity is covered by the general rule or common sense exemption that CEQA applies only to projects which have the potential for causing significant effect on the environment. Due to there not being a possibility that this resolution may have a significant adverse effect on the environment, the item is exempt from CEQA.

SECTION 4. This Resolution shall take effect immediately upon its adoption by the City Council and the City Clerk shall certify to the passage and adoption of this resolution.

APPROVED AND ADOPTED THIS 28TH DAY OF AUGUST, 2024.



Scarlet Peralta, Mayor

ATTEST:



Christopher Jimenez, City Clerk

APPROVED AS TO FORM:



Arnold M. Alvarez-Glasman, City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)
CITY OF MONTEBELLO)

SS:



RESOLUTION NO. 24-66

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I, Christopher Jimenez, City Clerk of the City of Montebello, County of Los Angeles, State of California, hereby certify that the foregoing Resolution No. 24-66 was passed and adopted by the City Council of the City of Montebello, signed by the Mayor and attested by the City Clerk at a regular meeting of said Council held on the 28th day of August 2024 and that said Resolution was adopted by the following vote, to-wit:

AYES: Melendez, Jimenez, Tamayo, Torres, Peralta

NOES: None

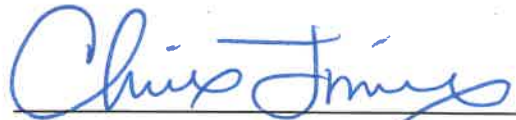
ABSTAIN: None

ABSENT: None

The undersigned, City Clerk of the City of Montebello, does hereby attest and certify that the foregoing Resolution is a true, full and correct copy of a resolution duly adopted at a meeting of said City which was duly convened and held on the date stated thereon, and that said document has not been amended, modified, repealed or rescinded since its date of adoption and is in full force and effect as of the date hereof.

DATE:

8/28/2024


Christopher Jimenez, City Clerk

SCOPE OF WORK

Project Information	
Grant Category	Sustainable Communities
Grant Fiscal Year	FY 2024-25
Project Title	Transit-Oriented Communities/Multimodal Connectivity Specific Plan
Organization (Legal name)	Montebello, City Of

Disclaimer

Agency commits to the Scope of Work below. Any changes will need to be approved by Caltrans prior to initiating any Scope of Work change or amendment.

Introduction

Montebello's proposed Transit-Oriented Communities/Multimodal Connectivity (TOC/MC) Specific Plan project seeks to address connectivity challenges within its disadvantaged community to the proposed transit stations and stops, retail and commercial centers, schools, parks and recreation centers while improving safety and housing for residents and active transportation users. The City currently does not have an existing TOC Specific Plan nor a multimodal connectivity plan, making it crucial to immediately address critical gaps in housing, transit accessibility, active transportation, transportation to schools, parks, transit, and employment centers, while addressing regional connectivity into the nearby communities of Commerce, Bell Gardens, and Pico Rivera. Montebello's proposed TOC/MC Specific Plan ultimately aims to improve both housing inventories and the active transportation network in the local heavily disadvantaged communities. The project will serve as a comprehensive planning document to: 1) guide future land use development and transportation access for the disadvantaged community surrounding the Washington/ Greenwood community (future home to the Metro Eastside Light Rail Station), 2) establish priority needs and feasible project options for implementing active transportation mode-shift in an otherwise vehicle dominant community, and 3) allow for the City to implement equitable, complete first-last mile connections to local housing projects, transit, employment centers, schools, parks, and more. This project will be led by the City and inputs from the Los Angeles County Metro with visions/goals that align with the Metro Eastside Transit Corridor Phase 2 Locally Preferred Alternative Plan, SCAG's RTP/SCS, and the State's CA Transportation Plan 2040.

Project Stakeholders

Stakeholders anticipated to participate in this project include residents, community-based organizations, local business owners, Active SGV, Montebello Bicycle Coalition, Montebello Unified School District, Montebello Police and Fire Departments, Gateway Cities Council of Governments, Montebello Bus Lines, Los Angeles County, and LA Metro representatives. LA Metro will provide critical insight on first-and-last mile connectivity for the future Eastside Transit light rail station and rail corridor. Montebello Bus Lines will provide recommendations to improve efficiencies on the local bus routes. Stakeholder involvement in the planning efforts will focus on participation and feedback from users who will most benefit from implementing the proposed TOC/MC Specific Plan, including vulnerable and under-served residents within the proposed project area. A select number of potential stakeholders will also be invited to join the project's TOC/MC Specific Plan Advisory Committee. Stakeholders will be able to play a role in the

logistics of preparing and executing the pilot studies. For stakeholders participating in the Advisory Committee, their feedback will be sought in a series of scheduled advisory meetings where the consultant will provide updates about the project's different components, including emerging community needs and the efficacy of the proposed planning elements. Toward the end of the project, the advisory committee will be asked to review the draft report for the project and provide their comments before submission for City Council approval.

In addition to providing updates about the project's different components to stakeholders, the consultant will be involved in defining expected work task milestones, establishing procedures for coordination between the consultant and city staff including developing a regular meeting schedule, reviewing applicable planning and policy documents to formulate mixed-use zoning code updates, preparing an equity study and needs analysis, developing a stakeholder engagement plan, as well as completing miscellaneous other tasks needed to finalize, adopt, and implement the TOC/MC Specific Plan.

Overall Project Objectives

The TOC/MC Specific Plan, when completed, will provide recommendations for implementing multimodal transportation and housing policies to help prepare the local communities and its residents for the proposed Eastside Transit light rail system and station by addressing the systemic transportation inadequacies contributing to the environmental and socioeconomic disparity that are clearly visible in the project area. Careful collaboration among the City Planner, Community Development Director, and City Engineer will create planning policies to successfully implement the recommendations presented in the completed TOC/MC Specific Plan. Implementation of the proposed TOC/MC Specific Plan will ensure the development of an attainable, well-connected, safe, and community-driven active transportation and community development network. The formation of the resilient Specific Plan creates a more sustainable, equitable community with improvements to regional mobility and system connectivity by providing critical infrastructure updates in the form of improved pedestrian facilities, affordable housing development, and crucial zoning code improvements that focus on public safety, comfort, and convenience for current and potential users. The goal is to implement projects through public-private efforts, including partnerships, regional transportation funds, local tax revenues, and TOD developers. Specific funding opportunities identified for project implementation at this time include Proposition A, Proposition C, Measure M, and Measure R, as well as State's funded competitive grants such as ATP and HSIP as well as housing-related Federal HUD and State HCD grants.

Summary of Project Tasks

Following the procurement of a consultant to assist with carrying out the grant's goals and objectives and separate from the overall project administration task carried out by the City of Montebello, the main project tasks include conducting research and analysis (Task 1), carrying out a public engagement process (Task 2), developing a policy framework for proposed connectivity projects (Task 3), preparing the draft and final TOC/MC Specific plan (Task 4), and delivering the final documents to the Montebello City Council for review and approval (Task 5).

Task 01: Project Administration

This Administrative Task shall only be charged against by the Grantee for the Administration of this grant project. Costs for this task will not exceed 5% of the grant award amount.

The City of Montebello will manage and administer the grant project according to the Grant Application Guidelines, Regional Planning Handbook, and the contract executed between Caltrans and the City of Montebello.

Kick-off meeting with Caltrans (City/Caltrans)

A kick-off meeting between Caltrans and City staff will set the schedule, terms, policies, reimbursements, expectations, and requirements and serve as an opportunity to provide suggestions and feedback in enhancing the scope of work to be included in the final request for proposal for acquiring consultant services. Meeting minutes will be documented and made available to Caltrans and City staff.

Quarterly Invoices and Progress Reports to Caltrans (City)

The City will prepare seven (7) quarterly reports to be submitted to Caltrans until the project is completed. The City shall prepare and submit seven (7) quarterly invoices and progress reports to Caltrans to review and approve reimbursement payments.

Task Deliverables
Kick off Meeting between Caltrans and the City of Montebello
Meeting notes
Quarterly Invoices (7) and Progress Reports (7)

Task 02: Consultant Procurement

The City will procure a consultant, consistent with state and federal requirements, the Local Assistance Procedures Manual for procuring non-Architectural and Engineering consultants, the Grant Application Guide, the Regional Planning Handbook, and the executed grant contract between Caltrans and the Grantee. The City shall prepare a formal Request for Proposal (RFP), an open and competitive solicitation process. The RFP will be available on the City's website, PlanetBids, and other advertising channels. Prospective consultants will put together a Project Management Plan (PMP) as a part of their formal bid that will include details on the expected work task milestones, team coordination, lead communications, and quality assurance/quality control procedures between the consultant, City Staff, and Caltrans. The PMP will include the project schedule and all deadlines for deliverables, with responsibilities and submission procedures clearly outlined.

The City shall review the proposals, and the most qualified consultants shall be invited for an interview to discuss their proposals. The interview panel will consist of staff from Caltrans and the City. Once a consultant is selected, the scope of work will be refined to clarify work efforts including setting a meeting schedule associated with completing each of the project's tasks (Tasks 1-5) to ensure that the project objectives are to be achieved and shall be within the established project budget. Upon finalizing the scope of work with the approval of Caltrans, a Professional Services Agreement (PSA) shall be prepared, negotiated, and agreed to by the consultant and the City per the City's purchasing and contract services procedures and policies.

- **Responsible Party: City of Montebello, Consultant, Caltrans**

Task Deliverables
Copy of the Request for Proposal/Qualifications

Request for Proposal (RFP) Packets for Advertisement and Final Professional Services Agreement (PSA) including the approved Project Management Plan, Scope of Work, and Project Schedule
Copy of the contract/ Professional Services Agreement between consultant and City of Montebello, copies of all amendments to the consultant contract, and meeting notes from all meetings between prospective consultants, the consultant selected, the City of Montebello, and Caltrans

Task 1: Research and Analysis

State, Regional, and Local Agency Plan/Policy Review (Consultant)

The consultant will be held responsible for reviewing state, regional, and local agency planning and policy documents that pertain to the project, including but not limited to California's Streets and Highways Code; Caltrans Strategic Plan, California Transportation Plan 2040, California Bicycle and Pedestrian Plan (and other modal connectivity plans); SCAG's Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) and Active Transportation Plan; LA Metro's Active Transportation Strategic Plan and First/Last Mile Plans; and other documents regarding Complete Streets, Smart Mobility, Affordable Housing, and Sustainable Communities Planning Efforts.

Additionally, Task 1 Research & Analysis includes a review of the following existing city plans and documents that will be updated and integrated into a single Montebello Transit Oriented Communities/Multimodal Connectivity (TOC/MC) Specific Plan: 2020 Transportation & Circulation Element, ADA plans, Local Roads Safety and Local Hazard Mitigation Plans, and other relevant area plans. The TOC/MC Specific Plan will also review mixed-use codes and policies adopted by other cities that have successfully developed TOD or mixed-use infill housing projects, alongside shared parking policies and programs from other cities. This data will be used to create the revised mixed-use zoning code updates to be implemented through the Specific Plan process. This review will ensure that the TOC/MC Specific Plan consistently supports existing State, regional, and local plans, policies, and programs.

Analysis of Existing Conditions Study (Consultant)

The consultant will review the General Plan's applicable elements (land use, circulation, safety, etc.) and the existing zoning code and map for General Plan inconsistencies and impediments to TOD development, multimodal connectivity, and zoning code revisions. The consultant will review the current and existing conditions of parcels within the project area to assess the existing commercial, retail, and potential housing opportunity sites. The analysis of existing conditions in the project area will consider the following factors: current density and multi-unit availability, existing site layout, business design, area design, affordable housing, commercial stabilization, business retention and expansion, transit prioritization, accessibility, and transit demand management.

Project Area-wide Origins-Destinations (Mobility), Intermodal Connectivity, and First/Last Mile Needs Analysis and Mapping (Consultant)

The consultant will identify key origins and destinations within the project area, including essential points of connectivity (i.e., schools, parks, employment, transit, commercial/retail, and civic centers), and prepare a map of land use settlement patterns, which may include items such as locations of residential neighborhoods, schools, hospitals, senior centers, major employers, shopping plazas, and more. As such, the consultant will gather a list of "opportunity areas" prime for economic revitalization and development for transit-oriented purposes. The TOC/MC Specific Plan will consider the future construction of the Metro light rail train station along Washington

Boulevard at Greenwood Avenue with mixed-use housing and mobility as a priority to the planned development of the local community.

The consultant will identify parcels along Washington Boulevard and Greenwood Avenue that are within the specific plan boundaries and ideal for transit-oriented development and multimodal design opportunities. Each identified property and parcel will be within easy walking distance from the future Metro Eastside light rail station, and Montebello Bus Line bus stops along Washington Boulevard and Greenwood Avenue, which would close the first/last mile gap in the project area.

The consultant will prepare a map and description of existing transportation stops and stations for intermodal connectivity. The plan will focus on corridors connecting schools, parks, transit, employment, and civic centers. The consultant will assess the project area's existing site layout, parking placement, and building design to identify parking availability, close-by shopping, and walkability. Additionally, the consultant will take into consideration the City's Bicycle Master Plan in its assessment of the project's mobility options. The consultant will utilize these factors listed to integrate first/last mile principles to ensure improved travel times and speeds, reducing barriers to ridership.

Existing Infrastructure/Facilities Inventory and Mapping (Consultant)

The TOD/MC Specific Plan community is considered disadvantaged, and much of the community needs affordable housing, pedestrian infrastructure, bicycle infrastructure, and parking facilities throughout the project area. The consultant will identify opportunity sites for affordable housing development, prioritizing vacant lots and parcels that allow access to enhanced active transportation within the community. Parcel identification will allow for better compact design development to maximize the density and multi-unit availability within the project area. Pedestrian and bicycle infrastructure including Class I, II, III, and IV bikeways, sidewalks, paths, bicycle storage racks and lockers, crosswalks, ADA ramps, safe routes to schools, will be amenities that will be added throughout the proposed TOC/MC Specific Plan as so to serve integral first/last mile components to Metro's proposed Eastside light rail station and Montebello Bus Lines Line Nos. 20, 50, 70, and 343 bus stops.

The analysis of existing infrastructure and facilities in the project area will consider the following factors: public transit stations, parking lots, affordable housing availability, business design, parking management, transit demand management, and pedestrian/bicycle circulation. The study and inventory will draw on the Existing Conditions study, also performed as part of Task 1. The consultant will work with the City to develop a comprehensive list of existing infrastructure and facilities inventory that will be mapped to show areas of under-development and infrastructure needs in the project area.

Equity Study (Consultant)

The consultant will prepare an equity study that will focus on identifying the needs and input of certain groups in the community that have been systematically excluded in sectors of health, mobility, income, and other inequities as a result of disproportionate burdens from policies and practices that have limited opportunities based on race, age, gender, sexual orientation, immigration status, disability status, or religion. To ensure that the TOC/MC Specific Plan meets the community's needs, the consultant will provide a plan to involve residents, businesses, and other stakeholders, focusing on the voices of disadvantaged, low-income community members. Coupled with the above, the consultant will work with the City to develop transparent practices toward developing transit-oriented development districts, overlays, density levels, and upcoming meetings to create a long-term feedback loop.

Accidents and Safety Analysis and Mapping (Consultant)

The consultant will obtain and map the location of bicycle and pedestrian collision reports from the Statewide Integrated Traffic Records System (SWITRS). It will identify existing bike and pedestrian safety/education programs within or adjacent to the project area. Additionally, the City seeks to maximize the area's development to take advantage of traffic flow and enhance first/last mile programs to improve and excel at transit demand management. With these routes and data in mind, the consultant will create a prioritized list around the project, utilizing ways to maximize mobility and safety.

Needs Analysis (Consultant)

The consultant will gather information and data from the tasks listed above to further evaluate the City's active transportation needs. From this information, the consultant will identify key infrastructure needs and active transportation facilities that will be analyzed and addressed in the TOC/MC Specific Plan.

- **Responsible Party: City of Montebello, Consultant**

Task Deliverables
Policy Evaluation Summary Analysis
Analysis of Existing Conditions
Facilities/Infrastructure Inventory List and Related Maps
Project Area-wide Origins, Destinations, and Connectivity Analysis and Related Maps
Intermodal Maps
Equity Study
Accident/Safety Data and Related Maps
Initial Needs Analysis and Memo
Meeting notes from any meetings held by the Consultant and the City of Montebello to discuss Task 1

Task 2: Public Engagement

Develop Stakeholder Engagement Plan (City/Consultant)

The consultant, with City staff, will develop a stakeholder engagement plan for the project. The purpose of the plan is two-fold: 1) create an equitable, inclusive, and community-participatory approach to outreach with an emphasis on disadvantaged, vulnerable, and underserved communities in the project area; and 2) create a transit-oriented development plan and zoning code modifications that are reflective of expected outcomes derived from the community input process.

At a minimum, the plan will include the following: objectives and goals for the public input and review process for the project; contact list of community-based organizations and local public/private schools; summary of engagement methods; and evaluation of events and locations to conduct the community outreach. Outreach and engagement may build off existing community events and programming the City employs annually. The project's engagement stakeholders will be comprised of residents, employment centers, business owners, nonprofit organizations, faith-based groups, City departments, law enforcement officers, and transit agencies.

Project Website, Social Media Interactive Town Hall, and Marketing/Publicity (City/Consultant)

The consultant will create a project information webpage on the City's website, describing the project, displaying upcoming events and meetings, and providing the community with regular project-related status updates. In addition, the consultant will work with the City's public affairs team to create social media content to engage the community throughout the project and invite followers to an interactive town hall event. The content and marketing materials will all be informed by input provided by City staff and stakeholders. To reach a broad audience, announcements, flyers, posters, and digital marketing materials will be created and coordinated in advance of all engagement events (virtual or in person). Promotional materials will be translated into the predominant languages spoken in the community, which include Spanish and English.

Community Survey (Consultant)

The community survey will be a key tool to understand the active transportation and housing needs of bicyclists, pedestrians, public transit users, and non-transit users in the project area. The active transportation segment of the survey will inquire about needs, specifically regarding areas of connectivity most important to users and barriers for those who do not utilize such modes of transportation. The affordable housing segment of the survey will inquire about needs specific to perceived housing security, affordability, and availability. The survey will also provide critical insights into the common origins and destination points of current bicyclists, pedestrians, transit users, and non-transit users. It will also allow them to convey their desires, needs, and concerns regarding the active transportation network. The survey will be conducted in several ways: online and at pop-up events, advisory group meetings, and open house meetings. Information about the survey's availability will also be announced at City Council, Planning Commission, and Traffic and Safety Commission meetings, on the public broadcast station, and in the local newspaper.

Conduct Community Outreach Meetings, Open House, and Workshops (Varied In-person/Online) (Consultant)

This task aims to implement the outreach strategy developed in previous tasks. With support from City staff, the consultant will alert community groups, schools, faith-based institutions, property owners, residents, adjacent jurisdictions, and other stakeholders about the project utilizing the marketing methods described above. The consultant will work with community-based organizations and local public/private schools to encourage participation and coordinate with other City Departments (i.e., Public Works and Parks & Recreation Departments) that interact regularly within the local community.

The consultant will conduct at least **two open house events and three public workshops** to describe the project, recognize community opportunities and challenges, identify preliminary analyses and findings, create a shared vision for the project area, and share strategies to realize

the vision as a community effort. The meetings/workshops will be conducted in English and Spanish (on an as-needed basis and in consultation with City staff). The three workshops will have varied engagement methods that emphasize going out into the community to gather intentional feedback at locations, times of day, and convenient venues for community members. Virtual meetings may be preferred depending on existing public health and safety conditions within the community and region.

- **Responsible Party: City of Montebello, Consultant**

Task Deliverables
Stakeholder Outreach and Engagement Plan
Postcards, Project Website, social media content, meeting notices, presentations, and notes
Project Website, Social Media/Interactive Town Hall Site/Surveys
Facilitate Mandatory Community Engagement / Outreach Meetings and Activities
Meeting notes from any meetings held by the Consultant and the City of Montebello to discuss Task 2 including notes for all outreach meetings and activities

Task 3: Policy Framework and Proposed Connectivity Projects

Goals, Objectives, Policies, and Performance Measures (Consultant)

The consultant will work with City staff to develop goals, objectives, policies, and performance metrics for the TOC/MC Specific Plan. This task will create the foundation of the TOC/MC Specific Plan by establishing its context within which proposed projects will be prioritized for implementation based on connectivity and community context, and performance towards plan goals will be monitored. Performance measures will be quantifiable standards. Task 3 will incorporate community input from Task 2 to ensure that community values and needs are represented and reflected in the TOC/MC Specific Plan.

Best practices – Design Elements Toolbox (Consultant)

The consultant will develop a menu of best practices for Complete Streets and other design elements that may be utilized in future roadway projects, drawing from the Caltrans Complete Streets Toolbox and Smart Mobility Framework.

Proposed Affordable Housing Program of Projects (City/Consultant)

The consultant will design and map the proposed affordable housing development and connectivity network, including identified parcels that are excellent examples of developable sites, including developing a complete and detailed list of future projects (Program of Projects) that will be prioritized for implementation. Each project will include a brief project description, including project-specific information as it relates to connectivity, as well as potential constraints, such as built environment conditions (walkability score, distance to public transportation stops, sidewalk availability), itemized preliminary cost estimate, and the City Council District in which the project is located. A schematic design overlaid on recent aerial photography will also be included. The consultant will use information from previous tasks and coordinate with the Recreation and Community Services, Community Development, and Public Works departments to determine appropriate locations and the extent of the network and facilities.

Proposed Bicycle Program of Projects (City/Consultant)

The consultant will design and map the proposed bicycle connectivity network, including support facilities, and develop a complete and detailed list of future projects (Program of Projects) that will be prioritized for implementation. Each project will include a brief project description, including project-specific information as it relates to connectivity, as well as potential constraints, such as right-of-way acquisition or roadway conditions (freeway underpasses with easement/right-of-way challenges), itemized preliminary cost estimate, and the City Council District in which the project is located. A schematic design overlaid on recent aerial photography will also be included. The consultant will use information from previous tasks and coordinate with the Recreation and Community Services, Community Development, and Public Works departments to determine appropriate locations and the extent of the network and facilities.

Proposed Pedestrian Program of Projects (City/Consultant)

The consultant will design and map the proposed pedestrian connectivity network, including support facilities in the project area, including developing a complete list of future projects (Program of Projects) that will be prioritized for implementation. Each project listed will include a brief project description, including project-specific information and potential constraints, such as right-of-way acquisition, itemized preliminary cost estimate, and the City Council District in which the project is located. A schematic design overlaid on recent aerial photography will also be included. The program will utilize information from previous tasks and coordination with the Recreation and Community Services, Community Development, and Public Works departments to determine appropriate locations and the extent of the network and facilities. Multimodal connections will be a non-negotiable incorporation in the network.

Proposed ADA Program of Projects (City/Consultant)

Utilizing the inventory of corners where ADA ramps are missing or noncompliant, the consultant will create a priority list based on metrics determined by City staff. The proposed ADA program of projects includes creating a comprehensive list of future projects (Program of Projects) that will serve as a priority list for implementation. The consultant will also develop and map a program of projects to bring these facilities up to current ADA standards.

Safe Routes to Schools Program of Projects (City/Consultant)

The consultant will identify and map potential improvements to City infrastructure to support Safe Routes to School connections throughout the City using the project corridors, as previously described, including the development of a complete list of future projects (Program of Projects) that will be prioritized for implementation. Each project listed will include a brief project description, including project-specific information and potential constraints, such as right-of-way acquisition, itemized preliminary cost estimate, and the City Council District in which the project is located. A schematic design overlaid on recent aerial photography will also be included.

- **Responsible Party: City of Montebello, Consultant**

Task Deliverables
Goals, Objectives, Policies, and Performance Measures
Design Elements Toolbox and Best Practices

Proposed Affordable Housing Program of Projects, maps, schematics, and recommendations
Proposed Bicycle Program of Projects, maps, schematics, and recommendations
Proposed Pedestrian Program of Projects, maps, schematics, and recommendations
Proposed ADA Program of Projects, maps, schematics, and recommendations
Safe Routes to School Program of Projects, maps, schematics, and recommendations
Meeting notes from any meetings held by the Consultant and the City of Montebello to discuss Task 3

Task 4: Prepare Planning Documents (Draft and Final Plan)

Project Prioritization (City/Consultant)

The consultant will create criteria to rank the priority of each program of projects developed as part of Task 3. Projects will be ranked by priority and importance to help the City develop an implementation plan that swiftly addresses public safety issues while enhancing connectivity, comfort, and effectiveness of bicycle, pedestrian, transit networks, affordable housing availability, ADA, and Safe Routes to Schools networks over time. With City input, the consultant will develop a short-term attainable program of projects to be completed over two fiscal years/budget cycles. The consultant will also create a longer-term program of projects, which ensures coverage of multiple funding cycles and may need or permit formal design, right-of-way acquisition, or other "larger" types of effort or resource dedication. These longer-term recommendations may enhance competitiveness due to a more "complete" and "ready" project.

Funding Sources and Strategies (Consultant)

The consultant will describe past expenditures for pedestrian facilities, bicycle facilities, and transit-oriented developments and identify the costs associated with implementing the TOC/MC Specific Plan, in addition to any alternative or future financial needs for maintenance and operation. The consultant will extract and discuss future funding sources and strategies for obtaining funding. These include measures to connect to other regional transit-oriented communities and transit opportunities to induce sustainable regional mode shifts. The consultant will discuss all regional funding program opportunities and regional partnerships that are consistent with the project and review the Program of Projects developed to create a recommended list of projects most likely to score well for competitive grant programs.

Administrative Draft TOC/MC Specific Plan (City/Consultant)

The consultant and the City Staff will collaborate to incorporate study surveys, maps, implementation, policy framework, and financing plans and coordinate with other local plans and programs to develop the Administrative Draft TOC/MC Specific Plan. The City will coordinate with other City departments for input. The consultant will work with the Recreation and Community Services, Planning and Community Development, and Public Works departments to determine land use planning and zoning consistency.

Release Draft Transit-Oriented Communities Specific Plan and Zoning Code Updates (City/Consultant)

City staff will work with the consultant to release the draft TOC/MC Specific Plan to the public and allow them to make public comments. The consultant will be responsible for holding public meetings where they will present the Draft Plan and solicit feedback. A similar process will be coordinated to modify and adopt zoning code revisions, including a City Council staff report and City Council resolution. Along with in-person feedback from the community meetings, feedback will be requested and welcomed on the project website.

Finalize Transit-Oriented Communities/Multimodal Specific Plan Adoption (City/Consultant)

The consultant will prepare the final TOC/MC Specific Plan based on feedback and comments from the public and will also produce the final TOC/MC Specific Plan.

- **Responsible Party: City of Montebello, Consultant**

Task Deliverables
List of prioritized projects based on feasibility, likely funding availability, and community feedback
The proposed list of funding sources, including a framework for Phases and Partnerships
Environmental Impact Memorandum
Draft TOC/MC Specific Plan
Public Meeting Agenda, Presentation, Meeting Minutes, and Notes
Final TOC/MC Specific Plan (Final document to be an ADA-accessible document)
Meeting Notes from any meetings held by the Consultant and the City of Montebello to discuss Task 4

Task 5: City Council Review/ Approval/ Implementation

City Council Public Meeting (Consultant/City)

To provide City Council and the general public the opportunity to provide public input into the draft plans, the City will hold one City Council meeting, including an agenda, staff presentation, and a public invitation to comment on the plan. Upon completion of the public meeting, staff will post public meeting minutes and comments on the City's website for public review.

Council Review and Approval (City)

City staff will prepare the City Council staff report to include the Council agenda, presentation materials, and meeting minutes from the public meeting for City Council consideration.

Delivery of Final Plan to Caltrans and Closeout Audit if necessary (City)

Upon approval, the City will provide Caltrans with 1) the final TOC/MC Specific Plan, 2) the final quarterly report, 3) a request for final reimbursement, and 4) coordinate with Caltrans to complete the closeout audit, if necessary.

- **Responsible Party: City of Montebello, Consultant**

Task Deliverables
City Council Agenda, presentation materials, and post-public meeting minutes
City Council Agenda, presentation materials, minutes of the public meeting, Council comments, and approval of the plan
The City will deliver the final TOC/MC Specific Plan to Caltrans, including the final quarterly report, request for final reimbursement payment, and arrange for project closeout audit, if necessary
Meeting Notes from any meetings held by the Consultant and the City of Montebello to discuss Task 5

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California Department of Transportation
Division of Transportation Planning

Sustainable Transportation Planning Grant Program

Fiscal Year 2024-25

GRANT APPLICATION GUIDE

Sustainable Communities, Climate Adaptation,
and Strategic Partnerships

Grant Application Deadline

January 18, 2024

Submit Applications via [Smartsheet Form](#)



ADA Notice: For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

Updated September 2023

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1. GRANT PROGRAM OVERVIEW

The Sustainable Transportation Planning Grant Program was created to support the California Department of Transportation's (Caltrans) Mission: Provide a safe and reliable transportation network that serves all people and respects the environment.

The California Legislature passed, and Governor Edmund G. Brown Jr. signed into law, Senate Bill 1 (SB 1, Beall, Chapter 5, Statutes of 2017) – The Road Repair and Accountability Act of 2017, a transportation funding bill that provides a reliable fund source to maintain and integrate the State's multi-modal transportation system. In addition to the \$9.5 million in traditional State and federal grants, approximately \$25 million in SB 1 funds for Sustainable Communities Grants is available for each grant cycle.

The State-funded Sustainable Communities grants (\$29.5 million) are intended to support and implement Regional Transportation Plan (RTP) Sustainable Communities Strategies/Alternative Planning Strategies (SCS/APS) (where applicable) and to ultimately achieve the State's greenhouse gas (GHG) reduction target of 40 and 80 percent below 1990 levels by 2030 and 2050, respectively.

The State-funded Climate Adaptation Planning grants (\$31.9 million) enacted with Senate Bill 198 (Committee on Budget and Fiscal Review, Chapter 71, Statutes of 2022), will support local and regional identification of transportation-related climate vulnerabilities through the development of climate adaptation plans, as well as project-level adaptation planning to identify adaptation projects and strategies for transportation infrastructure.

The federal-funded Strategic Partnerships and Strategic Partnership Transit grants (\$4.5 million) support Federal Planning Factors and address State highway/transit issues of regional, interregional, and/or statewide significance, in partnership with Caltrans.

Eligible planning projects must have a transportation nexus per Article XIX Sections 2 and 3 of the California Constitution. Therefore, successful planning projects are expected to directly benefit the multi-modal transportation system. These grants will also improve public health, social equity, environmental justice, the environment, and provide other important community benefits. The period of grant fund availability spans over three FYs and approximately 32 months for grant project activities after the grant agreement is executed and Caltrans issues a Notice to Proceed. Refer to Chapter 9.2 for details regarding the anticipated grant project start and expiration dates.

1.1 Sustainable Transportation Planning Grant Summary Chart

Grant	Fund Source	Purpose	Who May Apply	Local Match
Sustainable Communities Competitive	Budget RMRA and SHA State funds Approx. \$17 million Approx. \$3 million set-aside for technical projects Approx. \$500,000 set-aside for Native American Tribal Governments Goal: 50% of grants should benefit Underserved Communities*** Grant Minimum \$50,000 for Underserved Communities, including Native American Tribal Governments and rural communities; \$100,000 for all others Grant Maximum \$700,000	Funds local and regional multimodal transportation and land use planning projects that further the region's RTP SCS/APS (where applicable), contribute to the State's GHG reduction targets, address the needs of underserved communities, and assist in achieving the Caltrans Mission and Grant Program Objectives (See Chapter 1.2).	The following are eligible to apply as a primary applicant: • MPOs with sub-applicants • RTPAs • Transit Agencies; • Cities and Counties with compliant Housing Elements and completed Annual Progress Reports; • Native American Tribal Governments • Other Public Transportation Planning Entities The following are eligible to apply as a sub-applicant: • MPOs/RTPAs • Transit Agencies • Universities and Community Colleges • Native American Tribal Governments • Cities and Counties with compliant Housing Elements and completed Annual Progress Reports • Community-Based Organizations • Non-Profit Organizations (501.C.3) • Other Public Entities**	11.47% minimum* (in cash or an in-kind contribution).
	Budget RMRA State funds \$12.5 million			
Sustainable Communities Formula				

* For local match requirements, refer to Chapter 6.5 of this Guide.

** Public entities include state agencies, the Regents of the University of California, district, public authority, public agency, and any other political subdivision or public corporation in the State (Government Code Section 811.2).

*** For purposes of this grant program, underserved communities are the most vulnerable places that are facing disproportionate rates of economic, environmental, and health burdens, and are defined according to the tools in Appendix A.

Grant	Fund Source	Purpose	Who May Apply	Local Match
Climate Adaptation Planning	Budget State funds Cycle 2: \$31.9 million total Up to \$3.9 million set-aside for Native American Tribal Governments Goal: 50% of grants should benefit Underserved Communities*** Grant minimum \$100,000 Grant maximum \$1.5 million (single organization); above \$1.5-\$3 million to be considered for partnership applications	Funds local and regional identification of transportation-related climate vulnerabilities through the development of climate adaptation plans, as well as project-level climate adaptation planning to identify adaptation projects and strategies for transportation infrastructure.	The following are eligible to apply as a primary applicant: • MPOs • RTPAs • Transit Agencies; • Cities and Counties • Native American Tribal Governments • A joint exercise of powers authority established pursuant to Chapter 5 of Division 7 of Title 1, with the consent of a transportation planning agency or a county transportation commission for the jurisdiction in which the transportation project will be developed. • A local transportation authority created or designated pursuant to Division 12.5 or Division 19 of the Public Utilities Code. The following are eligible to apply as a sub-applicant: • MPOs/RTPAs • Transit Agencies • Universities and Community Colleges • Native American Tribal Governments • Cities and Counties • Community-Based Organizations • Non-Profit Organizations (501.C.3) • Other Public Entities**	11.47% minimum* (in cash or an in-kind contribution); not required for Native American Tribal Governments

* For local match requirements, refer to Chapter 6.5 of this Guide.

** Public entities include state agencies, the Regents of the University of California, district, public authority, public agency, and any other political subdivision or public corporation in the State (Government Code Section 811.2).

*** For purposes of this grant program, underserved communities are the most vulnerable places that are facing disproportionate rates of economic, environmental, and health burdens, and are defined according to the tools in Appendix A.

Grant	Fund Source	Purpose	Who May Apply	Local Match
Strategic Partnerships	Budget FHWA SPR, Part I Federal funds \$1.5 million Grant Minimum \$100,000 Grant Maximum \$500,000	Funds transportation planning studies in partnership with Caltrans that address the regional, interregional, and statewide needs of the State highway system, and also assist in achieving the Caltrans Mission and Grant Program Objectives (See Chapter 1.2).	The following are eligible to apply as a primary applicant: • MPOs • RTPAs The following are eligible to apply as a sub-applicant: • MPOs/RTPAs • Transit Agencies • Universities and Community Colleges • Native American Tribal Governments • Cities and Counties • Community-Based Organizations • Non-Profit Organizations (501.C.3) • Other Public Entities**	20% minimum* (in non-federal funds or an in-kind contribution).
	Budget FTA Section 5304 Federal funds \$3 million Grant Minimum \$75,000 for rural RTPAs; \$100,000 for MPOs Grant Maximum \$500,000			
Strategic Partnerships – Transit				

* For local match requirements, refer to Chapter 6.5 of this Guide.

** Public entities include state agencies, the Regents of the University of California, district, public authority, public agency, and any other political subdivision or public corporation in the State (Government Code Section 811.2).

1.2 Grant Program Objectives and Considerations

Successful grant applications address and articulate how the project relates to the Caltrans Mission, Grant Program Objectives, and Grant Program Considerations. The Grant Specific Objectives identified in Chapters 2.1, 3.1, 4.1 and 5.1 indicate the specific purpose of the Sustainable Communities, Climate Adaptation, and Strategic Partnership transportation planning grants, respectively, and must also be considered when preparing an application.

Grant Program Objectives

The following Grant Program Objectives are focused on achieving the Caltrans Mission and are intended to inform application development, including:

Objective	Description
Sustainability	Promote reliable and efficient mobility for people, goods, and services, while meeting the State's GHG emission reduction goals, preserving the State's natural and working lands, and preserving the unique character and livability of California's communities.
Preservation	Preserve the transportation system through protecting and/or enhancing the environment, promoting energy conservation, improving the quality of life, and/or promoting consistency between transportation improvements and State and local planning growth and economic development patterns.
Accessibility	Increase the accessibility of the system and mobility of people, inclusive of older adults, those with disabilities, and freight.
Safety	Prioritize the elimination of fatal and serious injury crashes and enhance safe use of our roadways through the Safe System approach to realize a vision of zero road fatalities and serious injuries by 2050.
Innovation	Promote the use of technology and innovative designs to improve the performance and social equity of our transportation system and provide sustainable transportation options.
Economy	Support the economic vitality of the area (i.e., enables global competitiveness, enables increased productivity, improves efficiency, increases economic equity by enabling robust economic opportunities for individuals with barriers to employment and for Disadvantaged Business Enterprise (DBE), etc.).
Health	Decrease exposure to local pollution sources, reduce serious injuries and fatalities on the transportation system, and promote physical activity across the lifespan, inclusive of those with disabilities, especially through transportation means.
Social Equity	Promote transportation solutions that focus on and prioritize the needs of underserved communities most affected by poverty, air pollution and climate change, and promote solutions that integrate community values with transportation safety and performance while encouraging meaningful public involvement in the transportation decision making process.

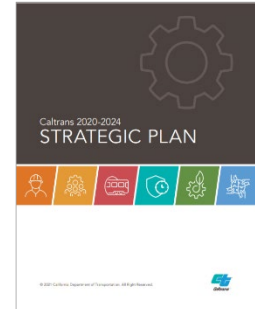
Grant Program Considerations

The Grant Program supports related State and federal mandated initiatives. The Plans and Programs listed below should be considered in grant application development. Definitions and links to these resources can be found in Appendix A.

Caltrans Strategic Plan

The Strategic Plan is a declaration of the Caltrans vision and mission, core values, strategic imperatives, and six goals to deliver a world-class transportation system for one of the nation's most populous, innovative, and diverse states:

- Safety first
- Cultivate excellence
- Enhance and connect the multimodal transportation network
- Strengthen stewardship and drive efficiency
- Lead climate action
- Advance equity and livability in all communities



This plan guides and informs the development of the Sustainable Transportation Planning Grant Program. Competitive applications will articulate how they will assist in achieving the Caltrans vision and mission, the six strategic goals above.

California Transportation Plan 2050

The California Transportation Plan (CTP) 2050 is a long-range transportation plan, updated every five years pursuant to state and Federal law, and is statutorily required to be fiscally unconstrained:

- Defines a vision for the future transportation system, establishes new statewide priorities, and guides Caltrans and partner agencies in implementing its recommendations
- Identifies strategies and policies that are required to make transparent and transformational transportation decisions
- Recognizes the unique transportation needs and interests of urban, suburban, rural, and Tribal communities
- Guides transportation decision makers at all levels of government, while emphasizing the importance of shared responsibility in meeting our transportation needs



The CTP does not contain projects, but policies and strategies required to close the gap between what the regional transportation plans (RTP) aim to achieve and how much more is required to meet 2050 goals. Competitive applications will discuss how proposed projects will assist in achieving the CTP 2050 vision, goals, recommendations, and the modal plans that support it.

Modal Plans that Support the California Transportation Plan

The CTP is the umbrella plan that informs and pulls together the State's long-range modal plans listed below, to envision the future system:

- Interregional Transportation Strategic Plan
- California Freight Mobility Plan
- California State Rail Plan
- California State Bicycle and Pedestrian Plan
- Statewide Transit Strategic Plan
- California Aviation System Plan

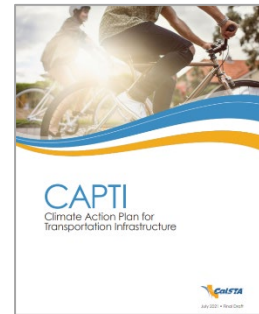
Title VI and Environmental Justice

Title VI of the U.S. Civil Rights Act prohibits discrimination on the basis of race, color, or national origin in programs or activities receiving federal financial assistance. A similar prohibition applies to recipients of state funds under California Government Code section 11135, which prohibits discrimination on the basis of race, color or national origin, as well as ethnic group identification, religion, age, sex, sexual orientation, genetic information, or disability.

Caltrans integrates Title VI as well as environmental justice in all activities. In the past, low-income and minority communities disproportionately bore many of the negative impacts of transportation projects, which they continue to feel the consequences from today. It is the goal of environmental justice to ensure that when transportation decisions are made, low-income and minority communities have a full opportunity to participate in the decision-making process, and they receive an equitable distribution of benefits and not a disproportionate share of burdens, which contribute to poor health outcomes.

Climate Action Plan for Transportation Infrastructure

The Climate Action Plan for Transportation Infrastructure (CAPTI) details how the state recommends shifting and investing billions of discretionary transportation dollars annually to aggressively combat and adapt to climate change while supporting public health, safety and equity. CAPTI builds on executive orders signed by Governor Gavin Newsom in 2019 and 2020 targeted at reducing greenhouse gas (GHG) emissions in transportation, which account for more than 40 percent of all emissions, to reach the state's ambitious climate goals. Competitive grant applications will discuss how proposed projects will assist in implementing the CAPTI Investment Framework, Guiding Principles, and align with the Implementation Strategies and Key Actions.

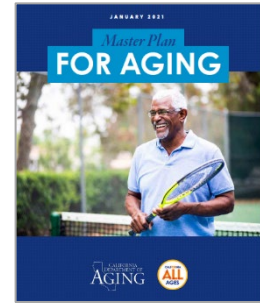


California Climate Adaptation Strategy

The California Climate Adaptation Strategy, mandated by Assembly Bill 1482 (Gordon, 2015), links the state's existing and planned climate adaptation efforts, showing how they fit together to achieve California's six climate resilience priorities. The Strategy is organized around outcome-based priorities, enabling a coordinated, integrated approach to building climate resilience. The Strategy shows how the state's efforts fit together to deliver on six priorities for climate resilience action in California: Strengthen Protections for Climate Vulnerable Communities; Bolster Public Health and Safety to Protect Against Increasing Climate Risks; Make Decisions Based on the Best Available Climate Science; Build a Climate Resilient Economy; Accelerate Nature-Based Climate Solutions and Strengthen Climate Resilience of Natural Systems; Partner and Collaborate to Leverage Resources. Competitive grant applications will discuss how proposed projects consider climate resilience and align with the California Climate Adaptation Strategy.

Master Plan for Aging

The Master Plan for Aging is a blueprint for aging across the lifespan, not simply a plan for today's older adults. California's over-60 population is projected to diversify and grow faster than any other age group. In response, the Master Plan calls on all California communities to build a California for All Ages: for older Californians currently living through the many different stages of the second half of life; for younger generations who can expect to live longer lives than their elders; for communities of all ages – family, friends, neighbors, coworkers, and caregivers – surrounding older adults. Competitive grant applications will discuss specific connections and help achieve the Master Plan's five goals and twenty-three strategies to build a California for All Ages by 2030.



2. SUSTAINABLE COMMUNITIES COMPETITIVE AND TECHNICAL

Approximately \$12 million in State Road Maintenance and Rehabilitation Account (RMRA) funds and \$5 million in State Highway Account (SHA) funds, or a combined total of \$17 million will be distributed through a competitive program to Metropolitan Planning Organizations (MPOs) with a sub-applicant(s), Regional Transportation Planning Agencies (RTPAs), cities and counties, transit agencies, and Native American Tribal Governments. **MPOs must have a sub-applicant in order to be eligible and apply to the Sustainable Communities Competitive and Technical grants.**

Approximately \$3 million will be set-aside for a technical project sub-category. In accordance with the recent release of the guidance documents for the implementation of Senate Bill 743 (SB 743, Chapter 386, Statutes of 2013), there is a current need for improved tools to measure VMT and induced travel and to develop and implement VMT mitigation programs.

Approximately \$500,000 will be set-aside for Native American Tribal Governments.

Funding distribution for the competitive program will depend on the quality and number of applications.

2.1 Purpose and Specific Objectives

The purpose of the Sustainable Communities grants is to fund local and regional multimodal transportation and land use planning projects that further the region's RTP SCS/APS (where applicable), contribute to the State's GHG reduction targets, and assist in achieving the Caltrans Mission and Grant Program Objectives, which must be considered when preparing the grant application.

A minimum threshold of 50 percent of Sustainable Communities Competitive and Technical Grants has been identified for projects that benefit underserved communities, which includes Native American Tribal Governments and rural communities (for transportation planning purposes, rural is defined as all areas of the State that are not included in urbanized areas of 50,000 in population or greater; refer to Appendix C. Caltrans/Regional Agency Boundaries Map, which indicates rural areas). For purposes of the grant program, acceptable underserved communities definitions are described in Appendix A and include:

- Rural communities of 50,000 or less and outside of urbanized areas
- Native American Tribal Governments
- Regionally/locally defined underserved communities
- At or below 80% Assembly Bill 1550 (Gomez, Statutes of 2016)
- At or above 75% California Department of Education, Free or Reduced Priced Meals Data
- At or above 75% CalEnviroScreen Version 4.0
- At or below 25% California Healthy Places Index (HPI)

Sustainable Communities Competitive and Technical applicants must demonstrate how the project fits every aspect of the following Specific Objectives, as appropriate for the applicant and project type:

- Encourage local and regional multimodal transportation and land use planning that furthers the region's RTP SCS/APS (where applicable). For applicants not in an MPO region,

address how the project encourages local and regional multimodal transportation and land use planning that advances sustainability

- Contribute to the State's GHG reduction targets and other State goals, including but not limited to, the goals and best practices cited in the 2017 RTP Guidelines
- Address the needs of underserved communities through robust public engagement
- Assist in achieving the Caltrans Mission and Grant Program Objectives (See Chapter 1.2).

Sustainable Communities Technical project types do not require extensive public engagement due to their technical nature, but they will explain and demonstrate:

- How the public will be involved at later stages of the planning process
- How they will collaborate with and involve appropriate stakeholders with technical expertise to review and validate quantification assumptions and methods
- How stakeholders will be involved in the application and Scope of Work

Technical project applications are scored under the same criteria as all other project types, but they are grouped with other technical projects, and they compete at the same level. Refer to Chapter 2.2 for Example Technical Project Types. Applicants should contact their Caltrans District listed in Appendix D to help decide which grant category is the best fit for their project.

Below is a list of Appendix A. Guidance, Tools, and Resources to assist applicants in preparing a competitive grant application that is consistent with the Grant Program Objectives, Grant Program Considerations, and Specific Objectives.

- Advance Transportation Related GHG Reduction Project Types/Strategies
- Addressing the Needs of Underserved Communities
- Public Health Resources
- Active Community Engagement
- Integrated Housing, Land Use and Transportation Planning
- Promote the Region's RTP SCS/APS (where applicable) and State Planning Priorities, and Climate Adaptation Goals
- Climate-Ready Transportation

2.2 Example Project Types

The examples below are organized in the following grant project types: Active Transportation; Corridor and Freight; Social Equity; Integrated Housing, Land Use, and Transportation; Multimodal; Safety; Technical; and Transit.

Active Transportation

- Active transportation plans, including bicycle, pedestrian, and trail master plans
- Plans for bike parking facilities
- Rural planning studies or plans that provide rural counties the ability to develop active transportation plans with a rural context-sensitive focus and allow for rural regions to contribute to the State's GHG reduction targets
- Studies or plans that include a temporary built environment demonstration, e.g., tactical urbanism

Corridor and Freight

- Comprehensive Multimodal Corridor Plans
- Corridor enhancement studies
- Studies or plans related to zero emissions vehicle goods movement
- Freight/goods movement plans and studies
- Local or regional corridor plans
- Studies and plans that can help to quantify and highlight the value and importance of the rural State transportation system which connects large urban centers to rural open space, State and federal lands, and recreation and agriculture hubs.
- Studies and plans to mitigate for impacts to the rural transportation system due to increased interregional tourism and visitor traffic
- Modeling improvements that address SB 743 implementation and induced travel (see Sustainable Communities – Technical grant-specific objectives in Chapter 2.1)
- Complete Streets plans that consider last-mile freight
- Curbside freight management plans
- Sustainable freight plans
- Agriculture goods movement plans
- Freight/supply chain resiliency studies

Social Equity

- Community Needs Assessments
- Health and transportation studies, including health equity transportation studies and other plans that incorporate health into transportation planning
- Studies to improve access to social services and other community destinations for underserved communities
- Studies, plans or planning methods that address environmental justice issues in a transportation related context
- Congestion pricing studies including plans that enhance social equity and avoid inequitable cost burdens
- Planning to remove or reduce barriers created by transportation infrastructure such as highways, overpasses and underpasses, that create disconnected communities
- Studies or plans to ensure that infill and transit-oriented development benefits existing residents and businesses, low-income and underserved communities, and minimizes displacement
- Outreach to educate underserved communities on mode shifts to electric forms of transportation, as part of a plan or study as appropriate
- Student internships for rural agencies and/or underserved communities

Integrated Housing, Land Use, and Transportation

- Studies, plans or planning methods that assist transportation agencies in creating sustainable communities and transit-oriented development

- SCS/APS development
- Studies that promote greater access between affordable housing and job centers
- Station area planning
- Integration of transportation and environmental planning
- First Mile/Last Mile project development planning
- An update to a general plan land use element or zoning code that increases development opportunities around key transportation corridors or nodes
- Creation of a Transit-Oriented Development overlay zone or other special zoning district around key transportation corridors or nodes
- Studies, plans, and policies that address land use conflicts with major transportation corridors such as major highways, ports, shipping and freight corridors, etc. that are near sensitive land uses such as homes, schools, parks, etc. or potentially impacted by climate change

Multimodal

- Complete Streets plans or multimodal transportation plans
- Long range transportation plans for tribal governments
- Studies, plans or planning methods that advance a community's effort to reduce single occupancy vehicle trips and transportation related GHG through strategies including, but not limited to, advancing mode shift, demand management, travel cost, operational efficiency, accessibility, and coordination with future employment and residential land use
- Context-sensitive streetscapes or town center plans
- Studies that evaluate accessibility and connectivity of the multimodal transportation network
- Shared mobility services planning studies
- Community outreach plans for park-and-ride lots

Safety

- Bike and pedestrian plans with a safety enhancement focus, including Vision Zero plans
- Community to school studies or safe routes to school plans
- Traffic calming and safety enhancement plans

Technical

- Transportation modeling studies or planning activities that address SB 743 implementation and induced travel, active transportation, emerging technology, public health, VMT and other impacts
- Planning for zero or near zero emission vehicles
- Electric vehicle charging infrastructure network planning
- Transit planning for zero emission bus fleets
- Planning for autonomous vehicles
- Road or parking pricing studies
- Transportation Demand Management studies
- Commute trip reduction studies and plans

- Data collection/data sharing initiatives
- Integration of transit, new emerging technologies, and shared mobility services
- Educational outreach as part of a plan or study as appropriate, e.g., for mode shifts to electric forms of transportation

Transit

- Identification of policies, strategies, and programs to preserve transit facilities and optimize transit infrastructure
- Transit planning studies related to accessible transit, paratransit, mobility management, etc.
- Studies, plans, or outreach for school public transit, school pool ridesharing
- Strategies to increase transit ridership
- Studies or plans that evaluate commuter rail or multi-modal connectivity
- Studies or plans that evaluate first and last mile transit connectivity

2.3 Eligible and Ineligible Activities and Expenses

Eligible Activities and Expenses

Eligible activities must have a transportation nexus per the California Constitution, Article XIX Section 2 and 3. Applicants need to consult with Caltrans district staff for more information on whether costs are eligible for funding.

Some examples of eligible costs include:

- Data gathering and analysis
- Report writing and the development of associated graphics
- Planning consultant procurement
- Advertising for consultant procurement
- Advertising for public workshops, e.g., flyers, paid media ads
- Travel expenses (See Chapter 6.5 for details)
- Up to 30 percent design or conceptual drawings
- Equipment (as defined in 2 CFR Part 200.33)¹ purchases must remain under \$5,000 or depreciation will need to be taken in to account when the grant project is completed since equipment could have future uses. 2 CFR Part 200.436² provides the criteria for depreciation.
- Community surveys, meetings, public workshop room rental, charrettes, focus groups
- Virtual outreach activities and on-line meetings

¹ Electronic Code of Federal Regulations, 2 Code of Federal Regulations, Part 200.33, 2020, <https://www.ecfr.gov/on/2017-01-03/title-2/subtitle-A/chapter-II/part-200/subpart-A/subject-group-ECFR2a6a0087862fd2c/section-200.33>

² Govinfo, 2 Code of Federal Regulations, Part 200.436, 20, <https://www.govinfo.gov/app/details/CFR-2022-title2-vol1/CFR-2022-title2-vol1-sec200-436>

- Bilingual services for interpreting and/or translation services for meetings
- Community/stakeholder advisory groups
- Light snacks and refreshments for public workshops (no full meals), subject to Caltrans approval
- Project administration (up to 5 percent of the grant is allowed, i.e., quarterly reports, invoicing, and kick-off meeting with Caltrans)

Ineligible Activities and Expenses

Some activities, tasks, project components, etc. are not eligible under these grant programs. If an application has any of the following elements, it will be disqualified.

Ineligible activities and expenses include:

- Environmental studies, plans, or documents normally required for project development under the National Environmental Policy Act or the California Environmental Quality Act
- Engineering plans and design specification work
- Project Initiation Documents
- Program or project implementation
- Repurposing unspent grant funds (not applicable to Sustainable Communities Formula)
- Application development to pursue construction funds/project implementation
- RTPs or updates to the RTP, excluding SCS/APS development
- Construction projects, capital costs, such as the building of a facility, or maintenance
- Office furniture purchases, or other capital expenditures
- Decorations, e.g., for public workshop events
- Acquisition of vehicles or shuttle programs
- Organizational membership fees
- Incentives for public participation, e.g., full meals, prizes, freebies, promotional/marketing items, stipends
- Charges passed on to sub-recipient for oversight of awarded grant funds
- Other items unrelated to the project

2.4 Tips for Successful Sustainable Communities Grant Applications

Criteria for Successful Sustainable Communities Grant Applications

Some guidance is provided below however, it is not intended to be all inclusive.

- Integrate Grant Program Considerations (See Chapter 1.2)
- Advance transportation related GHG emission reduction project types/strategies (i.e., mode shift, demand management, travel cost, operational efficiency, accessibility, and coordination with future employment and residential land use, etc.)
- Identify and address deficiencies in the multimodal transportation system, including the needs of environmental justice and underserved communities, including Native American Tribal Governments and rural communities

- Encourage stakeholder collaboration
- Involve active community engagement
- Coordinate transportation, housing, and land use planning
- Result in funded and programmed multimodal transportation system improvements

General Tips

- Some sections of the grant application may seem redundant when discussing underserved community engagement, overall public engagement, and stakeholder involvement. Although the general public and underserved communities are stakeholders for any project, for application purposes, the strategy, and methods for engaging these groups will be different, as described below.
 - Overall public engagement will describe the general strategy to engage the public at large.
 - Underserved communities engagement will explain how the project will go above and beyond business as usual or what is statutorily required to address the specific needs of underserved communities and use unique methods to involve these groups in the decision-making process. Refer to Appendix A. Active Community Engagement, which includes case studies for examples of equitable community engagement.
 - Stakeholder engagement will explain how partner agencies, businesses, and/or non-profit community-based organizations will be involved throughout the project.
- Consult with your district representative for technical assistance before the application deadline.
- Use the Samples and Checklists provided for the Application, Scope of Work, and Cost and Schedule.
- Include Caltrans as an active partner in the study.
- Provide tailored letters of support and project area photographs to enhance the application. If applicants/supporters do not have the time/resources to provide tailored letters of support, a petition signed by supporters in a simple table format that lists the supporters **and** specifically how supporters will benefit the proposed project will suffice.

Project Description

Concisely describe the project. Explain “What parties are involved, the proposed major milestones, and why the project is necessary.”

Project Justification

- Clearly define and explain the transportation problem or deficiency that the project will attempt to address and how the project will address the problem. Why is it critical to address the problem now? Make the case for a critical need that the project will address and support it with verifiable data, if available.
- Explain how the project affects underserved communities. The tools in Appendix A are intended to help applicants define an underserved community in the project area. Please cite data sources, the tools used, and include a comparison to the statewide thresholds that are established in each tool.

- If the applicant is a Native American Tribal Government or a rural area (outside of the urbanized areas with 50,000 in population or greater) of the State, describe population characteristics such as demographics, location, and size.

Grant Specific Objectives

Demonstrate how the project fits every aspect of the Grant Specific Objective, as appropriate for the applicant and project type. Some guidance is provided below; however, it is not intended to be all inclusive. Applications should reference Appendix A for Resources to Advance Sustainable Communities Grant Specific Objectives.

Successful applications should include:

Planning for Housing, Housing Element Compliance, and Prohousing Designation

- To avoid a deduction of 5 points, applicants must demonstrate how they integrate housing planning into their policies, programs, and project, or commit to coordinate housing and transportation in future policies and programs throughout the application (e.g., narrative and scope of work). See Chapter 2.2 for a list of example projects that coordinate housing, land use, and transportation.
- To be eligible for a grant award, city and county primary/sub-grant applicants are required to submit:
 1. A housing element adopted by the local government to the Department of Housing and Community Development (HCD), and HCD must find the adopted housing element in substantial compliance with state housing element law pursuant to Government Code Section 65585.
 2. Annual Progress Reports (APRs) to HCD for at least the previous two years, 2021 and 2022.
- City or county primary/sub-applicants will receive a high recommendation from HCD if they have a Prohousing Designation, which can be earned by adopting local policies that facilitate the planning, approval, and construction of housing. The HCD Prohousing Designation Program provides incentives to cities and counties in the form of additional points or other preference in the scoring of competitive housing, community development, and infrastructure programs. For HCD Prohousing Designation Program information and how to develop a competitive application, refer to Appendix A, *Integrated Housing, Land Use, and Transportation Planning*.

Note: Charter cities are not exempt from this specific program requirement and must submit an Annual Progress Report for the calendar years mentioned above.

IMPORTANT TIPS:

- ✓ City and county primary/sub-grant applicants are required to submit:
 1. A housing element adopted by the local government to HCD.
 2. Annual Progress Reports to HCD for at least the previous two years, 2021 and 2022.

Community Engagement

- Refer to Appendix A for Community Engagement Best Practices.
- Evidence of additional public outreach measures that promote access to decision-making and program implementation for all segments of the community, including special needs populations, underserved communities, and a variety of socio-economic groups (e.g., households across the income and employment spectrum, ethnically and racially diverse households).
- The application narrative should outline specific outreach strategies that will be utilized, considering the current COVID-19 environment.
- Tailored letters of support with electronic signatures from community-based organizations or public advocacy groups to demonstrate their support or involvement in identifying the issues that the proposed project is attempting to address.
- If applicants/supporters do not have the time/resources to provide tailored letters of support, a petition electronically signed by supporters in a simple table format that indicates specifically how supporters will benefit the proposed project will suffice.

Integrated Housing, Land Use, and Transportation Planning

- Application narrative and any relevant supporting or illustrative data should describe how the proposed project integrates and connects land use and transportation, including how transportation and land use agencies or jurisdictions are actively collaborating on the project in all project phases.
- Competitive grant applications should demonstrate how the project furthers this coordinated and integrated approach to planning. For example:
 - Demonstrate how the project will support or align with the region's Regional Early Action Planning (REAP)³ grant investments or other regional planning or implementation efforts. REAP 2.0 seeks to accelerate infill housing development, reduce Vehicle Miles Traveled (VMT), increase housing supply at all affordability levels, affirmatively further fair housing, and facilitate the implementation of adopted regional and local plans to achieve these goals. Eligible uses include projects that invest in infrastructure to expand active transportation and fund and implement parking and transportation demand management programs or ordinances.

HELPFUL TIPS:

Tailored letters of support from local agencies that not only provide support for the project, but also confirms that the proposed project:

- ✓ Helps to implement the RTP SCS/APS and/or State priorities
- ✓ Involves a coordinated approach to integrating land use and transportation in all phases of project planning and implementation.

³ REAP Website: [Programs: Active | California Department of Housing and Community Development](#)

- Describe how the project aligns with state housing policies and goals by serving a community within ½ mile of a transit station or stop that has received a positive Prohousing Designation Program score, certified by HCD.
- Explain how the project is located in an area that has earned a Prohousing Designation and positive scores for Prohousing Enhancement policies from HCD. Jurisdictions supporting integrated housing, land use, and transportation planning may have policies that include Prohousing Enhancement Factors, which represent a multi-faceted approach to planning objectives, are consistent with state priorities, go beyond state law, etc. Competitive applications may also identify a jurisdiction's policies that promote housing development and reduce VMT. For information about the HCD Prohousing Designation Program and how applicants can develop a competitive application with Prohousing Enhancement Factors or VMT reducing policies, refer to Appendix A, *Integrated Housing, Land Use, and Transportation Planning*. HCD will highly recommend awards for City and county primary/sub-applicants that earn this designation.

Project Management

- **Scope of Work:** Refer to the Scope of Work Checklist in Appendix B.
- **Cost and Schedule:** Refer to the Cost and Schedule Checklist in Appendix B.

3. SUSTAINABLE COMMUNITIES FORMULA

\$12.5 million will be distributed to the MPOs on a formula basis. The formula funds for the MPOs will reflect the same formula used to distribute Federal Highway Administration (FHWA) Metropolitan Planning PL funds.

The FHWA PL formula has three components:

1. A base allocation
2. A two-part population component which distributes funds by the proportion of the total population of each MPO based on California Department of Finance estimates each January
3. An Air Quality component based on the proportion of federal Congestion Mitigation Air Quality funds to total programmatic FHWA PL funds

3.1 Purpose and Specific Objectives

The purpose of the Sustainable Communities Formula is to fund local and regional multimodal transportation and land use planning projects that further the region's RTP SCS/APS (where applicable), contribute to the State's GHG reduction targets, and assist in achieving the Caltrans Mission and Grant Program Objectives (See Chapter 1.2).



The intent of the Sustainable Communities Formula Grants is to carry out the objectives of the region's RTP SCS/APS (where applicable) and the RTP Guidelines Appendices K and L.

The specific objectives, eligibility requirements, and performance considerations for the Sustainable Communities Formula Grants awarded to MPOs are consistent with the Sustainable Communities Competitive Grants.

The intent of the Sustainable Communities Formula Grants is to carry out the objectives of the region's RTP SCS/APS (where applicable) and the RTP Guidelines Appendices K and L. In addition, MPOs are strongly encouraged to administer Sustainable Communities Formula funding in a transparent manner and maintain non-profit eligibility, consistent with the legislative intent of SB 1 - The Road Repair and Accountability Act of 2017.

3.2 Guidance and Approval Process

Minimum Eligibility Criteria

MPOs should meet the following minimum eligibility criteria to apply for Sustainable Communities Formula grants:

- Of the Consolidated Planning Grant, FHWA PL carryover is at or below 100 percent of the annual FHWA PL allocation
- Have an RTP SCS/APS that meets the SB 375 GHG reduction targets
- Meet civil rights and environmental justice obligations, as summarized in Section 4.2 of the RTP Guidelines

If an MPO does not meet the minimum eligibility criteria listed above by **April 30, 2024**, their allocation will be redistributed to the remaining MPOs that are eligible and apply for the Sustainable Communities Formula Grants.

IMPORTANT NOTE:

- ✓ If an MPO does not meet the minimum eligibility criteria, their allocation will be redistributed to the remaining MPOs that are eligible and apply for the Sustainable Communities Formula Grants.

Annual Draft Overall Work Program (OWP) Development and Approval Process

Sustainable Communities Formula Grants are part of the annual draft Overall Work Program (OWP) development and approval process. The draft OWP process includes meaningful consultation with Caltrans district staff and the Headquarters Office of Regional and Community Planning (ORCP). MPOs are responsible for including a draft Work Element(s) for Sustainable Communities Formula Grant funds in the draft FY 2024-24 OWP and sending a list of activities using the provided template to Caltrans, no later than **March 1, 2024**. Draft OWPs are submitted to the district Regional Planning Liaison who will coordinate with ORCP. The draft Work Element(s) should include an explanation of how the project supports the Sustainable Communities Grant Specific Objectives and provide the same level of detail included in the grant application Scope of Work and Cost and Schedule for the Sustainable Communities Competitive Grants. The Work Element name and number must remain unchanged until the project(s) is completed. If Work Elements do not provide enough detail, MPOs will need to submit the competitive grant application Scope of Work and Cost and Schedule. More information and detailed requirements are outlined in the *SB 1 Guidance for OWPs and Requests for Reimbursements*, available upon request.

3.3 Example Project Types

MPOs have flexibility for how the Formula Grant allocation is administered. For example, MPOs may use these funds for a regional competitive grant program, integrated land use and transportation planning activities related to developing their SCS/APS, carrying out the best practices cited in the RTP Guidelines, or a combination thereof. If an MPO uses Formula Grant funds to administer a regional grant program, the MPO must submit their grant program criteria and list of eligible applicants and sub-applicants to the Caltrans district and ORCP. This step is to ensure the MPO's grant program aligns with the Caltrans Sustainable Communities Competitive Grants, including city and county housing element compliance. MPOs will also submit a list of awarded grants to the Caltrans district and ORCP. MPOs should coordinate the submittal of this information with the Caltrans district and ORCP to avoid delays for releasing the call-for-projects and grant awards. For additional example project types, refer to Chapter 2.2.

3.4 Eligible and Ineligible Activities and Expenses

Refer to Chapter 2.3 for eligible and ineligible activities and expenses.

3.5 Formula Grant Allocation Estimates

The following funding table estimates how formula funds may be distributed to each MPO, contingent upon meeting the minimum eligibility criteria:

Sustainable Communities Formula Grants	
Metropolitan Planning Organization	Total Formula Grant Allocation
Tahoe Metropolitan Planning Organization	\$160,750
Madera County Transportation Commission	\$164,209
Kings County Association of Governments	\$162,943
Shasta Regional Transportation Agency	\$163,172
Butte County Association of Governments	\$180,569
Merced County Association of Governments	\$197,424
San Luis Obispo Council of Governments	\$195,962
Tulare County Association of Governments	\$246,944
Santa Barbara County Association of Governments	\$224,579
Stanislaus Council of Governments	\$291,053
San Joaquin Council of Governments	\$341,671
Kern Council of Governments	\$374,899
Association of Monterey Bay Area Governments	\$315,267
Fresno Council of Governments	\$407,484
Sacramento Area Council of Governments	\$774,991
San Diego Association of Governments	\$1,021,553
Metropolitan Transportation Commission	\$2,106,140
Southern California Association of Governments	\$5,170,390
Total	\$12,500,000

4. CLIMATE ADAPTATION PLANNING

Climate change adaptation aims to anticipate and prepare for climate change impacts to reduce the damage from climate change and extreme weather events. Adaptation is distinct from, but complements, climate change mitigation, which aims to reduce GHG emissions. This funding is intended to advance adaptation planning on California's transportation infrastructure, including but not limited to roads, railways, bikeways, trails, bridges, ports, and airports.

The State-funded Climate Adaptation Planning grants (\$31.9 million) will support tribal, local, and regional identification of transportation-related climate vulnerabilities through the development of climate adaptation plans, as well as project-level adaptation planning to identify adaptation projects and strategies for transportation infrastructure. Applicants at all stages of adaptation planning efforts including those who have not yet started adaptation work are encouraged to apply.

Climate adaptation planning projects are defined by:

- Identification of transportation system vulnerabilities and climate-related risks to existing transportation infrastructure, including resilience improvement plans.
- Identification of adaptation planning projects that address climate risk impacts to existing transportation infrastructure including sea level rise, storm surge, changes in temperature and precipitation.
- Planning for specific climate projects that can be programmed in existing local or regional transportation plans.

4.1 Purpose and Specific Objectives

California's climate leadership has made the ambitious commitment to reduce greenhouse gas emissions and facilitate a transition to a carbon neutral economy. However, as made clear by the impacts already affecting California and the recent IPCC report, impacts of climate change are occurring sooner than expected and they disproportionately affect the most vulnerable among us (See Appendix A. for IPCC report). Many impacts, such as increased wildfires, droughts, landslides, rising sea levels, floods, severe storms, heat waves, and impacts to wildlife, are already occurring already and are expected to become more frequent and severe.

Climate change is increasingly impacting the State's transportation system. Adaptation efforts will enhance the resiliency of the transportation system to better withstand climate impacts. The overarching goal of this grant program is to support planning actions at local and regional levels that advance climate change adaptation efforts on the transportation system, especially efforts that serve the communities most vulnerable to climate change impacts. Taking steps now to adapt to climate change will protect public health and safety, infrastructure, and the California economy into the future.

Caltrans awarded three cycles of local adaptation planning grants allocated through the passage of SB 1. This program operated from FY 2017-18 through FY 2019-20 and was able to fund innovative tribal, local, and regional adaptation planning grants across California. Examples of the completed projects supported by the SB 1 Climate Adaptation Planning Grant Program can be found on the California Adaptation Clearinghouse's case study⁴ page. The current funding in this program aims to build upon the successful SB 1 program to further advance transportation adaptation planning.

⁴ Adaptation Clearinghouse's case study website: <https://resilientca.org/challenges/>

Equity, including regional representation, will be considered when awarding projects. A minimum threshold of 50 percent of the funds has been identified for projects that benefit underserved communities, which includes Tribal, local, regional, and rural communities (for transportation planning purposes, rural is defined as all areas of the State that are not included in urbanized areas of 50,000 in population or greater; refer to Appendix C. Caltrans/Regional Agency Boundaries Map, which indicates rural areas). For purposes of the grant program, acceptable underserved communities definitions are described in Appendix A and include:

- Rural communities of 50,000 or less and outside of urbanized areas
- Native American Tribal Governments
- Regionally/locally defined underserved communities
- At or below 80% Assembly Bill 1550 (Gomez, Statutes of 2016)
- At or above 75% California Department of Education, Free or Reduced Priced Meals Data
- At or above 75% CalEnviroScreen Version 4.0
- At or below 25% California Healthy Places Index (HPI)

Furthermore, up to 10% of the funds (\$3.9 remaining) will be set-aside for Native American Tribal Governments.

Climate Adaptation Planning grant applicants must demonstrate how the project fits the Grant Specific Objectives listed below, as appropriate for the applicant and project type. Additional resources (guidance, data sources, etc.) to assist in achieving these objectives can be found in Appendix A:

Applicants are required to demonstrate how the proposed effort will accomplish one or more of the following:

- Identify specific transportation infrastructure vulnerabilities⁵ to climate change impacts.
- Identify adaptation strategies and specific actions to remedy identified climate-related vulnerabilities, including short-, medium-, and long-term strategies that will address the overall risk for the entire service life of the asset or capital project using the best available science and guidance.
- Include economic analysis and/or cost-benefit analysis of identified adaptation strategy or strategies when applicable.

Applicants must also demonstrate how the proposed effort will accomplish one or more the following:

- Identify benefit(s) to underserved communities, including transit-dependent populations.
- On-going collaboration and partnerships between sectors and jurisdictions, across levels of government at a regional scale.
- Identify co-benefits of the adaptation work, such as benefits to public health, natural ecosystems, air quality, social equity, the economy, or reductions in greenhouse gas emissions. Projects prioritizing nature-based solutions through natural and green infrastructure planning and adaptation strategies will be prioritized.

⁵ Transportation infrastructure includes, but is not limited to, roads, railways, bikeways, trails, bridges, ports, and airports. Vulnerable transportation infrastructure is transportation infrastructure that is susceptible to the impacts of climate change (e.g., a pedestrian-use trail that cuts through a forested area that is expected to see increased fire risk due to climate change).

- Consistency with priorities and goals of the 2021 California State Adaptation Strategy, as well as any applicable local/regional resilience planning, and that the effort will identify ways to incorporate transportation-related climate adaptation needs into existing transportation plans.
- Projects must include a multistakeholder process that provides an opportunity for meaningful community engagement from communities potentially impacted by any projects identified or developed as part of the planning grant.

Competitive applicants will demonstrate one or more of the following:

- Alignment with or augmentation of existing plans, including climate action plans/adaptation plans, hazard mitigation plans, safety elements of general plans, resilience improvement plans, and/or Certified Local Coastal Programs⁶, that will lead to the identification and development of capital projects that can be programmed as part of local or regional transportation plans. Projects should follow State Guidance on Adaptation Planning (see Appendix A) or be aligned with local plans.
- Collaboration and partnerships with diverse external stakeholders such as businesses, non-governmental agencies, community-based organizations, Federal, state, or local agencies, and community residents.
- Consideration of the adaptation needs of environmental resources in proximity to the transportation system such as coastal resources including but not limited to tidal marsh or beaches, wildlife connectivity, wetlands, or fish passage needs.
- Consideration of public access and Complete Streets' needs.

4.2 Example Project Types

Caltrans aims to fund a variety of project types from a diverse pool of applicants to respond to these climate impacts. Applicants who have adaptation planning efforts underway, as well as those who have not yet started adaptation planning, are encouraged to apply.

The examples below are provided to illustrate the range of projects that may be appropriate for the grant program, as well as to provide ideas to potential applicants. The project types range from initial vulnerability assessment and broad planning efforts to project-level planning needs, for instance through local studies on natural hazards to inform a future project. Proposed projects are not constrained by the examples below.

- **Climate Vulnerability and Risk Assessments** (identification of climate vulnerabilities and risks to transportation infrastructure)
- **Planning for extreme weather events**, which could include:
 - Evacuation planning.
 - Identifying communities and individuals with inadequate access to transportation options (e.g., survey to determine number and location of transit dependent residents).
 - Planning for increased transportation options (e.g., multimodal) in evacuation corridors.
 - Planning for roadway warning systems for extreme weather events.

⁶ More information about Certified Local Coastal Programs and whether a project is located in this area can be found on the Coastal Commission's website and further verified by reaching out to Coastal Commission staff at the applicable Coastal Commission District office.

<https://coastal.ca.gov/lcps.html>

- Planning and evaluating for decentralized energy storage needs for electric vehicle charging infrastructure to safeguard against loss of power and impacts to electric vehicles due to climate-related grid disruptions.
- **Transportation Infrastructure Adaptation and Resilience Improvement Plans, and/or integration of transportation adaptation planning into existing plans** such as a climate mitigation or adaptation plan, Certified Local Coastal Program, Hazard Mitigation Plan, General Plan (including compliance with Senate Bill 379 requirements (Jackson, Chapter 608, Statutes of 2015)), **or other related planning efforts, including project-level planning for capital projects.** For instance, this can include:
 - Prioritization of adaptation needs and strategies in a given region/location.
 - Project-level planning that can be programmed through an existing local or regional transportation plan, such as evaluating infrastructure resilience to climate impacts, especially projects that integrate natural infrastructure or provide multiple benefits. Specific examples could include: adaptation strategies related to realigning/relocating transportation infrastructure impacted by sea level rise; providing transit shelters with shade, water, or other means of cooling in locations expected to see temperature increases; preparing for increased landslide risk; etc.
- **Natural and green infrastructure planning** (e.g., wetlands restoration along transportation corridors to protect transportation infrastructure from flooding and storm impacts, identifying and removing barriers to habitat and wildlife connectivity.)
- **Technical feasibility studies required to advance project-level adaptation planning**, for instance coastal hazards analysis at a potential adaptation project location, or a precipitation study that incorporates future climate risk.
- **Technical assistance projects for under-resourced and climate vulnerable communities to perform climate adaptation planning.**
- **Development of educational resources, trainings and workshops for local jurisdictions and transportation service providers on any of the above listed adaptation planning activities.**

4.3 Eligible and Ineligible Activities and Expenses.

Eligible activities must have a transportation nexus per the California Constitution, Article XIX Section 2 and 3. Applicants need to consult with Caltrans district staff for more information on whether costs are eligible for funding.

Eligible Activities and Expenses

Please consult with Caltrans district staff for clarification regarding specific eligible activities or expenses. Example eligible costs include:

- Staff time
- Consultant time
- Up to 30 percent design or conceptual drawings
- Data and geospatial analysis
- Report writing and the development of associated graphics
- Community surveys, meetings, charrettes, and focus groups
- Bilingual services for interpreting and/or translation services for meetings
- Community/stakeholder advisory groups

- Project-specific staffing
- Web application development and dashboard
- Light snacks and refreshments for public workshops (no full meals), subject to Caltrans approval

Ineligible Activities and Expenses

Some activities, tasks, project components, etc. are not eligible under this grant program. If an application has any of the following elements, it will be disqualified. Ineligible activities and expenses include:

- Projects without a transportation nexus
- Project Initiation Documents
- Environmental studies, plans, or documents normally required for project development under the National Environmental Policy Act or the California Environmental Quality Act
- Engineering plans and design specification work
- Regional Transportation Plans (RTP) or updates to the RTP
- Construction projects or capital costs, such as the building of a facility, or maintenance
- Purchasing of office furniture or other capital expenditures
- Decorations (e.g., for public workshop events)
- Acquisition of vehicles or shuttle programs
- Organizational membership fees
- Incentives for public participation, e.g., "Stuff We All Get" (SWAG), full meals, prizes, freebies, promotional/marketing items, stipends
- Charges passed on to sub-recipient for oversight of awarded grant funds
- Other items unrelated to the project

4.4 Tips for a Successful Climate Adaptation Planning Grant Application

Strong applications will integrate all aspects of the grant program's purpose and specific objectives listed above. Additionally, strong applications will support statewide goals and objectives currently being implemented by the State of California, including the Grant Program Considerations (see Chapter 1.2).

Some guidance is provided below; however, it is not intended to be all inclusive.

Criteria for Successful Climate Adaptation Planning Grant Applications

- Clearly demonstrate how the project promotes climate change adaptation planning on the California transportation system and how the project aligns with the grant specific objectives.
- Partner with Caltrans to identify and address statewide, interregional, or regional transportation adaptation needs in the State highway system (or multimodal transportation system for transit-focused and/or active transportation projects).
- Strengthen government-to-government relationships.

- Demonstrate that the proposed planning effort will lead to adaptation project funding proposals and/or programmed system improvements. This can include advancing planning to lead to project development through development of a cost estimate, pursuing a technical feasibility study for adaptation options, and/or developing a conceptual design.
- Identify and address deficiencies in the multimodal transportation system, including the needs of environmental justice and underserved communities, including Native American Tribal Governments and rural communities.
- Encourage stakeholder collaboration and include active community engagement.
- Promote the region's RTP SCS (where applicable), State planning priorities (Government Code Section 65041.1), and climate adaptation goals (State Adaptation Strategy).
- Demonstrate that the proposed planning effort will use the best available science for climate change projections.
- For proposed planning efforts in the California Coastal Zone, demonstrate that all analyses and final deliverables will be consistent with the applicable Certified Local Coastal Program, California Coastal Act (for projects in the Coastal Commission's retained jurisdiction), and Coastal Commission guidance documents on sea level rise, environmental justice, and Tribal community engagement.

General Tips

- Refer to existing State guidance on climate adaptation planning to ensure alignment with State direction, State data, and guidance, including the California Adaptation Planning Guide, and resources that can be found on the State Adaptation Clearinghouse.
- Consult with your district representative for technical assistance before the application deadline.
- Use the Samples and Checklists provided for the Application, Scope of Work, and Cost and Schedule.
- Provide tailored letters of support and photos of project area as relevant to enhance the application. Project supporters should describe why they support the project and how they would benefit from the project. If applicants/supporters do not have the time/resources to provide tailored letters of support, a petition signed by supporters in a simple table format that lists the supporters and specifically how supporters will benefit the proposed project will suffice.
- Include Caltrans as an active partner in the study, as applicable.
- Some sections of the grant application may seem redundant when discussing underserved community engagement, overall public engagement, and stakeholder involvement. Although the general public and underserved communities are stakeholders for any project, for application purposes, the strategy and methods for engaging these groups will be different, as described below.
 - Overall public engagement will describe the general strategy to engage the public at large;
 - Underserved communities' engagement will explain how the project will go above and beyond business as usual to address the specific needs of underserved communities and use unique methods to involve these groups in the decision-making process; and
 - Stakeholder engagement will explain how partner agencies, businesses, and/or

non-profit community-based organizations will be involved throughout the project.

Project Management

- **Scope of Work:** Refer to the Scope of Work Checklist in Appendix B.
- **Cost and Schedule:** Refer to the Cost and Schedule Checklist in Appendix B.

5. STRATEGIC PARTNERSHIPS

\$1.5 million in FHWA State Planning and Research (SPR) Part 1 funds and \$3 million in Federal Transit Administration (FTA) Section 5304 funds, or a combined total of \$4.5 million, will be distributed through a competitive program to MPOs and RTPAs. Funding distribution for the competitive program will depend on the quality and number of applications.

5.1 Purpose and Specific Objectives

Strategic Partnerships are intended to fund planning projects that partner with Caltrans to address needs on or connecting to the State Highway System (SHS), while the transit sub-category will address multimodal planning projects that focus on transit.

The objectives of the Strategic Partnerships and Strategic Partnerships - Transit grants are to:

- Strengthen government-to-government partnerships
- Accomplish the Federal Planning Factors
- Achieve the Caltrans Mission and the Grant Program Objectives

5.2 Federal Planning Factors

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
2. Increase the safety of the transportation system for motorized and non-motorized users
3. Increase the security of the transportation system for motorized and non-motorized users
4. Increase accessibility and mobility of people and freight
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
7. Promote efficient system management and operation
8. Emphasize the preservation of the existing transportation system
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation
10. Enhance travel and tourism

5.3 Example Project Types

Example Project Types - Strategic Partnerships

- Studies that identify interregional, inter-county, and/or statewide mobility and access needs
- Comprehensive Multimodal Corridor Plans
- Corridor performance/preservation studies
- Studies that evaluate transportation issues involving ground access to international borders, seaports, airports, intermodal facilities, freight hubs, and recreational sites
- Development of planning activities intended to result in investment in sustainable transportation projects
- Enhanced tools to capture GHG benefits of Operations and System Management projects
- Integration of transportation and economic development
- Planning for sustainable freight
- Planning for transportation safety
- Studies for relinquishment of state routes
- Statewide or interregional research or modeling tools
- Transportation demand management plans
- System investment prioritization plans
- Assessment and integration of new technology
- Complete street plans that consider last-mile freight
- Curbside freight management plans
- Agriculture goods movement plans
- Freight/supply chain resiliency studies

Example Project Types - Strategic Partnerships Transit

- Identification of policies and procedures to integrate transit into the transportation system and planning process
- Statewide transit planning surveys and research
- Identification of policies, strategies, and programs to preserve transit facilities and optimize transit infrastructure
- Projects that evaluate accessibility and connectivity of the multi-modal transportation network
- Transit technical planning studies to optimize system performance
- Studies or plans that evaluate commuter rail or multi-modal connectivity
- Studies or plans that evaluate first and last mile transit connectivity

5.4 Eligible and Ineligible Activities and Expenses

Eligible Activities and Expenses

Eligible activities must have a transportation nexus per the California Constitution, Article XIX Section 2 and 3. Please consult with Caltrans district staff for more information on whether costs are eligible for funding.

Some examples of eligible costs include:

- Data gathering and analysis
- Planning consultant procurement
- Advertising for consultant procurement
- Advertising for public workshops, e.g., flyers, paid media ads
- Virtual outreach activities and on-line meetings
- Travel expenses (See Chapter 6.5 for details)
- Up to 30 percent conceptual drawings and design
- Equipment (as defined in 2 CFR Part 200.33)⁷ purchases must remain under \$5,000 or depreciation will need to be taken in to account when the grant project is completed since equipment could have future uses. 2 CFR Part 200.436⁸ provides the criteria for depreciation, at the Govinfo website.
- Community surveys, meetings, public workshop room rental, charrettes, focus groups
- Bilingual services for interpreting and/or translation services for meetings
- Community/stakeholder advisory groups
- Light snacks and refreshments for public workshops (no full meals), subject to Caltrans and federal approval
- Project administration (up to 5 percent of the grant is allowed, i.e., quarterly reports, invoicing, and kick-off meeting with Caltrans)

Ineligible Activities and Expenses

Some activities, tasks, project components, etc. are not eligible under these grant programs. If an application has any of the following elements, it will be disqualified. Ineligible activities and expenses include:

- Environmental studies, plans, or documents normally required for project development under the National Environmental Policy Act or the California Environmental Quality Act
- Engineering plans and design specification work
- Project Initiation Documents

⁷ Electronic Code of Federal Regulations, 2 Code of Federal Regulations, Part 200.33, 2020, <https://www.ecfr.gov/on/2017-01-03/title-2/subtitle-A/chapter-II/part-200/subpart-A/subject-group-ECFR2a6a0087862fd2c/section-200.33>

⁸ Govinfo, 2 Code of Federal Regulations, Part 200.436, 2022, <https://www.govinfo.gov/app/details/CFR-2022-title2-vol1/CFR-2022-title2-vol1-sec200-436>

- Program or project implementation
- Repurposing unspent grant funds
- Consultant mark-ups
- Application development to pursue construction funds/project implementation
- RTPs or updates to the RTP
- Economic development plans or studies
- Land use plans or studies
- General Plans or updates to elements
- Construction projects, capital costs, such as the building of a facility, or maintenance
- Office furniture purchases, or other capital expenditures
- Decorations, e.g., for public workshop events
- Acquisition of vehicles or shuttle programs
- Organizational membership fees
- Incentives for public participation, e.g., full meals, prizes, freebies, promotional/marketing items, stipends
- Charges passed on to sub-recipient for oversight of awarded grant funds
- Other items unrelated to the project

5.5 Tips for Successful Strategic Partnerships Grant Applications

Criteria for Successful Strategic Partnerships Grant Applications

- Partner with Caltrans to identify and address statewide, interregional, or regional transportation deficiencies in the State highway system (or multimodal transportation system for transit-focused projects)
- Strengthen government-to-government relationships, and
- Result in programmed system improvements

General Tips

- Refer to Appendix A. Multimodal System Planning guidance documents in the development of proposed corridor plans/studies, freight plans/studies, and other multimodal system planning documents.
- Consult with your district representative for technical assistance before the application deadline.
- Use the Samples and Checklists provided for the Application, Scope of Work, and Cost and Schedule.
- Include Caltrans as an active partner in the study.
- Provide tailored letters of support and project area photographs to enhance the application. Project supporters should describe why they support the project and how they would benefit from the project.
- If applicants/supporters do not have the time/resources to provide tailored letters of

support, a petition signed by supporters in a simple table format that lists the supporters and specifically how supporters will benefit the proposed project will suffice.

Project Summary

- Concisely describe the project in less than 150 words. Explain “What parties are involved, the proposed major milestones, and why the project is necessary.”

Project Justification

- Clearly define and explain the transportation problem or deficiency that the project will attempt to address. Why is it critical to address the problem now? Make the case for a critical need that the project will address and support it with verifiable data, if available.

Grant Specific Objective

Demonstrate how the project fits every aspect of the Grant Specific Objective, as appropriate for the applicant and project type.

Project Management

- **Scope of Work:** Refer to the Scope of Work Checklist in Appendix B.
- **Cost and Schedule :** Refer to the Cost and Schedule Checklist in Appendix B.

6. GRANT PROJECT ADMINISTRATIVE REQUIREMENTS

The content of this chapter should be notably considered in the development of grant applications as it lays the foundation for what to expect when applying for these grant funds. Upon award, grantees will receive more specific guidelines including administrative and reporting requirements.

6.1 Coordination with Caltrans

Caltrans is committed to be an active partner. If awarded a grant, the applicant should include Caltrans district staff when planning both technical advisory and community meetings. In addition, Caltrans district staff will help to ensure that the approved Scope of Work, Cost and Schedule, and project funding will be maintained throughout the life of the contract. Applicants are also recommended to engage Caltrans district staff throughout the entire grant life, when applicable.

Caltrans may contact grantees to participate in peer exchange forums to promote information sharing and best practices.

If an agency does not demonstrate adequate performance and timely use of funds, Caltrans may take appropriate actions, which can include termination of the grant.

6.2 Third Party Contracts

The agreements between a grantee and a sub-applicant/recipient, consultant, or sub-consultant are often referred to as “third party contracts.” An eligible sub-applicant should be identified by an eligible applicant at the onset of the application. Eligible sub-applicants/recipients may be added to an application after award with prior Caltrans approval. If a grantee or a sub-recipient is going to hire a consultant to perform work during the project, then proper procurement procedures must always be used.

Grantees may use their agency's procurement procedures as long as they comply with the State Contracting Manual, Chapter 5, the Local Assistance Procedures Manual, Chapter 10, and the terms of the agreement with Caltrans. In addition, work can only be contracted if it has been stated in the applicant's Scope of Work and Cost and Schedule. A grantee is fully responsible for all work performed by its sub-recipient, consultant, or sub-consultant. Caltrans solely enters into a contract directly with the grantee; therefore, the grantee is responsible to ensure that all third parties adhere to the same provisions included in the contractual agreement between Caltrans and the grantee.

All government funded consultant procurement transactions must be conducted using a fair and competitive procurement process that is consistent with the State Contracting Manual, Chapter 5,⁹ the Local Assistance Procedures Manual, Chapter 10,¹⁰ and the terms of the agreement with Caltrans. All documentation of third-party contract procurements must be retained, and copies of

⁹ California State Contracting Manual Volume 1, Chapter 5, 2018,
<https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/State-Contracting>

¹⁰ Caltrans Local Assistance Procedures Manual, Chapter 10, 2020,
<https://dot.ca.gov/programs/local-assistance/guidelines-and-procedures/local-assistance-procedures-manual-lapm>

all agreements must be submitted to Caltrans. For more information on third party contracting, visit the State Contracting Manual and the Local Assistance Procedures Manual Websites.

6.3 Quarterly Reporting

Quarterly Progress Reports (QPR) are required to be submitted for each State FY quarter after the grant recipient has received a Notice to Proceed letter. The table below illustrates the State FY timeframes for submitting the QPR to Caltrans district staff.

Quarterly Progress Report Timeframes			
Quarter 1	Quarter 2	Quarter 3	Quarter 4
July – September	October – December	January – March	April – June

For MPOs and RTPAs, the progress and expenditure of each awarded grant project must be included as part of the OWP Quarterly Progress and Expenditure Report. If this method of reporting is not adequately satisfied, Caltrans staff will require separate quarterly reports for each awarded grant project.

All other primary grant recipients shall submit progress reports every quarter for each awarded grant project. Caltrans district staff will provide the brief report form and due dates.

6.4 Integrated Climate Adaptation and Resiliency Program (ICARP) Case Studies

Caltrans and the Governor's Office of Planning and Research are sharing the lessons learned from this grant opportunity to inform other existing or new state grant programs. To this end, Climate Adaptation Planning primary grant recipients will prepare a final case study/write-up upon grant completion to be included in the ICARP Clearinghouse (described in Appendix A., Pages 70-71), which was developed to share information, resources, and case studies with local and regional jurisdictions. Previous case studies can be found on the ICARP Case Study website¹¹. These case studies will be used to develop guidance for adaptation work in the future. Caltrans will share progress reports with the ICARP Technical Advisory Council at regular intervals.

Climate Adaptation Planning grant recipients are also invited and encouraged to request technical assistance support from the ICARP program, including bringing key challenges or lessons learned to the Technical Advisory Council for their input. Caltrans staff will provide ICARP contact information upon request.

Final Case Study Requirements:

- Include images and GIS files of maps, when applicable
- Emphasize processes or results that can be adapted or replicated for use in multiple jurisdictions or in various parts of the state
- Document the underserved community's involvement throughout the entire process of the proposed project and tools used to capture this information

¹¹ ICARP Case Study website: <https://resilientca.org/case-studies/>

6.5 Invoicing and Financial Requirements

Pre-Award Audit

The Sustainable Communities grants are available in amounts up to \$700,000, Strategic Partnerships grants are up to \$500,000 and Climate Adaptation Planning grants are up to \$3,000,000. However, any awarded grant in excess of \$250,000 may require a pre-award audit. The pre-award audit is to ensure that recipients of State or federal funds maintain adequate financial management systems prior to receiving the funds. Pre-award audits may be required of new grantees, agencies that have not recently been audited, agencies that have undergone prior audits with significant weaknesses or deficiencies in their financial management systems, or those determined to be a higher risk to Caltrans. If a pre-award audit is needed, the local Caltrans district office will contact the grantee to facilitate the appropriate action.

Accounting Requirements

Grantees and sub-applicants/recipients are required to maintain an accounting system that properly records, and segregates incurred project costs and matching funds by line item. The accounting system of the grantee, including its sub-applicants and subcontractors, must conform to Generally Accepted Accounting Principles that enable the determination of incurred costs at interim points of completion and provides support for reimbursement payment vouchers or invoices sent to or paid by Caltrans. Allowable project costs must comply with 2 Code of Federal Regulations (CFR), Part 200. It is the grantee's responsibility, in conjunction with Caltrans district staff, to monitor work and expenses to ensure the project is completed according to the contracted Scope of Work and Cost and Schedule. Grantees must monitor work and costs to ensure invoices are submitted on a regular and timely basis (monthly or quarterly as milestones are completed). Grantees must communicate with their local Caltrans district office to ensure any issues are addressed early during the project period.

Local Match

All grant project tasks/activities require a grant amount and a local match, except a grant amount for administrative Tasks 01, 02 is optional. The local match is a financial requirement that demonstrates the grantee/local agency is vested in the project.

Because the local match is part of the total project cost, the local match can only fund eligible grant activities. Therefore, grant recipients must fund ineligible activities with funds other than the local match.

The local match can be all cash, all third-party in-kind contributions, or a combination of the two. The minimum local match is a percentage of the total project cost (i.e., minimum local match amount plus the grant amount) and is identified in the Cost and Schedule at the Task level.

Beginning with FY 2021-22, grantees can provide a tapered local match, which allows grantees to vary the required local match ratio for each task and with every Request for Reimbursement. Applicants must identify if they will utilize the tapered match on the Cost and Schedule. Grantees agree to satisfy the total local match amount by the grant expiration date.

Local Match Sources

- **Sustainable Communities Competitive and Technical**

Federal toll credits, FHWA PL, and FTA Section 5303, and Sustainable Communities Formula are ineligible match sources; otherwise, any source of funds may be used if the proposed grant work is an eligible activity for the local match fund source.

- **Sustainable Communities Formula**

Federal toll credits are an ineligible match source; otherwise, any source of funds may be used if the proposed grant work is an eligible activity for the local match fund source. If MPOs are matching with federal Consolidated Planning Grant (CPG) funds (i.e., FHWA PL or FTA Section 5303), the work must all be eligible. However, federal approval is required as CPG objectives may differ and must be aligned with Sustainable Communities Formula specific objectives and 23 CFR Part 450 requirements.¹²

- **Climate Adaptation Planning**

Federal toll credits, FHWA PL, and FTA Section 5303, and Sustainable Communities Formula are ineligible match sources; otherwise, any source of funds may be used if the proposed grant work is an eligible activity for the local match fund source.

Local match is not required for Native American Tribal Governments.

- **Strategic Partnerships and Strategic Partnerships – Transit**

Any non-federal source of funds may be used if the proposed grant work is an eligible activity for the local match fund source. If MPOs are matching with Sustainable Communities Formula funds, the objectives for each grant must be in alignment. Caltrans approval is required.

Cash Match

- Staff time from the primary applicant counts as cash match. Staff time charged to a specific project that has been funded and or reimbursed, cannot be used to meet the match requirement for another project.
- Sub-applicant staff time, if reimbursed, is considered cash match. If donating their time, it is considered in-kind.
- Revenue sources for local cash match can include local sales tax, special bond measures, private donations, private foundations, etc.

Third-Party In-Kind Match

Third party in-kind contributions are typically goods and services donated from outside the primary grantee's agency and can be counted towards the minimum local match requirement. Examples of third-party in-kind contributions is the value of donated:

- Public outreach materials
- Interpreter Services
- Facilities
- Equipment
- Advertising
- Student volunteers and other stakeholder staff time
- Other goods and services

¹² Title 23, Code of Federal Regulations, Part 450,

<https://www.govinfo.gov/content/pkg/CFR-2004-title23-vol1/pdf/CFR-2004-title23-vol1-part450.pdf>

The Third-Party In-Kind Valuation Plan is required to itemize and place value on donated goods and services. It must be submitted to Caltrans for approval only if the grant application is awarded. The Third-Party In-Kind Valuation Plan Checklist and Template can be found in Appendix B.

In addition:

- The value of third-party in-kind contributions must be directly benefiting and specifically identifiable to the project.
- Minimum wage standards for student workers or Caltrans pay rates for equal-level volunteers are acceptable base values of volunteer time.
- Third-party in-kind contribution information must be identified on the Grant Application Cover Sheet, the Cost and Schedule, and the project specific Work Element in the OWP (if applicable).

Minimum Local Match Requirements

Applicants/grantees will be held responsible for any local commitments above the minimum requirement included in the grant application and will be made part of the grant agreement with Caltrans. Once the agreement is executed, any decrease to local match commitments above the minimum required amount will require Caltrans approval through an amendment. The example shown in the following table illustrates the minimum local match requirement based on a grant request of \$300,000. Applicants must use the Local Match Calculator¹³ to ensure the correct amounts are reflected on the Grant Application Cover Sheet and the Cost and Schedule.

Minimum Local Match Requirements (Percentage of Total Project Cost)			
Grant Program	Grant Request	Local Match	Total Project Cost
Sustainable Communities, Climate Adaptation Planning, and Strategic Partnerships –Transit	88.53% Example: \$300,000	11.47%* Example: \$38,868	100% Example: \$338,868
Strategic Partnerships	80% Example: \$300,000	20% Example: \$75,000	100% Example: \$375,000

*Climate Adaptation Planning local match is not required for Native American Tribal Governments.

Indirect and Direct Costs

Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a state award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. Costs incurred for the same purpose in like circumstances must be treated consistently as either direct or indirect costs, also known as facilities and administrative costs or overhead costs.

Indirect Costs are costs that are incurred for a common or joint purpose. These costs benefit more than one cost objective and cannot be readily identified with a particular final cost objective.

¹³ Local Match Calculator posted on-line at (will download as MS Excel spreadsheet):
<https://dot.ca.gov/programs/transportation-planning/division-of-transportation-planning/regional-and-community-planning/sustainable-transportation-planning-grants>

Reproduction costs, computer purchase, and office supplies are considered indirect costs, unless they are tied to a specific task or activity then they are considered direct costs.

Indirect Cost Allocation Plan/Indirect Cost Rate Proposal

If a grantee, including sub-recipients and third-party contractors/consultants, are seeking reimbursement of indirect costs, they must submit an Indirect Cost Allocation Plan (ICAP) or an Indirect Cost Rate Proposal (ICRP) to Caltrans. Submissions should be sent to Caltrans Internal Audits Office (CIAO) or Independent Office of Audits and Investigations (IOAI).

CIAO is responsible for the review and approval of government entities and non-profits ICAP submissions.

IOAI is responsible for the review and approval of for profit (Consultant) ICAP submissions. Consultants submit their ICAPs only when they are initially included in the contract and not on an annual basis.

An ICAP or ICRP must be prepared and submitted yearly in accordance with 2 CFR, Part 200. Indirect costs may be sought for reimbursement only after the grantee has received ICAP/ICRP approval from CIAO. For guidance on the ICAP/ICRP submission process, visit Caltrans Internal Audit Office¹⁴ and the Caltrans LAPM Chapter 5 Accounting/ Invoicing.¹⁵

IMPORTANT NOTE

- ✓ Applications must include the estimated indirect cost rate on the Cost and Schedule.

Most Common Types of Indirect Cost Rates

The following are the most common types of Indirect Cost Rates:

- Fixed Rate
- Final Rate
- De Minimis Rate
- Safe Harbor Rate

Changes to the De Minimis Rate are outlined in the revised 2 CFR Part 200.414(f)¹⁶ that became effective November 12, 2020.

Applications must include the estimated indirect cost rate on the Cost and Schedule.

Travel Expenses

Grantees may be eligible to claim travel expenses if they have been approved in the Scope of Work and Cost and Schedule. Travel expenses and per diem rates are not to exceed the rate specified by the State of California Department of Personnel Administration for similar employees (i.e., non-represented employees). Any request for reimbursement that exceeds the State rates will

¹⁴ Caltrans Internal Audits Office, ICAP/ICRP Submission Process, 2022,
<https://dot.ca.gov/programs/audits/submission-review-main>

¹⁵ Caltrans Local Assistance Procedures Manual Chapter 5, 2020,
<https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapm/ch05.pdf>

¹⁶ Electronic Code of Federal Regulations, 2 Code of Federal Regulations, Part 200.414(f), 2020,
https://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1414&rgn=div8

be denied. The grantee is responsible for paying beyond the State rates and cannot use the local match because it is an ineligible activity.

For more information on eligible travel expenses, visit the Caltrans Travel Guide Website.¹⁷

Requests for Reimbursements

- Grant payments are made only as reimbursements.
- Grant reimbursements will be based on actual allowable incurred costs.
- Grant costs will be reimbursed if incurred on or after the start date and the issuance of the Notice to Proceed and before the expiration date.
- Request for Reimbursements (RFRs) must be submitted at least quarterly, but no more frequently than monthly.
- A one-time, lump sum invoice or RFR for the entire grant is not allowed.
- Grantees must pay sub-recipients and subcontractors prior to submitting an RFR to Caltrans.
- Incomplete or inaccurate RFRs will be returned for correction.
- An accounting management system generated report must accompany all RFRs.
- Refer to Chapter 9.2 to determine final RFR dates
- When requesting reimbursement of indirect costs, the following items are required as part of the submitted RFR package:
 - An approved ICAP/ICRP rate must be on file for the FY in which the costs occurred.
 - A financial management system report that segregates direct/indirect costs by fund source.
 - ICAP support document spreadsheet that identifies direct charges and rate applied to those charges.

6.6 Non-Discrimination Requirements

Title VI Non-Discrimination Requirement

The FHWA and the FTA each have requirements that recipients of Metropolitan Planning federal funds must demonstrate continued compliance with Title VI. Compliance with Title VI includes conducting meetings in a fair and reasonable manner that are open to all members of a community. Compliance reflects not only the law but is also a good policy that builds the kind of trust and information sharing upon which successful planning is done. Even where a city or county may not be receiving federal funding for transportation, the Civil Rights Restoration Act of 1987 also obligates that a city or county comply with Title VI, if it receives any other federal funding for any program. Refer to the Caltrans Title VI website¹⁸ for more information.

Disadvantaged Business Enterprises

Successful grant applicants are expected to market contracting opportunities to all small businesses, including DBEs and Disabled Veteran Business Enterprises.

¹⁷ Caltrans Travel Guide, 2020, <https://dot.ca.gov/programs/accounting/travel-guide>

¹⁸ Caltrans, Title IV of the Civil Rights Act of 1964, 2020, <https://dot.ca.gov/programs/civil-rights/title-vi>

Grant recipients of federal funds are required to report any contracting opportunities that may involve DBE participation. DBE reporting is required twice a year: April 1 and October 1. For details about DBE requirements, visit the Office of Regional Planning website.¹⁹

6.7 Final Product

All final reports funded through the Sustainable Transportation Planning Grant Program shall credit the FHWA, FTA, or Caltrans' financial participation on the cover or title page. An Americans with Disabilities Act of 1994 (ADA)-accessible electronic copy of all final reports shall be forwarded to the Caltrans district office responsible for the administration and oversight of the grant. There are resources to assist with development of ADA compliant documents.²⁰

Any technologies or inventions that may result from the use of these grants are in the public domain and may not be copyrighted, sold, or used exclusively by any business, organization, or agency. Caltrans reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use and to authorize others to use for public purposes.

Applicants should thoughtfully develop the project title. Once a Caltrans grant agreement is executed, changes to the original grant project title are not allowed. Grantees may use an "Also Known As" (AKA), but both the AKA and the original title must be included in the final product.

Grantees must submit their final product with the final RFR to Caltrans for approval and reimbursement. Grantees will not be reimbursed for activities that are not completed, and the activity budget must be left unexpended.

6.8 Project Close-Out Survey

Once awarded grant projects are completed, grantees will complete a close-out survey to describe the successes and challenges of their project. The survey will give the opportunity to (1) highlight successes and obstacles in project implementation of the concepts identified by the planning process, (2) identify best practices in transportation planning, with an emphasis in public engagement, and (3) identify studies/plans that have been or will be funded for continued project development. Information from the survey will be compiled into a report to illustrate the value of the grant program and inform planning practitioners in their planning efforts. Caltrans' goal is to provide transparency and accountability for the program, as well as to use the survey feedback to better serve future grant applicants.

¹⁹ Office of Regional Planning, Disadvantaged Business Enterprise,
<https://dot.ca.gov/programs/civil-rights/dbe>

²⁰ State of California Accessibility Website: <https://www.ca.gov/accessibility/>

California Department of Rehabilitation Accessibility Website:
<https://www.dor.ca.gov/Home/Accessibility>

MS Office Support Video: <https://support.office.com/en-us/article/video-check-the-accessibility-of-your-document-9d660cba-1fcd-45ad-a9d1-c4f4b5eb5b7d>

6.9 California Public Records Act

All applications are subject to the California Public Records Act of 1968²¹. As such, applicants may be contacted by anyone who requests their grant application. While Caltrans is obligated to share applications at any time, awarded applicants should avoid a potential conflict of interest when contacted by consultants who may inquire about the grant-funded project and not give the consultant an unfair advantage for the consultant procurement process.

²¹ Leg info, California Government Code, Sections 6250 - 6270.7,
https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?division=7.&chapter=3.5.&lawCode=GOV&title=1.&article=1.

7. APPLICATION SUBMITTAL PROCESS

The Sustainable Transportation Planning Grant Program is highly competitive. This section provides applicants with supplemental information as well as details on required documents that must accompany an application at the time of submittal. All applicants are strongly encouraged to adhere to these requirements in order to score competitively during the application evaluation process.

7.1 Applicant Eligibility

Primary applicants must have statutory authority to conduct transportation/transit planning for their jurisdiction. Generally, the local and regional agencies have this specific authority. Native American Tribal Governments must be Federally recognized to be eligible. Refer to the public entity's bylaws to find this information.

7.2 Early Coordination and Technical Assistance for Primary Applicants

Sub-applicants are encouraged to work far in advance of the application deadline with the appropriate primary applicant to coordinate application development. It is also beneficial for sub-applicants to be informed of the appropriate primary applicant process and schedule, as they may differ slightly from those of Caltrans. RTPAs residing within MPO boundaries should also coordinate application development with the MPO, as it is critical to ensure that proposed studies align with the RTP SCS/APS for the entire MPO region and do not duplicate efforts being applied for or already awarded to the MPO.

Caltrans district staff (See Appendix D) are available during the application period to answer questions and help interested groups complete their applications.

For questions specific to the Grant Application Guide, applicants are also welcomed to contact:

Application Guide Technical Assistance	Contacts
Sustainable Communities and Strategic Partnerships	Grant Management Branch Caltrans Division of Transportation Planning Office of Regional and Community Planning Email: Regional.Planning.Grants@dot.ca.gov
Climate Adaptation Planning	Julia Biggar, Climate Change Branch Chief Caltrans Division of Transportation Planning Office of Air Quality and Climate Change Email: Julia.Biggar@dot.ca.gov
Questions about Housing Element Compliance for Sustainable Communities Competitive and Technical	Paul McDougall Department of Housing and Community Development Email: Paul.McDougall@hcd.ca.gov

7.3 Application Submittal Instructions

The Grant Application Guide, Application forms, and required templates are available on the Caltrans Sustainable Transportation Planning Grant Program website, at:

<https://dot.ca.gov/programs/transportation-planning/division-of-transportation-planning/regional-and-community-planning/sustainable-transportation-planning-grants>

- All grant application packages are required to be submitted via Smartsheet
- Smartsheet features work better with Google Chrome browser
- Smartsheet progress cannot be saved. To avoid issues, follow these instructions:
 1. Complete the Application Cover Sheet in MS Word
 2. Copy and paste the Application Cover Sheet fields into the Smartsheet form
 3. Have the PDF attachment ready to upload into the Smartsheet form
- An agency may only submit one application package per Smartsheet submittal.
- An application cannot be submitted to more than one grant category.
- The required items outlined on the Grant Application Checklist in Appendix B must be submitted as a single PDF document (not to exceed 25MB); if awarded, original formats will be requested.
- All application documents must list the applicant's legal name.
- A confirmation of receipt can be sent via Smartsheet if the applicant checks the box to receive a copy of the submittal.

**Submit applications via [Smartsheet Form](#) no later than
THURSDAY, JANUARY 18, 2024 BY 5:00 P.M.**

Hard copies will not be accepted and late applications will not be reviewed.

Caltrans anticipated award announcements: [Summer 2024](#)

Caltrans district staff are available during the application period to answer questions and help interested groups complete their applications. Refer to Appendix D. Caltrans District Contact List for contact information.

Download the latest version of [Adobe Reader DC ®](#) to complete the application form. This version of Adobe is available free of charge.

7.4 Application Supplemental Documentation

The following documents **are not required, but enhance the overall application and typically result** in a more competitive application during the evaluation process:

Letters of Support

If submitted, letters of support must be included with the application package. Letters received separate from the application package may not be considered. The letters should be addressed to the applicant. Such letters can come from community-based organizations, local governments, regional governments, Native American Tribal governments, service agencies, and elected officials.

Graphics

Clearly labeled photographs, maps, planning diagrams, land use or design illustrations, or other relevant graphic representations of the proposed project area convey existing conditions and help to further explain the need for the grant and the priority of the proposed planning project with respect to community need. Please ensure that graphics include a text description to provide context.

Safety Data

Statistical data such as pedestrian-vehicle injuries/crashes or fatalities resulting from lack of safe infrastructure, or other road conditions that contribute to possible injuries. This information may be obtained from police reports, transit agencies, National Highway Traffic Administration, or the Governor's Highway Safety Association.

Travel Mode Data

Data on mode share, commute patterns, accessibility for low-income and underserved populations, access to job centers, or other data to show the need and potential for mode shift to non-auto transportation modes.

Other Data

As applicable, to indicate the need and potential for reducing VMT and GHG, where available.

The following documents are not required, but enhance the overall application and typically result in a more competitive application during the evaluation process:

- Letters of Support
- Graphics
- Safety Data
- Travel Mode Data
- Other Data

8. APPLICATION REVIEW PROCESS

8.1 Two-Tiered Application Review Process

This chapter provides a brief overview of the grant application review process. Grant application evaluation is a two-tiered process that consists of:

- Caltrans District Review and Evaluation
- Caltrans Headquarters (HQ) Interagency Review Committees Evaluation

Caltrans district staff conducts the first-level review of all applications for content, submission of proper documentation, overall relationship to regional and local planning efforts, and documents their evaluations. Caltrans district staff scores, prioritizes, and recommends the most highly ranked Sustainable Communities and all Strategic Partnerships applications for the next level of review with the Interagency Review Committees. Grant applications from Native American Tribal Governments, Transit Agencies, and proposed projects spanning multiple Caltrans districts or projects having a statewide significance, may also move on directly from Caltrans districts to HQ for review.

The HQ Interagency Review Committees conduct the second-level review and comprise staff from Caltrans HQ, the Federal Highway Administration, the Federal Transit Administration, the California Department of Housing and Community Development, the California Department of Public Health, the Governor's Office of Planning and Research, the Strategic Growth Council, and the California Air Resources. Caltrans HQ also coordinates with internal specialists, depending on the grant application subject matter, to provide high-level reviews of the proposed project to avoid funding duplicative efforts or efforts that are not supportive of State planning efforts. The committees for each grant category convene to develop funding recommendations that are approved by every level of Caltrans management and the California State Transportation Agency.

8.2 Application Evaluation/Scoring Process

Grant applications that address every aspect of the grant specific objectives will score higher overall. Caltrans has diverse applicants and project types, which makes it difficult to use a one-size fits all scoring rubric that would not unintentionally put some applicant/project types at a disadvantage. Therefore, applications will be scored based on how well they are able to describe the project, justify need, incorporate the grant specific objectives, and develop a Scope of Work and Cost and Schedule, all in accordance with this grant guide, samples and checklists provided, as applicable and appropriate for the applicant and project type. Once the grant review committees evaluate, rank, and select the best applications for grant funding, final recommendations are presented to Caltrans management and California State Transportation Agency for approval.

8.3 Past Performance Award Considerations

Previous Caltrans transportation planning grantee performance will be considered during the evaluation process. Applicants with a history of inadequate performance and/or unresolved past grant performance issues may be at a competitive disadvantage in the application review process. Past performance issues could include the following:

- Poor grant project management
- Lack of communication/coordination with Caltrans
- Failure to achieve grant project milestones
- Untimely invoice submittals

- Excessive balances and consistently relinquish transportation funds administered by Caltrans Planning
- Unresolved audit issues or findings
- Overall poor quality of the final grant product
- Failure to satisfy the required state and federal planning requirements including submittal and administration of OWPs, RTPs, and Transportation Improvement Programs

If an agency does not demonstrate adequate performance and timely use of funds, Caltrans may take appropriate actions, which can include denial of extenuating circumstance time extension requests and termination of the grant.

9. APPLICATION AWARD PROCESS

9.1 Award and Non-Award

Successful grant applicants will receive an award letter via email. A list of award and non-awarded grants will be posted to the Caltrans Sustainable Transportation Planning Grant Program website.

Caltrans Sustainable Transportation Planning Grant Program Website:

<https://dot.ca.gov/programs/transportation-planning/division-of-transportation-planning/regional-and-community-planning/sustainable-transportation-planning-grants>

Conditional Award Teleconferences

Each grantee will receive a Conditional Award Letter that outlines the grant project cost, important expiration and final invoice dates.

Caltrans district staff will schedule individual teleconferences to provide the specific and general conditions of grant acceptance that are necessary to accept grant funding, including any revisions to the grant application, Scope of Work and Cost and Schedule. Conditions may include revisions to the project Scope of Work to bolster public participation, consider land use and housing, and to coordinate with local housing and community development departments and health departments. Awardees are required to submit all supporting materials and a signed agreement or risk forfeiting the grant award.

Non-Award Teleconferences

Unsuccessful grant applicants are encouraged to request a debriefing from Caltrans. Applicants typically receive specific comments from the District/Interagency Review Committee on how to improve applications to re-apply in a future grant cycle. If the application advanced to the second-level review, HQ provides the Interagency Review Committee score, as well as how close the application was relative to the cut-off score for available grant funding. Applicants sometimes apply two or three times before they are successful due to the competitiveness of the grant program.

9.2 Contracting with Caltrans

All awarded grant funds must be under an executed agreement with Caltrans during the State FY 2024-25. The project start date depends on the method of contracting with Caltrans.

MPOs and Rural RTPAs

All MPOs/RTPAs with a current Master Fund Transfer Agreement (MFTA) must have the entire grant award and local match programmed in the FY 2024-25 OWP within 90-days of receiving the signed FY 2023-24 reconciliation letter. Due to the competitiveness of this grant program, failure to program funds may result in forfeiture of grant funds. MPOs/RTPAs should include a place-holder Work Element in the Draft FY 2024-25 OWP and satisfy specific grant conditions before the first FY 2024-25 OWP amendment. MPO/RTPAs can anticipate starting their projects in November 2024, after the OWP amendment is processed and Caltrans issues a formal Notice to Proceed.

Non-MPOs/RTPAs

Grantees that do not have a current MFTA with the Caltrans Office of Regional and Community Planning (i.e., cities, counties, transit agencies, Tribal Governments), Caltrans will contract directly with the primary grantees through the Restricted Grant Agreement (RGA) process. For grantees

that undergo the RGA contracting process, work may begin as early as November 2024, assuming the grantee has received a fully executed contract and Caltrans district staff send a formal Notice to Proceed which allows grantees to begin work.

Estimated Project Start/Expiration Dates

It is important for applicants to reflect the estimated project start date in the Scope of Work and Cost and Schedule. Project Timeline constraints for both methods of contracting with Caltrans are provided below. Grantees must consider these dates when developing the Scope of Work and Cost and Schedule:

Master Fund Transfer Agreement Project Timeline (MPOs/RTPAs Only)	
November 2024	Anticipated start date
June 30, 2027	- Grant project end/expiration date - Reimbursable work must be completed - Grant extensions are only allowed for extenuating circumstances and may require a formal Overall Work Program (OWP) amendment
August 30, 2027	All Final Request for Reimbursements for must be submitted no later than 60 days after the end of the fiscal year to coincide with the submission of the OWP Final Expenditure Report.
Restricted Grant Agreement Project Timeline (Non-MPO/RTPAs)	
November 2024	Anticipated start date
June 30, 2027	- Grant project end/expiration date - Reimbursable work must be completed - Grant extensions are only allowed for extenuating circumstances and require a formal amendment.
August 30, 2027	Final Request for Reimbursements and final products must be submitted to Caltrans for approval and reimbursement. This allows Caltrans sufficient time to comply with the State Controller's Office payment requirements.

Native American Tribal Governments

Native American Tribal Governments have the following options for contracting with Caltrans:

- (1) **Contracting with Tribes Directly** – The authority Caltrans uses to contract with tribes directly comes from California Streets and Highways Code section 94. Caltrans requires tribes to provide a limited waiver of sovereign immunity that is very specifically limited in scope and in time to only apply to the grant contract itself (and to any possible audits). The RGA boilerplate template for Native American Tribal Governments is available upon request to help weigh the options for contracting with Caltrans.
- (2) **Partnering with a Regional Agency** – Another mechanism for contracting with Caltrans is to collaborate with an MPO or RTPA. Caltrans can pass through grant funding to tribes for

planning projects where options or time are limited. This option uses the three-part contract, MFTA/OWP/OWPA, and is usually the quickest option to allow planning projects to get started.

- (3) Transferring Funds Pursuant to 23 U.S.C. 202(a)(9)** – Section 202(a)(9) of title 23, United States Code encourages cooperation between States and Tribes by allowing any funds received from a State, county, or local government to be credited to appropriations available for the Tribal Transportation Program (TTP). One potential source of such funding is funds apportioned or allocated to a State under title 23. Section 104(f)(3) allows the Secretary of Transportation to, at the request of a State, transfer among States, or to the FHWA, funds that have been so apportioned or allocated. This provision, used in conjunction with the authority under 23 U.S.C. 209(a)(9), allows State funds to be transferred to FHWA, which in turn would provide the funds to the specified Tribe.

For more information visit the FHWA website.²²

Caltrans has successfully used the federal Section 202(a)(9) process to transfer Sustainable Communities grant funds to a Native American Tribal Government. In order to use this transfer process, an agreement would need to be in place with the FHWA or the Bureau of Indian Affairs, the Tribe, and the State that clearly identifies the project and the roles and responsibilities of all parties. Each interagency fund transfer includes 1) a fund transfer template and 2) an addendum lining out the specifics of the terms. This option requires involvement and approval by Caltrans Legal and the funds must be used for the intended purpose of the awarded Sustainable Communities grant.

²² Federal Highway Administration, Office of Tribal Transportation , 2020
<https://flh.fhwa.dot.gov/programs/ttp/documents/Funds-Transfer-Procedures-Pursuant-to-23-U.S.C.202%28a%29%289%29.pdf>

APPENDICES

APPENDIX A. GUIDANCE, TOOLS, AND RESOURCES FOR PREPARING A GRANT APPLICATION

Grant Program Considerations

The Grant Application Guide incorporates guidance from many sources. The following links are provided to assist applicants in preparing a competitive grant application consistent with the grant program, specific objectives, and the Grant Program Considerations:

- Caltrans Strategic Plan
- California Transportation Plan (CTP) 2050
- Modal Plans that Support the CTP
 - Interregional Transportation Strategic Plan
 - California Freight Mobility Plan
 - California State Rail Plan
 - California State Bicycle and Pedestrian Plan
 - Statewide Transit Strategic Plan
 - California Aviation System Plan
- Title VI and Environmental Justice
- Climate Action Plan for Transportation Infrastructure
- California Climate Adaptation Strategy
- Master Plan for Aging

Caltrans Strategic Plan

The purpose of the Strategic Plan is to be a roadmap of Caltrans' role, expectations, and operations as we meet the challenges of modernizing Caltrans into a world-class Department of Transportation. The tools we use to implement this Plan are performance management, transparency, accountability, sustainability, and innovation. The Plan serves a number of functions:

- Provides clear direction for meeting statewide objectives;
- Creates and deepens strategic partnerships; and
- Provides performance measures that monitor success

<https://dot.ca.gov/-/media/dot-media/programs/risk-strategic-management/documents/sp-2020-16p-web-a11y.pdf>

California Transportation Plan 2050

The CTP 2050 is the State's statutorily fiscally unconstrained long-range transportation roadmap for positive change that:

- Provides a unifying and foundational policy framework for making effective, transparent, and transformational transportation decisions in California
- Addresses the varied transportation needs of urban, suburban, rural, and Tribal communities
- Emphasizes implementation and identifies a timeline, roles, and responsibilities for each plan recommendation.

The CTP does not contain projects, but policies and strategies required to close the gap between what the regional transportation plans (RTP) aim to achieve and how much more is required to meet 2050 goals. Competitive applications will discuss how proposed projects will assist in achieving the CTP 2050.

<https://dot.ca.gov/-/media/dot-media/programs/transportation-planning/documents/ctp-2050-v3-a11y.pdf>

Modal Plans that Support the California Transportation Plan

The CTP is the umbrella plan that informs and pulls together the State's long-range modal plans, described below, to envision the future system:

Interregional Transportation Strategic Plan (ITSP)

A Caltrans document that provides guidance for the identification and prioritization of interregional transportation improvements to be funded in the Interregional Transportation Improvement Program (ITIP). The ITSP analyzes the entire interregional transportation system including highways and rail. While the ITSP informs the ITIP, the purpose of the plan is to be a guiding document for all investment in the interregional transportation system regardless of funding source.

<https://dot.ca.gov/programs/transportation-planning/division-of-transportation-planning/multi-modal-system-planning>

California Freight Mobility Plan

A statewide, long-range plan for California's freight transportation system. Developed in collaboration with our partners, the California Freight Mobility Plan (CFMP) was developed by the California State Transportation Agency (CalSTA) and Caltrans in consultation with the California Freight Advisory Committee.

<https://dot.ca.gov/programs/transportation-planning/division-of-transportation-planning/strategic-freight-planning>

California State Rail Plan

A statewide plan that provides a framework for planning and implementing California's rail network for the next 20 years and beyond. The Rail Plan is a strategic plan with operating and capital investment strategies that will lead to a coordinated, statewide travel system.

<https://dot.ca.gov/programs/rail-and-mass-transportation/california-state-rail-plan>

California State Bicycle and Pedestrian Plan

"Toward an Active California," California's first statewide plan that lays out the policies and actions that Caltrans and its partner agencies will take to achieve the Department's ambitious statewide goals to double walking and triple bicycling trips by 2020.

<https://dot.ca.gov/-/media/dot-media/programs/transportation-planning/documents/f0020350-activeca-final-plan-2017-05-18-a11y.pdf>

Statewide Transit Strategic Plan

The plan allows the State to prepare for the expanding landscape of personal mobility choices and the integration of urban and regional transit systems with the California High Speed Rail project. The Statewide Transit Strategic Plan highlights a sustainable transportation system that supports the outcomes of the CTP, the California State Rail Plan, and the California State Bicycle and Pedestrian Plan.

<https://dot.ca.gov/programs/rail-and-mass-transportation/statewide-transit-strategic-plan>

California Aviation System Plan

A multi-element plan prepared by Caltrans with the goal of developing and preserving the system of publicly owned, public-use airports and to promote the development of a safe, efficient, and sustainable air transportation system that meets the integrated mobility needs of the state of California.

<https://dot.ca.gov/programs/aeronautics/california-aviation-system-plan>

Title VI and Environmental Justice

Title VI of the U.S. Civil Rights Act prohibits discrimination on the basis of race, color, or national origin in programs or activities receiving federal financial assistance. A similar prohibition applies to recipients of state funds under California Government Code section 11135, which prohibits discrimination on the basis of race, color or national origin, as well as ethnic group identification, religion, age, sex, sexual orientation, genetic information, or disability. Title VI specifically provides the following:

No person in the United States shall, on the ground of race, color, national origin, religion, sex, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving financial assistance from the Federal government.

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

The following tools are provided to assist grant applicants with integrating environmental justice in their proposed activities:

EJSCREEN: Environmental Justice Screening and Mapping Tool

EJSCREEN, developed by the United States Environmental Protection Agency, geospatially displays public health and environmental data and allows users to compare local data against state and national averages.

<https://www.epa.gov/ejscreen>

Environmental Justice Agency Assessment 2020

The California Environmental Justice Alliance completed the fifth Environmental Justice Agency Assessment, the only one in the nation to formally examine how state agencies develop, implement, and monitor environmentally related policies that particularly impact low-income communities and communities of color. The assessments in this report are made in the spirit of holding state agencies and elected officials accountable to the public, and to provide guidance on how they can make their work more equitable.

<https://caleja.org/wp-content/uploads/2021/07/CEJA-Agency-Assessment-062021-FINAL-WEB.pdf>

Climate Action Plan for Transportation Infrastructure

The Climate Action Plan for Transportation Infrastructure (CAPTI) details how the state recommends investing billions of discretionary transportation dollars annually to aggressively combat and adapt to climate change while supporting public health, safety and equity. CAPTI builds on executive orders signed by Governor Gavin Newsom in 2019 and 2020 targeted at reducing greenhouse gas (GHG) emissions in transportation, which account for more than 40 percent of all emissions, to reach the state's ambitious climate goals.

<https://calsta.ca.gov/-/media/calsta-media/documents/capti-july-2021-a11y.pdf>

California Climate Adaptation Strategy

The California Climate Adaptation Strategy, mandated by Assembly Bill 1482 (Gordon, 2015), links the state's existing and planned climate adaptation efforts, showing how they fit together to achieve California's six climate resilience priorities. The Strategy is organized around outcome-based priorities, enabling a coordinated, integrated approach to building climate resilience. The Strategy shows how the state's efforts fit together to deliver on six priorities for climate resilience action in California: Strengthen Protections for Climate Vulnerable Communities; Bolster Public Health and Safety to Protect Against Increasing Climate Risks; Make Decisions Based on the Best Available Climate Science; Build a Climate Resilient Economy; Accelerate Nature-Based Climate Solutions and Strengthen Climate Resilience of Natural Systems; Partner and Collaborate to Leverage Resources.

<https://www.climate resilience.ca.gov/>

Master Plan for Aging

The Master Plan for Aging is a blueprint for aging across the lifespan and outlines five goals and twenty-three strategies to build a California for All Ages by 2030. It also includes a Data Dashboard for Aging to measure progress and a Local Playbook to drive partnerships that will assist in meeting the goals of the Master Plan.

<https://mpa.aging.ca.gov/>

Resources to Advance Grant Specific Objectives

Applicants must demonstrate how the project fits every aspect of the Grant Specific Objective, as appropriate for the applicant and project type. The following resources are provided in this section:

- Multimodal System Planning
- Advance Transportation Related GHG Reduction Project Types/Strategies
- Addressing the Needs of Underserved Communities
- Public Health Resources
- Active Community Engagement
- Integrated Housing, Land Use, and Transportation Planning
- Promote the Region's RTP SCS/APS, State Planning Priorities, and Climate Adaptation Goals
- Climate Ready Transportation and Climate Adaptation Planning

Multimodal System Planning

The following guidance documents can be used in the development of proposed corridor plans/studies, freight plans/studies, and other multimodal system planning documents.

Comprehensive Multimodal Corridor Plan Guidelines

The California Transportation Commission developed the Comprehensive Multimodal Corridor Plan Guidelines (plan guidelines) to provide guidance to eligible Solutions for Congested Corridors Program applicants regarding the statutory requirements for comprehensive corridor plans utilized by agencies to apply for funding through the Congested Corridors Program. Applicants proposing to develop a comprehensive corridor plan are encouraged to review the plan guidelines to ensure their application and final product would align with and compete well for the Solutions for Congested Corridors Program.

<https://catc.ca.gov/programs/sb1/solutions-for-congested-corridors-program/comprehensive-multimodal-corridor-plan-guidelines>

Caltrans Corridor Planning Process Guide

The Caltrans Division of Transportation Planning prepared the Corridor Planning Process Guide (Guide) for use in preparing corridor planning documents. This Guide establishes a comprehensive planning approach through desired protocols and procedures to identify and implement multimodal transportation needs. It is neither intended as nor does it establish, a legal standard for these functions.

<https://dot.ca.gov/-/media/dot-media/programs/transportation-planning/documents/system-planning/systemplanning/corridor-planning-process-guide-april-2022-a11y.pdf>

Planning for Operations Strategic Work Plan

The Planning for Operations Strategic Work Plan is a statewide framework for multimodal system management planning, aims to identify the specific steps needed to implement multimodal system management planning at Caltrans and prioritize implementation actions.

<https://dot.ca.gov/-/media/dot-media/programs/transportation-planning/documents/system-planning/systemplanning/caltrans-p4ops-strategic-work-plan-2018-a11y.pdf>

Caltrans Climate Change Emphasis Area Guide for Corridor Planning

Consideration of climate change adaptation and mitigation must be included in the corridor planning process. This guidance was developed to describe how to address climate risk in the context of the Caltrans Corridor Planning Process Guide's 8 steps process.

https://dot.ca.gov/-/media/dot-media/programs/transportation-planning/documents/cc_ea_guide_for_corridor_planning_march2020_a11y.pdf

Active Transportation Emphasis Area Guidance

Active Transportation is one of several distinct emphasis areas to be considered in corridor plan analysis. Caltrans Active Transportation guidance has one goal – to provide corridor planners with a framework to assess and analyze the variety of Active Transportation issues that can be addressed in Corridor Plans. As the “Eight Step” process will be required to develop Corridor Plans, this Active Transportation Emphasis Area (EA) Guidance is based upon those eight steps.

<https://dot.ca.gov/-/media/dot-media/programs/transportation-planning/documents/active-transportation-complete-streets/20220131active-transportation-emphasis-area-guidance-final-version-v7a11y.pdf>

Advance Transportation Related GHG Reduction Project Types/Strategies

CARB 2017 Climate Change Scoping Plan, Appendix C

The California Air Resources Board (CARB) adopted the *2017 Climate Change Scoping Plan Update* which includes *Appendix C, Vibrant Communities and Landscapes – A Vision for California in 2050*, to guide how the State develops communities, preserves and protects its landscapes, and ensures that all Californians have equitable access to housing, health care, jobs, and opportunity. Competitive Sustainable Communities grant applications will demonstrate a linkage to this land use vision.

The CARB 2017 Climate Change Scoping Plan (Appendix C) also includes *Potential State-Level Strategies to Advance Sustainable, Equitable Communities and Reduce Vehicle Miles of Travel (VMT)* which outlines a list of potential additional strategies that the State could pursue to help achieve further VMT reduction, support local and regional actions already underway, and advance multiple additional goals.

While this document is intended to guide State-level actions, many of the strategies can also be implemented at a regional and local level. Sustainable Communities grant applicants are encouraged to explore these strategies and apply them, as appropriate, to proposed planning projects.

CARB 2017 Climate Change Scoping Plan, Appendix C:

https://ww2.arb.ca.gov/sites/default/files/classic/cc/scopingplan/2030sp_appc_vmt_final.pdf

For current CARB activities and future updates on Scoping Plan efforts, visit:

<https://ww2.arb.ca.gov/our-work/programs/ab-32-climate-change-scoping-plan>

Senate Bill 375

The Sustainable Communities and Climate Protection Act (SB 375) was signed in 2008. It supports the State's climate goals by helping reduce greenhouse gas emissions through coordinated transportation, housing, and land use planning.

Under the Sustainable Communities Act, the California Air Resources Board (CARB) sets regional targets for greenhouse gas emissions reductions from passenger vehicle use. CARB set targets for 2020 and 2035 for each of the 18 MPO regions.

Each of the MPO regions must prepare a Sustainable Communities Strategy/Alternative Planning Strategy (SCS/APS), as an integral part of its regional transportation plan, that contains land use, housing, and transportation strategies that, if implemented, would allow the region to meet CARB's targets. Once the SCS/APS is adopted by the MPO, CARB must review the adopted SCS/APS to accept or reject the MPO's determination that the SCS/APS, if implemented, would meet the targets.

Sustainable Communities grant applicants, where applicable, should explore their regions Sustainable Communities Strategy/Alternative Planning Strategy, and apply them, as appropriate, to proposed planning projects.

CARB SCS/APS Evaluations: <https://ww2.arb.ca.gov/our-work/programs/sustainable-communities-program/regional-plans-evaluations>

SB 375: https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=200720080SB375

Senate Bill 743

Senate Bill (SB) 743 was signed in 2013, with the intent to “more appropriately balance the needs of congestion management with statewide goals related to infill development, promotion of public health through active transportation, and reduction of greenhouse gas emissions.” When implemented, “traffic congestion shall not be considered a significant impact on the environment” within California Environmental Quality Act (CEQA) transportation analysis. The CEQA guidelines have since established Vehicle Miles Traveled (VMT) as one of the measures of transportation-related environmental impact, beginning December of 2018. A key element of transportation analysis under the new guidance is forecasting induced vehicular travel.

Applicants who wish to pursue model improvements or develop VMT Mitigation Programs using Sustainable Communities Competitive Technical or Formula grants are encouraged to review available materials relating to forecasting induced travel, including those found on the Caltrans SB 743 implementation website, and refer to the example below. Refer to the Caltrans Traffic Analysis Framework for a detailed list of recommended standards for improved forecasting of induced vehicular travel.

Examples include:

- Integration of land use modeling into travel demand models, improving long-term induced travel modeling capability
- Incorporation of impacts to trip-making behaviors as a result of network improvements
- Improved congestion feed-back into existing models, or pre- and post-processing procedures
- Induced travel case studies

SB 743: http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201320140SB743

Caltrans SB 743 Implementation: <https://dot.ca.gov/programs/sustainability/sb-743>

Addressing the Needs of Underserved Communities

Caltrans encourages eligible applicants to apply for Sustainable Communities Competitive Grants to address transportation needs and deficiencies in underserved communities. Supporting planning projects that benefit a underserved community is a priority; therefore, a minimum threshold of 50 percent of Sustainable Communities Competitive Grants has been identified for projects that benefit underserved communities, which includes Native American Tribal Governments and rural communities (for transportation planning purposes, rural is defined as all areas of the State that are not included in urbanized areas of 50,000 in population or greater; see map in Appendix C which indicates rural areas). In sum, acceptable underserved communities definitions include:

- Rural communities of 50,000 or less and outside of urbanized areas
- Native American Tribal Governments
- Regionally/locally defined underserved communities
- At or below 80% Assembly Bill 1550 (Gomez, Chapter 369, Statutes of 2016)
- At or above 75% California Department of Education, Free or Reduced Priced Meals Data
- At or above 75% CalEnviroScreen Version 4.0
- At or below 25% California Healthy Places Index (HPI)

Grant applicants are required to provide a justification in their grant application for how the project area meets the definition of an underserved community and a description of how the project will benefit these communities, as well as how these communities will be engaged throughout the project.

The following tools, related to income level, environmental burden, and health inequities, are intended to help applicants identify the most vulnerable places that are facing disproportionate rates of economic, environmental, and health burdens. These tools must be cited in the grant application, as well as how the project area is compared to the statewide thresholds that are established in each tool.

Regionally and/or Locally Defined Underserved Communities

Regionally and/or locally defined underserved communities may be acceptable as long as statewide thresholds for the tools below are not circumvented. Applicants that use a regional or local definition should also provide data for their project, using the statewide tools below. Caltrans may not accept the regional/local definition if it is inadequately supported in the justification section of the grant application.

Assembly Bill (AB) 1550 (Gomez, Chapter 369, Statutes of 2016)

AB 1550 further enhanced the Greenhouse Gas Reduction Fund statutory requirements to invest a minimum of twenty-five percent in underserved communities and another ten percent in low-income households or communities. AB 1550 provides definitions for low-income households and low-income communities that may be considered in application development:

- (1) "Low-income households" are those with household incomes at or below 80 percent of the statewide median income or with household incomes at or below the threshold designated as low income by the Department of Housing and Community Development's list of state income limits adopted pursuant to Section 50093.
- (2) "Low-income communities" are census tracts with median household incomes at or below 80 percent of the statewide median income or with median household incomes at or below the threshold designated as low income by the Department of Housing and Community Development's list of state income limits adopted pursuant to Section 50093.

AB 1550: https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160AB1550

California Department of Education, Free or Reduced Priced Meals (FRMP) Data

The California Department of Education maintains the complete data files pertaining to students who are eligible for FRMP. FRMP data are collected annually and can also be used to assist Sustainable Communities applicants to define their underserved community. Per SB 99 (Chapter 359, Statutes of 2013), the State's Active Transportation Program disadvantaged community's definition includes low-income schools, where at least 75 percent of students are eligible to receive free or reduced meals under the National School Lunch Program.

FRMP data files: <https://www.cde.ca.gov/ds/sd/sd/files.asp>

SB 99: https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201320140SB99

IMPORTANT INFORMATION:

Grant applicants are required to provide a justification in their grant application for how the project area meets the definition of underserved communities and a description of how the project will benefit these communities, as well as how these communities will be engaged throughout the project.

CalEnviroScreen Version 4.0

CalEnviroScreen is a screening methodology that can be used to help identify California communities that are disproportionately burdened by multiple sources of pollution. CalEnviroScreen uses environmental, health, and socioeconomic information to produce a numerical score for each census tract in the state. For purposes of SB 535 (De León, Statutes of 2012), disadvantaged communities are defined as the top 25 percent scoring areas from CalEnviroScreen along with other areas with high amounts of pollution and vulnerable populations.

<https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-40>

California Healthy Places Index (HPI)

The California Healthy Places Index (HPI) is an interactive data and mapping tool that provides a detailed snapshot of the social determinants of health across California, mapped down to the Census tract level. HPI provides comparison rankings of Census tracts statewide and an accompanying policy action guide. Therefore, the HPI can be a useful tool in prioritizing areas with high levels of social and economic disadvantage for funding, policy, and planning interventions. HPI was developed by the Public Health Alliance of Southern California in collaboration with health departments and data experts across the state. Because the HPI focuses on the social and environmental conditions that contribute to health, policy makers and local agencies can use it to identify actionable policies that would improve health in their community, such as improving transportation access, housing affordability and quality, or access to parks and open space, HPI also incorporates “decision support layers” that can be overlaid to show additional indicators such as the California Department of Public Health’s (CDPH) climate change and health vulnerability indicators (see Appendix A. under Public Health Resources, **CDPH Climate Change and Health Vulnerability Indicators** for more information.).



<https://healthyplacesindex.org/>

Understanding the HPI Score

The HPI includes a composite score for each Census tract in the State. The higher the score, the healthier the community conditions. Each Census tract's score is converted to a percentile, which allows it to be compared to other California Census tracts. For example, an HPI percentile of 79 indicates that a Census tract has healthier community conditions than 79 percent of the Census tracts in California. HPI percentile rankings are further broken into quartiles, with percentiles below 25 typically used to indicate disadvantaged communities. Thus, lower scores can be used to demonstrate a community, or project/service area, is underserved for purposes of qualifying for the minimum threshold of 50 percent for underserved communities in this program.

In addition to the composite score and percentile ranking, applicants can review the individual domain scores or indicators themselves and explain how their project will improve one or more of these public health challenges. The numeric value and percentile ranking for these component indicators can be found either by using the live map or by accessing the data directly. See the following table for HPI examples.

These HPI tools can be accessed at:

Live Map: <https://map.healthypacesindex.org/>

HPI Learning Center: <https://www.healthypacesindex.org/learning-center>

HPI Examples		
Indicator	HDI Percentile	How will the project improve this health challenge?
Policy Action Area (Composite) Scores		
Neighborhood	Percentile ranking of all neighborhood-related indicators	Demonstrate how this plan will address health and transportation challenges related to neighborhood indicators (park access, supermarket access, retail density, alcohol availability and tree canopy)
Transportation	Percentile ranking of all transportation indicators	Demonstrate how this plan will address health and transportation challenges related automobile access and active commuting
Individual Indicators		
Automobile Access	XX percent	Describe how plan will increase and improve transportation access to vital destinations, goods and services for those without auto access.
Active Commuting	XX percent	Describe how the plan will improve transportation options for those without a car, specifically regarding active commuting by foot, bike, and transit in the project area.
Park Access	XX percent	Demonstrate how project will improve transportation access to parks/ open space.

For more information on the HPI, including how to calculate a score for your project area and suggested project types for improving public health, visit <https://healthypacesindex.org/>.

Senate Bill 1000 (Leyva, Chapter 587, Statutes of 2016)

SB 1000 requires local jurisdictions to develop environmental justice elements in their next General Plan updates. Specifically, the environmental justice element, or the environmental justice goals, policies, and objectives in other elements, must be adopted or reviewed upon the adoption or next revision of 2 or more elements concurrently on or after January 1, 2018. Grant applicants are encouraged to describe efforts to comply with this new general plan requirement.

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160SB1000

California Environmental Justice Alliance SB 1000 Toolkit

The California Environmental Justice Alliance SB 1000 Toolkit may help applicants describe their efforts to include the Environmental Justice element in their general plan updates.

<https://caleja.org/2017/09/sb-1000-toolkit-release/>

Governor's Office of Planning and Research (OPR) General Plan Guidelines Senate Bill 1000 Technical Advisory

The OPR General Plan Guidelines for Senate Bill 1000 provides guidance for determining whether an Environmental Justice element or equivalent is required in a local jurisdiction, including

identifying the location of disadvantaged communities (as defined in Gov. Code, § 65302, subdivision (h)(4)(A))²³ as well as the nature of their environmental burdens, health risks, and needs. It also provides guidance for community engagement when addressing Environmental Justice disadvantaged communities; and goals, policies, and programs that address the unique and compounded health risks in disadvantaged communities and prioritize improvements and programs that meet the needs of disadvantaged communities.

https://opr.ca.gov/docs/20200706-GPG_Chapter_4_EJ.pdf

Displacement/Gentrification

Transportation improvements, especially new rail lines and stations to low-income communities, can increase access to opportunities. But they can also result in much higher property values and an increase in the cost of owning and renting property, inadvertently displacing existing residents and businesses. Being forced to leave a home is a stressful, costly and traumatic life event, especially when affordable housing is so limited. There is a growing recognition of tools and strategies that can be implemented alongside community investments to reduce displacement.

Grant applicants are encouraged to reference the *2017 RTP Guidelines, Appendices K and L*, for best practices in addressing displacement of low income and underserved communities.

Transformative Climate Communities Program

The State's Transformative Climate Communities Program provides a framework for applicants to avoid displacement and may assist Sustainable Communities grant applicants in addressing displacement.

https://sgc.ca.gov/meetings/council/2022/docs/20220428-Item5a_TCC_Guidelines_Round%204_Technical%20Amendment_Clean.pdf

Implementing Senate Bill 350 (De Leon, Chapter 547, Statutes of 2015) and Community Needs Assessments

Caltrans supports implementation of SB 350, the Clean Energy and Pollution Reduction Act of 2015, which establishes the State priority to reduce GHG emissions through the promotion of various clean energy policies, including widespread transportation electrification, for the benefit of all Californians. Transforming the State's transportation sector to support widespread electrification requires increasing access for all Californians, including low-income residents and those living in underserved communities, across a broad spectrum of clean transportation and mobility options to address community specific transportation needs. Caltrans is leading efforts to identify low-income residents and underserved communities' transportation and mobility needs through ongoing and potential future statewide planning processes.

In support of this State goal, Sustainable Communities applicants are encouraged to conduct local Community Needs Assessments of low-income resident and underserved communities' transportation and mobility needs to ensure feedback is incorporated in transportation planning. Community Needs Assessments include an evaluation of the following categories of transportation barriers and opportunities at the community level: (1) Access and Reliability; (2) Convenience; (3) Safety; (4) Demographic Characteristics and Community Setting; and, (5) Planning, Infrastructure and Investments.

SB 350: https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160SB350

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https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=GOV&division=1.&title=7.&part=&chapter=3.&article=5.

Final Guidance Document, Low-Income Barriers Study, Part B: Overcoming Barriers to Clean Transportation Access for Low-Income Residents

In February 2018, the California Air Resources Board released the Final Guidance Document, *Low-Income Barriers Study, Part B: Overcoming Barriers to Clean Transportation Access for Low-Income Residents*. This Guidance Document provides background for SB 350 and may assist Sustainable Communities applicants with developing Community Needs Assessments as a standalone project or as part of a proposed project.

<https://ww2.arb.ca.gov/resources/documents/carb-barriers-report-final-guidance-document>

Public Health Resources

The following tools can be used to further describe the community's climate change and health vulnerability, and other needs, including helping to create qualitative descriptions of existing community health risks and vulnerabilities and how the proposal will address them.

Community Health Needs Assessments

Community Health Needs Assessments (CHNA) and implementation strategies are regularly conducted by county public health departments and are newly required of tax-exempt hospitals as a result of the Patient Protection and Affordable Care Act. These assessments and strategies create an important opportunity to improve the health of communities. They ensure that hospitals have the information they need to provide community benefits that meet the needs of their communities. They also provide an opportunity to improve coordination of hospital community benefits with other efforts to improve community health. By federal statute, the CHNAs must take into account input from "persons who represent the broad interests of the community served by the hospital facility, including those with special knowledge of or expertise in public health." To avoid duplicative efforts, grant applicants are encouraged to contact and coordinate with local health departments/non-profit hospitals to take advantage of information that may have been collected as part of CHNA efforts, such as low-income resident and underserved communities' transportation and mobility needs. It is important for grant applicants to connect with these public health entities for both partnership building on transportation needs for under-resourced communities, but also to not over-burden those communities with multiple assessments or efforts asking similar questions.

CDPH Climate Change and Health Vulnerability Indicators (CCHVIs)

CDPH developed the Climate Change and Health Vulnerability indicators, narratives, and data to provide local health departments and partners the tools to better understand the people and places in their jurisdictions that are more susceptible to adverse health impacts associated with climate change, specifically extreme heat, wildfire, sea level rise, drought, and poor air quality. The assessment data can be used to screen and prioritize where to focus deeper analysis and plan for public health actions to increase resilience.

The CCHVIs can be viewed on "CCHViz", CDPH's interactive data visualization platform: <https://discovery.cdph.ca.gov/ohe/CCHViz/>. The CCHVIs have also been incorporated into the HPI as decision support layers, to better integrate addressing health outcomes associated with climate change and various social determinants of health. See above for more information on the HPI.

<https://www.cdph.ca.gov/Programs/OHE/Pages/CC-Health-Vulnerability-Indicators.aspx>

CDPH Climate Change and Health Profile Reports (CHPRs)

The CDPH Climate Change and Health Profile Reports are designed to help counties in California prepare for the health impacts related to climate change through adaptation planning. The reports present projections for county and regional climate impacts, the climate-related health

risks, and local populations that could be vulnerable to climate effects. The information is based on available science compiled from previously published, state-sponsored research and plans.

<https://www.cdph.ca.gov/Programs/OHE/Pages/ClimateHealthProfileReports.aspx>

CDPH Healthy Communities Data and Indicators Project (HCI)

The goal of the HCI is to enhance public health by providing a standardized set of statistical measures, data, and tools that a broad array of sectors can use for planning healthy communities and evaluating the impact of plans, projects, policy, and environmental changes on community health. The Healthy Community Framework identifies 20 key attributes (i.e., "aspirational goals", such as "Safe, sustainable, and affordable transportation options" or "Access to affordable and safe opportunities for physical activity") of a healthy community through all stages of life, clustered in five broad categories (i.e., "domains", such as "Meets the Basic Needs of All" or "Quality and Sustainability of Environment"). HCI data indicators, narratives, and visualizations are found here.

<https://www.cdph.ca.gov/Programs/OHE/Pages/HCI-Search.aspx>

Integrated Transport and Health Impact Model (ITHIM)

The California version of the Integrated Transport and Health Impact Model (ITHIM) is a planning tool that answers the question of "How much benefit or harm to human health can we expect by changing the mix of active and motorized travel across a county, region, or the entire State of California?" ITHIM contrasts one travel pattern that serves as a reference with an alternative that has a different profile of fine particulate air pollution from vehicle exhaust, physical activity from walking and cycling, and injuries from traffic collisions. ITHIM calculates the change in deaths, years of life shortening and disability, and costs due to these changes in air pollution, physical activity, and traffic injuries. Grant applicants are encouraged to reference and utilize ITHIM to assess the health impacts their projects and programs.

<https://skylab.cdph.ca.gov/HealthyMobilityOptionTool-ITHIM/>

Health In All Policies (HiAP) Approach

The California Health in All Policies (HiAP) initiative is a collaborative approach designed to improve the health of Californians by incorporating health, equity, and sustainability considerations into policymaking across sectors. The approach recognizes that chronic illness, climate change, health inequities, and increasing health care costs are interrelated and influenced by policies, programs, and investments across sectors. The initiative provides access to tools, resources and journal articles highlighting Health in All Policies approaches, techniques, and concepts from California and beyond.

<https://sgc.ca.gov/programs/healthandequity/hiap/approach.html>

Active Community Engagement

Sustainable Communities Competitive Grant applications must include an explanation of how local residents and community-based organizations will be meaningfully engaged in developing the final product, especially those from underserved and low-income communities, and how the final product will address community-identified needs. Applicants are encouraged to implement, as applicable and appropriate the tips, best practices, and tools listed below:

Community Engagement Best Practices

- Refer to the following case studies that meaningfully demonstrate the expectations of equitable community engagement:
 - The community driven Carsharing and Mobility Hubs in Affordable Housing Pilots²⁴ offer a strong example of equitable community engagement. The equity-based project incorporated community input from start to finish through community partnership building.
 - The Mobility Equity Framework²⁵ should be used to assess and compare multimodal transportation options and centers community needs and shifts decision making power to the public. For successful implementation examples, refer to: (1) California Air Resources Board (CARB) Clean Mobility Options Program²⁶, (2) City of Portland, Oregon, Pricing Options for Equitable Mobility Project²⁷, and North Carolina's Transit Equity Campaign²⁸.
- Refer to Greenlining Institute's Six Standards for Equitable Investment²⁹ to implement qualitative measures of equity. These standards feature a list of approaches, ranging from the minimum to transformative approach, depending on how much time, resources, and effort are generally required because equity approaches differ in each community context and conditions.
- Refer to Greenlining Institute's Making Equity Real in Mobility³⁰, a toolkit of clear strategies and best practices to put equity in action
- Clarify the type of engagement will be utilized, as seen in the Public Participation Spectrum³¹. Agencies and communities need to understand where engagement level falls from the "inform" to "empower" model.
- Utilize a Participatory Budgeting (PB) planning process, as appropriate. PB is a democratic approach to public spending that meaningfully and deeply engages people in government

²⁴ Carsharing and Mobility Hubs in Affordable Housing Pilots:

<https://greenlining.org/publications/reports/2021/clean-mobility-transportation-equity-report/>

²⁵ Mobility Equity Framework: <https://greenlining.org/publications/2018/mobility-equity-framework/>

²⁶ CARB Clean Mobility Options Program: <https://cleanmobilityoptions.org/about/>

²⁷ Portland, Oregon, Pricing Options for Equitable Mobility Project:

<https://www.portland.gov/transportation/planning/pricing-options-equitable-mobility-poem>

²⁸ North Carolina Transit Equity Campaign: <https://bikedurham.org/transit>

²⁹ Greenlining Institute's Six Standards for Equitable Investment: <https://greenlining.org/wp-content/uploads/2021/03/Clean-Mobility-Equity-A-Playbook-Greenlining-Report-2021.pdf>

³⁰ Greenlining Institute's Making Equity Real in Mobility: https://greenlining.org/wp-content/uploads/2019/08/Toolkit_Making-Equity-Real-in-Mobility-Pilot-Projects_Final-1.pdf

³¹ Public Participation Spectrum:

<https://sustainingcommunity.wordpress.com/2017/02/14/spectrum-of-public-participation/>

and the community. During PB, community members democratically decide how to spend part of a public budget, enabling them to make the fiscal decisions that affect their lives and the health of their communities.

- Seek existing community-based organizations or agencies that organize vulnerable populations, to be able to reach out and form collaborative relationships.
- Involve local health departments which can assist in reaching community-based organizations and underserved and vulnerable community members.
- Collaborate with underserved and vulnerable communities to design and implement programs, plans and policies. Robust engagement of underserved and vulnerable communities in significant agency decisions brings about better decisions through increased input from different perspectives, increases buy-in and acceptance of decisions and support for their implementation.
- Make opportunities for input accessible in terms of formats (pop-up workshops, temporary built-environment demonstrations, online, in public meetings, one on one, by mail, etc.), venues (at school and community events, community centers, libraries, transit hubs, etc.), hours (evening or weekend), and language (accessible to lay people and translated into the principal languages of the relevant communities, including accessible media such as caption videos).
- Develop a written collaboration agreement or memorandum of understanding that defines respective roles, expectations, desired outcomes, and agreements for how to work together.
- Establish an advisory group of representatives of vulnerable communities, including community leaders and give them worthwhile roles to design the public engagement process, so that community capacity is built during the collaboration process.
- Conduct targeted outreach to community groups representing special needs populations, underserved communities and a variety of socio-economic groups through various methods.
- Use a variety of outreach methods to optimize participation, such as creating and marketing user-friendly survey websites for public feedback, conducting surveys in multiple languages to collect input on local citizens' priorities, and carrying out meetings at accessible times and meeting locations (e.g., using community group buildings, hosting pop-up workshops at public venues, etc.).

Note: The applicant should increase efforts beyond basic public noticing and public hearings. Options for demonstrating additional public outreach could include, but not limited to all the above.

Additional Public Engagement Best Practices and Strategies

Public engagement has adapted to the COVID-19 pandemic with surprising results . Applicants will need to consider how to conduct public outreach and engagement during these times. Below are some resources to help applicants evaluate and develop the best strategy for public engagement.

- **Caltrans Planning Horizons, “Digital Public Engagement and Transportation: Getting It Right – Theory, Techniques and Best Practices.”:** Digital engagement can greatly increase the reach of public education and involvement; many public agencies have been surprised by the positive results and substantial increase in participants.

<https://youtu.be/85t9ibR2U7Q>

- **The Great Pivot - Public Engagement in the Wake of COVID-19:** Celia McAdam and Natalie Porter of AIM Consulting hosted a WTS seminar where they provided examples and strategies

for public outreach, including diverse and underserved communities, during the COVID-19 pandemic.

<https://youtu.be/k2dPVqhlwvc>

- **Digital Environmental Engagement Resource Catalogue:** The California Natural Resources Agency and the California Environmental Protection Agency developed a resource catalogue of online sessions on community engagement and equity. This resource catalogue comes from the “Online Environmental Engagement: Building Our Skills Together” conference. From June 2nd to 4th 2020, forty-nine panelists and approximately 1,500 registrants from California and across the nation gathered together online to discuss their successes, challenges and practical tips for online environmental engagement.

<https://resources.ca.gov/Outreach/Digital-Environmental-Engagement-Resource-Catalogue>

- **Tips and Tools to Engage Your Community in a Digital Environment:** Ensuring inclusive public participation is more challenging than ever because of physical distancing requirements, the digital divide, language access challenges and technology learning curves. With those challenges in mind, ILG offered a helpful webinar in July 2020, that featured innovative strategies for using high-tech and low-tech virtual platforms to engage residents on a variety of topics without meeting face-to face.

<https://www.ca-ilg.org/digitalengagement>

- **Broadening Participation Using Online Engagement Tools:** This document provides examples and guidance to local governments interested in enhancing public participation outcomes with online engagement tools.

https://www.ca-ilg.org/sites/main/files/file-attachments/broadening_participation_via_online_tools_final_draft_1.pdf

- **The Guide to Remote Community Engagement:** A collection of resources designed to support cities that wish to create and maintain strong, institutionalized practices of community engagement during periods of remote working and in an increasingly digital world. Refer to the article, *5 Methods for Non-Internet Based Remote Community Engagement*, for ideas on how to supplement traditional online public engagement efforts to be inclusive of residents lacking high-speed broadband internet access.

<https://medium.com/the-guide-to-remote-community-engagement>

- **Virtual Public Involvement:** The U.S. Department of Transportation, Federal Highway Administration, developed this innovation spotlight to provide an overview of virtual public involvement tools that enhance and broaden the reach of public engagement efforts by making participation more convenient, affordable, and enjoyable for greater numbers of people.

https://www.fhwa.dot.gov/planning/public_involvement/vpi/

- **Designing Parks Using Community-Based Planning:** This document inspires meaningful community engagement for future public projects. It shares methods learned through California's Statewide Park Development and Community Revitalization Program. These methods have been proven effective in urban, rural, and suburban settings.

https://www.parksforcalifornia.org/planning_guide

Integrated Housing, Land Use, and Transportation Planning

Development patterns directly impact GHG emissions, including those from transportation between jobs, services, and housing. Improved coordination between housing and transportation can reduce commute times, increase transit ridership, lower vehicle miles traveled, lower pollution and GHG, provide greater economic opportunity, and other positive outcomes.

Housing Element Compliance

To support planning for housing California's growing population, the State Department of Housing and Community Development (HCD) reviews each local government's housing element of its general plan.

- The housing element must plan to meet the local government's existing and regional housing needs allocation and quantify and analyze the specific needs and resources available to address the housing needs.
- A housing element can also provide a mechanism to adopt efficient land-use strategies, including those that address climate change and reduce vehicle miles traveled. For example, strategies could include the promotion of affordable higher density, infill development, mixed-use development, or transit-oriented development near transit stations or transit corridors.
- Local governments are required to annually submit progress reports on the implementation of the housing element and provide a detail of production toward their projected housing needs.

For more information on:

- Housing element requirements, see the HCD Building Blocks website at <https://www.hcd.ca.gov/planning-and-community-development/housing-elements/building-blocks>
- Adopted housing element requirements, see the "Housing Element Process" section at <https://www.hcd.ca.gov/planning-and-community-development/housing-elements>
- A local government's housing element compliance, see <https://www.hcd.ca.gov/planning-and-community-development/housing-open-data-tools/housing-element-review-and-compliance-report>
- Annual Progress Reports, see <https://www.hcd.ca.gov/planning-and-community-development/annual-progress-reports>

Prohousing Designation Program

The State 2019-20 Budget Act, Assembly Bill 101 enacted the Prohousing Designation Program (Program), which enables HCD to designate local jurisdictions as Prohousing when they demonstrate policies and planning that accelerate the production of housing. To receive the Prohousing Designation, local jurisdictions must meet basic threshold requirements related to compliance with the Housing Element Law and other state housing laws and demonstrate actions worth at least 30 points spread across each of four categories of Prohousing policies: favorable zoning and land use, acceleration of housing production timeframes, reduction of construction and development costs, and providing financial subsidies. The benefit to local jurisdictions receiving the Prohousing Designation includes being given an advantage such as priority processing or additional points when applying for several competitive funding programs, including:

- Affordable Housing and Sustainable Communities
- Infill Infrastructure Grant
- Transformative Climate Communities
- Transit and Intercity Rail Capital Program

Vehicle Miles Traveled (VMT) reducing policies and the Prohousing Enhancement Factors below help indicate that a project is within a jurisdiction supporting integrated housing, land use, and transportation planning. These policies show that a jurisdiction further supports state housing priorities in promoting affordable housing, reducing development barriers, and reducing vehicle miles travelled.

Prohousing Enhancement Factors include policies that:

- Represent one element of a unified, multi-faceted strategy to promote multiple planning objectives, such as efficient land use, access to public transportation, affordable housing, climate change solutions, and/or hazard mitigation.
- Promote development consistent with the state planning priorities pursuant to Government Code section 65041.1.
- Go beyond state law requirements in reducing displacement of lower income households and conserving existing housing stock that is affordable to lower income households.
- Rezoning and other policies that support high-density development in Location Efficient Communities.

VMT reducing policies may include projects located in jurisdictions that are/have:

- Permitting missing middle housing uses (e.g., triplexes and fourplexes) by right in existing low-density, single-family residential zones.
- With density bonus programs which exceed statutory requirements by 10 percent or more.
- Increasing allowable density in low-density, single-family residential areas beyond the requirements of state Accessory Dwelling Unit law (e.g., permitting more than one ADU or JADU per single-family lot). These policies shall be separate from any qualifying policies under category (ii) above.
- Reducing or eliminating parking requirements for residential development as authorized by Government Code sections 65852.2; adopting vehicular parking ratios that are less than the relevant ratio thresholds at subparagraphs (A), (B), and (C) of Government Code section 65915, subdivision (p)(1); or adopting maximum parking requirements at or less than ratios pursuant to Government Code section 65915, subdivision (p).
- Zoning to allow for residential or mixed uses in one or more non-residential zones (e.g., commercial, light industrial). Qualifying non-residential zones do not include open space or substantially similar zones.
- Modifying development standards and other applicable zoning provisions to promote greater development intensity. Potential areas of focus include floor area ratio; height limits; minimum lot or unit sizes; setbacks; and allowable dwelling units per acre. These policies must be separate from any qualifying policies under Category (ii) above.
- Adopted a Nondiscretionary Local Approval Process for residential and mixed-use development in all zones permitting multifamily housing, established a Workforce Housing Opportunity Zone, as defined in Government Code section 65620, or a housing sustainability district, as defined in Government Code section 66200.
- Zoning more sites for residential development or zoning sites at higher densities than is required to accommodate 150 percent of the minimum regional housing need allocation for the Lower-Income allocation in the current housing element cycle.
- Priority permit processing or reduced plan check times for Accessory Dwelling Units (ADUs)/Junior Accessory Dwelling Units (JADUs), multifamily housing, or homes affordable to Lower- or Moderate-Income households.
- Adopted ordinances or implemented other mechanisms that result in less restrictive requirements than Government Code sections 65852.2 and 65852.22 to reduce barriers for property owners to create ADUs/JADUs. Examples of qualifying policies include, but are not

limited to, development standards improvements, permit processing improvements, dedicated ADU/JADU staff, technical assistance programs, and pre-approved ADU/JADU design packages.

- Measures that reduce costs for transportation-related infrastructure or programs that encourage active modes of transportation or other alternatives to automobiles. Qualifying policies include, but are not limited to, publicly funded programs to expand sidewalks or protect bike/micro-mobility lanes; creation of on-street parking for bikes; transit-related improvements; or establishment of carshare programs.
- Established pre-approved or prototype plans for missing middle housing types (e.g., triplexes and fourplexes) in low-density, single-family residential areas.
- Documented practice of streamlining housing development at the project level, such as by enabling a by-right approval process or by utilizing statutory and categorical exemptions as authorized by applicable law (Pub. Resources Code, sections 21155.1, 21155.4, 21159.24, 21159.25; Gov. Code, section 65457; Cal Code Regs., tit. 14, sections 15303, 15332; Pub. Resources Code, sections 21094.5, 21099, 21155.2, 21159.28).
- Policies that represent one element of a unified, multi-faceted strategy to promote multiple planning objectives, such as efficient land use, access to public transportation, affordable housing, climate change solutions, and/or hazard mitigation.
- Policies that promote development consistent with the state planning priorities pursuant to Government Code section 65041.1.
- Rezoning and other policies that support high-density development in Location Efficient Communities.

For more information on the Prohousing Designation Program, email HCD at ProhousingPolicies@hcd.ca.gov or visit the following HCD websites:

Program Website

<https://www.hcd.ca.gov/planning-and-community-development/prohousing-designation-program>

Prohousing Designation Application Status List

<https://www.hcd.ca.gov/sites/default/files/docs/planning-and-community/Prohousing-Public-Application-Tracker.xlsx>

Prohousing Designation Program FAQs

[hcd.ca.gov/community-development/prohousing/docs/ProhousingFAQ.pdf](https://www.hcd.ca.gov/community-development/prohousing/docs/ProhousingFAQ.pdf)

Promote the Region's RTP SCS/APS, State Planning Priorities, and Climate Adaptation Goals

SB 1 - The Road Repair and Accountability Act of 2017 (Beall, Chapter 5, Statutes of 2017)

The intent of additional Sustainable Communities grant funding, pursuant to SB 1 - The Road Repair and Accountability Act of 2017, is to encourage local and regional planning that furthers state goals, including but not limited to, the goals and best practices cited in the RTP Guidelines. Competitive applications will incorporate these cutting-edge planning practices into their proposed planning projects.

SB 1: https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180SB1

2017 RTP Guidelines (Appendix K, Page 273; Appendix L, Page 309)

The California Transportation Commission adopted the 2017 RTP Guidelines for RTPAs and 2017 RTP Guidelines for MPOs which includes Appendix K – Promoting Health and Health Equity in MPO RTPs and Appendix L – Planning Practice Examples. These appendices highlight planning practices that are undertaken by large, medium, and small MPOs in both rural and urban areas throughout the State.

<https://catc.ca.gov/-/media/ctc-media/documents/rtp-2017-guidelines-mpos-011817-a11y.pdf>

SB 375 (Steinberg, Chapter 728, Statutes of 2008)

Caltrans supports SB 375 RTP SCS/APS efforts. Successful applications must be compatible with an existing adopted SCS/APS, where applicable, that meets the region's GHG targets, and must strongly support and aim to implement regional SCS/APS efforts. The SCS/APS planning process is intended to help communities reduce transportation related GHG emissions, coordinate land use and transportation planning, and assist local and regional governments in creating sustainable communities for residents throughout the State.

Although most rural areas of the State are not subject to SB 375 SCS/APS requirements, Caltrans still promotes the development of sustainable communities in these areas of the State and efforts to match GHG reduction targets and other goals embodied in SCS/APSs under SB 375. Eligible rural agencies are strongly encouraged to apply for Sustainable Communities Competitive Grants.

Information on SB 375-related planning efforts:

<https://ww2.arb.ca.gov/our-work/topics/sustainable-communities>

SB 375: https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=200720080SB375

Complete Streets and Smart Mobility Framework

In recognition that walking, biking, transit, and passenger rail are integral to our vision of delivering a brighter future for all through a world-class transportation network, Caltrans also supports Complete Streets and the Smart Mobility Framework (SMF). In locations with current and/or future pedestrian, bicycle, or transit needs, Caltrans encourages applicants to consider the tools and techniques contained in the SMF as well as typical components of Complete Streets. Specifically, this might include how the project addresses components of community design, regional accessibility, place types, and priority activities to achieve smart mobility outcomes, community transition, and associated multimodal performance measures for the appropriate context of the problem. Information on these efforts can be found at:

Complete Streets

<https://dot.ca.gov/programs/transportation-planning/division-of-transportation-planning/active-transportation-and-complete-streets>

Smart Mobility Framework

<https://dot.ca.gov/programs/transportation-planning/division-of-transportation-planning/active-transportation-and-complete-streets/smart-mobility-framework>

Climate Ready Transportation and Climate Adaptation Planning

Through the Grant Program, Caltrans supports the State's broader efforts to help ensure our transportation infrastructure is climate-ready. In order to prioritize these investments, Governor Gavin Newsom signed Executive Order (EO) N-19-19 on September 20, 2019 to redouble the state's "efforts to reduce greenhouse gas emissions and mitigate the impacts of climate change while building a sustainable, inclusive economy." The EO lists California's ambitious and essential climate goals to transition to a healthier, more sustainable and more inclusive economy, including:

- Reducing greenhouse gas emissions 40 percent below 1990 levels by 2030
- Providing 100 percent of the State's electricity from clean energy sources by 2045
- Reducing methane emissions and hydrofluorocarbon gases by 40 percent
- Adding five million zero-emission vehicles to the State's roads by 2030

To help achieve these goals, the EO directs the California State Transportation Agency to leverage over \$5 billion in annual state transportation spending toward transportation construction, operations, and maintenance to lower fuel consumption and greenhouse gas emissions from transportation. This includes strategies for lowering vehicle miles traveled, such as supporting housing development near available jobs, and supporting active modes of transportation such as biking and walking that also benefit public health. The EO specifically requires that the State Transportation Agency also work to mitigate increased transportation costs for low-income communities.

<https://www.gov.ca.gov/wp-content/uploads/2019/09/9.20.19-Climate-EO-N-19-19.pdf>

Integrated Climate Adaptation and Resiliency Program

Senate Bill 246 (Wieckowski, Chapter 606, Statutes of 2015) established the Integrated Climate Adaptation and Resiliency Program (ICARP) within the Governor's Office of Planning and Research to coordinate regional and local efforts with State climate adaptation strategies (Public Resources Code Section 71354). Grant applicants may refer to the ICARP website to explore the State Adaptation Clearinghouse, a centralized source of information and resources to assist decision makers at the state, regional, and local levels when planning for and implementing climate

adaptation projects to promote resiliency across California. Caltrans is coordinating with ICARP staff on the OPR Climate Adaptation Planning Grant Program.

ICARP Website: <https://opr.ca.gov/climate/icarp/>

SB 246: https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160SB246

Adaptation Planning Grants: <https://www.opr.ca.gov/climate/icarp/grants/adaptation-planning-grant.html>

California Adaptation Clearinghouse

The Adaptation Clearinghouse serves as a centralized source of information that provides the resources necessary to guide decision makers at the state, regional, and local levels when planning for and implementing climate adaptation projects to promote resiliency to climate change in California.

<https://resilientca.org/>

ResilientCA Adaptation Planning Map (RAP-Map)

The Integrated Climate Adaptation and Resiliency Program (ICARP)—supported through the Governor's Office of Planning & Research—contains a statewide inventory of local government adaptation and resiliency planning efforts. It is an open data tool, to inventory local government climate risk, adaptation, and resiliency planning efforts across the state and track progress towards statewide adaptation planning goals.

<https://resilientca.org/rap-map/>

Community Climate Resiliency

Grant applicants are encouraged to consider if the surrounding community is experiencing any specific climate vulnerabilities and how the proposed planning project aims to address specific concerns. Grant applicants should also describe how potential climate impacts are taken into consideration in the proposed planning project, such as the incorporation of natural infrastructure, and, if applicable, how the project conforms with the local implementation of SB 379 (Jackson, Statutes of 2015), Government Code Section 65302(g)(4), where cities and counties are required to address climate adaptation and resiliency strategies in the safety element of their general plan.

Defining Vulnerable Communities in an Adaptation Context, OPR Resource Guide

The Governor's Office of Planning and Research, with input from the Integrated Climate Action and Resiliency Program (ICARP) Technical Advisory Council, developed a resource guide for practitioners to use when first considering how to define vulnerable communities in an adaptation context. The document includes: (1) The ICARP Technical Advisory Council's definition of climate-vulnerable communities, (2) A summary of existing statewide assessment tools that can be used to identify vulnerable communities in a climate adaptation context, including a crosswalk with the indicators that are required elements of an SB 1000 (Leyva, Statutes of 2016) analysis; (3) Additional indicators that could be used to assess underlying vulnerability on a case-by-case basis; (4) A list of process guides that can serve to aid agencies undertaking efforts to define vulnerable communities.

<https://opr.ca.gov/climate/icarp/vulnerable-communities.html>

State Guidance for Adaptation Planning

2017 General Plan Guidelines, Safety Element (Ch. 4)

The General Plan Guidelines set out each statutory requirement in detail, provides OPR recommended policy language, and includes online links to city and county general plans that have adopted similar policies. The guidelines include information on how to consider climate change during general plan development/updates. In accordance with Senate Bill 379, general plans must address climate adaptation and resilience within the Safety element. Local governments are required to include a climate change vulnerability assessment, measures to address vulnerabilities, and a comprehensive hazard mitigation and emergency response strategy.

https://opr.ca.gov/docs/OPR_COMPLETE_7.31.17.pdf

California Climate Adaptation Planning Guide – local/regional agency guidance

The Adaptation Planning Guide provides guidance to support regional and local communities in proactively addressing the unavoidable consequences of climate change. It provides a step-by-step process for local and regional climate vulnerability assessment and adaptation strategy development.

<https://resilientca.org/apg/>

Planning and Investing for a Resilient California – State Agency guidance

Introduces a four-step process for building resilience and a set of resilient decision-making principles for state agencies when considering climate-informed infrastructure investments. These steps include identifying how climate change could affect a project or plan, conducting an analysis of climate risks, making a climate-informed decision, and tracking and monitoring progress.

https://www.opr.ca.gov/docs/20180313-Building_a_Resilient_CA.pdf

Ocean Protection Council Sea-Level Rise Guidance

The State of California Sea-Level Rise Guidance reflects advances in sea-level rise science and addresses the needs of state agencies and local governments as they incorporate sea-level rise into their planning, permitting, and investment decisions.

http://www.opc.ca.gov/webmaster/ftp/pdf/agenda_items/20180314/Item3_Exhibit-A OPC_SLR_Guidance-rd3.pdf

California Coastal Commission Sea Level Rise Policy Guidance

This guide provides an overview of the best available science on sea level rise for California and recommended methodology for addressing sea level rise in Coastal Commission planning and regulatory actions.

https://documents.coastal.ca.gov/assets/slr/guidance/2018/0_Full_2018AdoptedSLRGuidanceUpdate.pdf

Coastal Adaptation Planning Guidance for Critical Infrastructure

This guidance from the California Coastal Commission addresses two main types of infrastructure – transportation and water – and presents six key considerations for successful adaptation planning. These considerations are accompanied by recommendations for stakeholders on how to plan effectively for the impacts of sea level rise on coastal infrastructure, a description of the regulatory framework that applies to adaptation planning for infrastructure.

https://documents.coastal.ca.gov/assets/slr/SLR%20Guidance_Critical%20Infrastructure_12.6.2021.pdf

Coastal Adaptation Planning Guidance and Environmental Justice Considerations

The Environmental Justice Policy is the Coastal Commission's framework for identifying and analyzing project impacts on underserved and disadvantaged communities. The policy is designed to achieve more meaningful engagement, equitable process, effective communication and stronger coastal protection benefits for all Californians.

https://documents.coastal.ca.gov/assets/env-justice/CCC_EJ_Policy_FINAL.pdf

Coastal Adaptation Planning Guidance and Tribal Consultation

The Coastal Commission adopted a Tribal Consultation Policy, which is intended to guide outreach and collaboration. It also helps to inform permit applicants how the Commission will review coastal development permit applications to ensure adequate Tribal consultation occurs.

<https://documents.coastal.ca.gov/assets/env-justice/tribal-consultation/CCC%20Tribal%20Consultation%20Policy%20Adopted%208.8.2018.pdf>

Climate Data Sources and Adaptation Plans

Cal-Adapt

Cal-Adapt is the repository for State-endorsed climate change projections, developed through the State's Climate Change Assessment efforts. Cal-Adapt offers free public access to peer-reviewed data that show climate change impacts on state infrastructure, communities, and natural resources. Find tools, data, and resources to conduct research, develop adaptation plans and build applications.

<https://cal-adapt.org/>

Climate Action Plans

Many California cities and counties are developing Climate Action Plans to reduce their GHG emissions. Agencies may have existing plans that include strategies or insight on potential approaches to implementing climate change considerations on the transportation network. CARB has created a webmap that can be used to identify plans created, GHG inventory information, GHG reduction targets, local strategies planned to meet these targets, and more. The second website provides a host of resources, including example Climate Action Plans and templates. This information can also be found on the Adaptation Clearinghouse.

<https://webmaps.arb.ca.gov/capmap/>
<http://www.ca-ilg.org/climate-action-plans>

Caltrans Vulnerability Assessments

To ensure the resiliency of the State Highway System, Caltrans conducted vulnerability assessments statewide. These Summary Reports and associated Technical Reports describe climate change effects in each of Caltrans' 12 districts.

<https://dot.ca.gov/programs/transportation-planning/division-of-transportation-planning/air-quality-and-climate-change/2019-climate-change-vulnerability-assessments>.

Local Vulnerability Assessments

If local vulnerability assessments have been developed along a corridor, their data may be interwoven with Cal-Adapt data, Caltrans Climate Change Vulnerability Assessments, and/or other vulnerability information for more granular analysis of specific local areas, particularly those in more densely populated areas or with a high density of affected transportation assets. Many of these assessments and case studies can be found on the Integrated Climate Action and Resiliency Program (ICARP) Case Studies and Examples search page (<https://resilientca.org>). Some transit

and rail providers in California have also developed vulnerability assessments for their 21 networks as well, which may contain detailed analysis that could be useful.

Caltrans Climate Change Adaptation Strategy Report

Through this report, Caltrans is aiming to adopt a leadership role in the process of climate change adaptation through developing a “how to” guide for integrating climate change adaptation into agency activities and decision-making. This Adaptation Strategy Report initially outlines an overall “pathway” for adopting recommendations on how Caltrans should mainstream adaptation strategies throughout functional areas and develop an approach to coordinate with partner agencies. Recognizing the important role of transit and active transportation facilities and routes, this report will develop solutions for all modes of transportation. This report also has a section focused on the incorporation of climate change considerations into System Planning documents.

https://transplanning.onramp.dot.ca.gov/downloads/transplanning/files/suscommplan/Climate%20Adaptation%20Report_May_2020.pdf

Other Relevant Datasets for Climate Planning

Protecting Californians from Extreme Heat: A State Action Plan to Build Community Resilience

A plan that outlines a strategic and comprehensive set of state actions to address extreme heat.

<https://resources.ca.gov/-/media/CNRA-Website/Files/Initiatives/Climate-Resilience/2022-Final-Extreme-Heat-Action-Plan.pdf>

California Water Action Plan

A roadmap for the first five years of the state's journey toward sustainable water management.

http://resources.ca.gov/docs/california_water_action_plan/Final_California_Water_Action_Plan.pdf

CALFIRE Fire Hazard Severity Zones

CALFIRE has mapped areas of significant fire hazards based on fuels, terrain, weather, and other factors, forming wildfire severity zones. There are three levels of hazard in the State Responsibility Areas: moderate, high, and very high. This analysis can provide further understanding of wildfire risk at the potential project location.

<https://osfm.fire.ca.gov/divisions/community-wildfire-preparedness-and-mitigation/wildland-hazards-building-codes/fire-hazard-severity-zones-maps/>

California Department of Conservation – Landslide Hazards

The California Landslide Inventory is an ongoing project to make the California Geological Survey landslide information publicly accessible.

http://www.conservation.ca.gov/cgs/geologic_hazards/landslides

State Wildlife Action Plan

The State Wildlife Action Plan includes conservation actions that respond to current and future challenges with objectives and goals that are specific, measurable, and time bound.

<https://www.wildlife.ca.gov/SWAP/Final>

CDFW Regional Conservation Investment Strategies

This program encourages a voluntary, non-regulatory regional planning process intended to result in higher-quality conservation outcomes and includes an advance mitigation tool. The Program

uses a science-based approach to identify conservation and enhancement opportunities that, if implemented, will help California's declining and vulnerable species by protecting, creating, restoring, and reconnecting habitat and may contribute to species recovery and adaptation to climate change and resiliency.

<https://www.wildlife.ca.gov/conservation/planning/regional-conservation>

CDFW Natural Communities Conservation Plans

A Natural Communities Conservation Plan identifies and provides for the regional protection of plants, animals, and their habitats, while allowing compatible and appropriate economic activity.

<https://www.wildlife.ca.gov/conservation/planning/nccp>

California Sustainable Freight Action Plan

In July 2015, Governor Edmund G. Brown Jr. issued Executive Order B-32-15, which provides a vision for California's transition to a more efficient transport system. This transition of California's freight transport system is essential to supporting the State's economic development in coming decades while reducing harmful pollution affecting many California communities. As a key first step, the Governor's Executive Order directs the California State Transportation Agency, California Environmental Protection Agency, Natural Resources Agency, California Air Resources Board, California Department of Transportation, California Energy Commission, and Governor's Office of Business and Economic Development to develop a California Sustainable Freight Action Plan (Action Plan), by July 2016. This Action Plan is an unprecedented effort, intended to integrate investments, policies, and programs across several State agencies to help realize a singular vision for California's freight transport system. The Action Plan provides a recommendation on a high-level vision and broad direction to the Governor to consider for State agencies to utilize when developing specific investments, policies, and programs related to the freight transport system that serves our state transportation, environmental, and economic interests. Competitive grant applications will highlight how their planning effort will support this Action Plan.

<https://dot.ca.gov/programs/transportation-planning/division-of-transportation-planning/strategic-freight-planning>

APPENDIX B. SAMPLE APPLICATION PACKAGE

The Grant Application Guide and all fillable application documents can be found on the Sustainable Transportation Planning Grant website.

- Application Checklist, Cover Sheet, and Signature Page
- Application Narratives for Sustainable Communities, Climate Adaptation Planning, and Strategic Partnerships
- Scope of Work and Checklist
- Cost and Schedule and Checklist
- Third-Party In-Kind Valuation Plan and Checklist
- Local Resolution and Checklist

Application Checklist

The following documents are required and must be submitted via Smartsheet in one single PDF document, not to exceed 25 MB. The Signature Page may be submitted separately if there are issues combining with the single PDF document. Keep the file name brief, as files are corrupted when file names are too long. Refer to the Grant Application Guide for additional information and/or samples. Failure to include any of the required documents will result in a reduced application score.

PDF documents should be submitted in their fillable PDF formats. The original file formats will be required upon grant award.

Required Application Documents	
(✓)	Ensure these items are completed prior to submitting to Caltrans via Smartsheet
	Application Cover Sheet (complete in Smartsheet and submit with single PDF document)
	Signature Page (Electronic signatures accepted; may submit as a separate file if there are issues with combining with single PDF document)
	Application Narrative
	Scope of Work
	Cost and Schedule
	Third Party In-Kind Valuation Plan (if applicable, required upon award)
	Map of Project Area
Supplemental Documentation (not required)	
	Graphics of Project Area (when applicable)
	Letter(s) of support
	Data

 Sustainable Transportation Planning Grant Program
GRANT APPLICATION COVER SHEET

PART A. APPLICATION INFORMATION				FY 2024-25	
Grant Category (select only one)					
Climate Adaptation (MPOs, RTPAs, Transit Agencies, Cities, Counties, Tribes, other Public Transportation Planning Entities)					
11.47% Local Match requirement (Not Applicable to Native American Tribal Governments)					
Sustainable Communities (MPOs with sub-applicant, RTPAs, Transit Agencies, Cities, Counties, Tribes, other Public Transportation Planning Entities)			Strategic Partnerships (MPOs and RTPAs only)		
Sustainable Communities Competitive (11.47% Local Match requirement)			Strategic Partnerships (FHWA SPR Part I) (20% Local Match requirement)		
Sustainable Communities Competitive Technical (11.47% Local Match requirement)			Strategic Partnerships Transit (FTA 5304) (11.47% Local Match requirement)		
Application Submittal Type (more than one may be selected)					
New		Prior Phases		Re-Submittal	
New Application		Continuation of a prior project. If so, list the Grant FY and project title below.		Re-submittal from a prior grant cycle.	
				How many times has an application been submitted for this project, including this one?	

PART B. PROJECT INFORMATION					
Project Title and Location					
Project Title					
Project Location (City)		Project Location (County)			
Funding Information					
1. Is the applicant proposing to meet the minimum local match requirement or an over-match? Use the Match Calculator to determine the appropriate match. Match Calculator ☐ Minimum Local Match ☐ Over-Match 2. What is the source of Local Match funds being used? (MPOs – Federal Toll Credits, PL, and FTA 5303 <u>cannot</u> be used to match Sustainable Communities Competitive or Adaptation Planning grants) ☐ Local Transportation Funds ☐ Local Sales Tax ☐ Special Bond Measures ☐ Other, specify:					
Grant Funds Requested	Local Match (Cash)	Local Match (In-Kind)	Total Local Match	% Local Match	Total Project Cost
\$	\$	\$	\$		\$



Sustainable Transportation Planning Grant Program
GRANT APPLICATION COVER SHEET

PART B. PROJECT INFORMATION (CONTINUED)

Project Description (3-5 Sentences Max.)

Insert Application
 Narrative:
 1. Project Description

Project Type

Choose the Project Type that best represents the focus of the proposed project. See Grant Application Guide for examples. Two max. may be selected.

- ☐ Active Transportation (Bicycle and Pedestrian)
- ☐ Climate Change (Infrastructure Adaptation, Vulnerability and Resiliency)
- ☐ Complete Streets (Multimodal specific type)
- ☐ Corridor (Local Streets or Highways)
- ☐ Freight/Goods Movement
- ☐ General Plan-Related (Circulation Element, Land Use Element, Specific Plan)
- ☐ Multimodal (Motorized and Active Transportation)
- ☐ Safety (Vision Zero, Safe Routes to Schools)
- ☐ Technical (Modeling, VMT Mitigation, ZEV Infrastructure, ZEB Transition, etc.)
- ☐ Transit (Bus, Light Rail, and Commuter Rail Service)
- ☐ Other, specify:

Underserved Community Definitions

If applicable to the project, what tools were used to identify the underserved communities in the project area? Choose all that apply.

- ☐ Rural Communities of 50,000 or less and outside of urbanized areas
- ☐ Native American Tribal Governments
- ☐ Regionally/Locally Defined Underserved Communities
- ☐ At/Below 80% Assembly Bill 1550 (Gomez, Statutes of 2016)
- ☐ At/Above 75% California Department of Education, Free or Reduced Priced Meals Data
- ☐ At/Above 75% CalEnviroScreen Version 4.0
- ☐ At/Below 25% California Healthy Places Index

 Sustainable Transportation Planning Grant Program
 GRANT APPLICATION COVER SHEET

PART C. CONTACT INFORMATION*

	Primary Applicant	Sub-Applicant	Sub-Applicant
Organization (Legal name)			
Dept./Division			
Street Address			
City			
Zip Code			
Phone Number			
Executive Director Name			
Title			
Executive Director E-mail			
Financial Manager Name			
Title			
Financial Manager E-mail			
Contact Person Name			
Title			
Contact Phone Number			
Contact E-mail			

*Use additional pages if necessary.



Sustainable Transportation Planning Grant Program
GRANT APPLICATION COVER SHEET

PART D. COMPLIANT HOUSING ELEMENT

City/County Primary/Sub-Applicants for Sustainable Communities Grants	Yes	No
Does the City/County have a compliant Housing Element? If No, explain the current status:		
Has the City/County submitted Annual Progress Report to the California Department of Housing and Community Development for calendar years 2021 and 2022?		

PART E. OTHER FUNDING PROGRAMS

Applicants may leverage other program funds for this planning grant, as long as the activities are eligible.			
	Yes	No	N/A
Is the applicant applying for the Governor's Office of Planning and Research (OPR) Climate Adaptation Planning Grant Program? Applicants should not submit the same project application to both funding programs. However, applicants may propose to leverage funds from one funding program to another. For instance, an applicant with a large project may propose to fund one component with Caltrans funds, and another with OPR funds. Applicants may also propose two entirely different projects to each funding program. If yes, identify the differences between each proposal, and briefly summarize the leverage opportunity if awarded both Caltrans and OPR funding:			
Is the applicant applying for any other funding programs to complete this project? If yes, list them here:			



Sustainable Transportation Planning Grant Program
GRANT APPLICATION COVER SHEET

PART F. LEGISLATIVE INFORMATION

Use the following link to determine the appropriate legislative members in the Project area.

Search by address: <http://findyourrep.legislature.ca.gov/>

State Senator(s)		Assembly Member(s)	
District	Name	District	Name

PART G. LETTERS OF SUPPORT

List all letters of support received for the proposed project. Letters should be addressed to the applicant.

Name/Agency	Name/Agency



Sustainable Transportation Planning Grant Program

GRANT APPLICATION SIGNATURE PAGE

If selected for funding, the information contained in this application will become the foundation of the contract with Caltrans.

To the best of my knowledge, all information contained in this application is true and correct. If awarded a grant with Caltrans, I agree that I will adhere to the program guidelines.

Applicant			
Authorized Official (Applicant)			
Print Full Name			
Title			
Signature		Date	
Sub-Applicant(s)*			
Authorized Official (Sub-Applicant)			
Print Full Name			
Title			
Signature		Date	
Authorized Official (Sub-Applicant)			
Print Full Name			
Title			
Signature		Date	
Authorized Official (Sub-Applicant)			
Print Full Name			
Title			
Signature		Date	

*Use additional pages if necessary.



Sustainable Transportation Planning Grant Program
 SUSTAINABLE COMMUNITIES - GRANT APPLICATION
 NARRATIVE

PART H. APPLICATION NARRATIVE

FY 2024-25

Project Information

Organization (Legal name)	
Project Title	
Project Area Boundaries	
Project Timeframe (Start and End Dates)	

Do not alter application format and font size 10

Application Narrative

1. Project Description (10 points)

Briefly summarize project in a clear and concise manner, including why the project is necessary, major deliverables, parties involved, and any connections to relevant local, regional, and/or State planning efforts. **3-5 sentences maximum; Do not exceed the space provided.**

2A. Project Justification (15 points)

- Describe the problems or deficiencies the project is attempting to address, as well as how the project will address the identified problems or deficiencies
- Describe the ramifications and impact of not funding this project
- Clearly define the existing issues surrounding the project (e.g., transportation issues, inadequate transit services, impacts of heavy trucking on local streets, air pollution, etc.)
- Competitive applications support the need for the project with empirical data
- Describe how this project addresses issues raised
- Define the public benefit
- Explain how the public was involved with identifying issues
- **Do not exceed the space provided**

 Sustainable Transportation Planning Grant Program
SUSTAINABLE COMMUNITIES - GRANT APPLICATION
NARRATIVE

2B. Underserved Communities Justification (5 points)

The tools in Grant Application Guide, Appendix A, are intended to help applicants define an underserved community.

- Explain how the project area or portions of the project area are defined as an underserved community, including Native American Tribal Governments and rural communities
- Explain how the proposed project addresses the needs of the underserved community
- Describe how underserved communities will benefit from the proposed planning project
- Cite data sources, the tools used, and include a comparison to the statewide thresholds that are established in each tool
- **Do not exceed the space provided**

2C. Underserved Communities Engagement (5 points)

See Grant Application Guide, Appendix A, for best practices in community engagement

- Describe how the proposed effort would engage underserved communities, including Native American Tribal Governments and rural communities. Include specific outreach methods for involving underserved communities
- Describe how underserved communities will continue to be engaged during the next phases after the proposed planning project is complete, including project implementation.
- **Do not exceed the space provided**

3. Grant Specific Objectives (Total 35 points)

Integrate the following Grant Program Considerations (Grant Application Guide, Chapter 1.2) in the responses for 3A-G below, as applicable:

- Caltrans Strategic Plan
- California Transportation Plan (CTP)
- Modal Plans that Support the CTP
- Title VI and Environmental Justice
- Climate Action Plan for Transportation Infrastructure
- California Adaptation Strategy
- Master Plan for Aging



Sustainable Transportation Planning Grant Program

SUSTAINABLE COMMUNITIES - GRANT APPLICATION NARRATIVE

3A. Grant Specific Objectives (5 points)

- Explain how the proposal encourages local and regional multimodal transportation, housing and land use planning that furthers the region's RTP SCS (where applicable)
- Demonstrate how the proposed effort would coordinate transportation, housing, and land use planning components of the project to inform one another (i.e., regular coordination meetings between responsible entities, joint community meetings, letters of commitment from all relevant implementing agencies, etc.)
- Explain how the proposed effort would contribute to shifts in land use towards more sustainable and equitable communities, such as more affordable housing near transit or more compact regional development patterns (Reference Grant Application Guide, Chapter 2.2, for example project types)
- **Do not exceed the space provided**

3B. Grant Specific Objectives (5 points)

- Explain how the proposal contributes to the State's GHG reduction targets and advances transportation related GHG emission reduction project types/strategies (i.e., mode shift, demand management, travel cost, operational efficiency, accessibility, and coordination with future employment and residential land use, etc.)
- **Do not exceed the space provided**

3C. Grant Specific Objectives (5 points)

- Explain how the proposal supports other State goals, including but not limited to:
 - State Planning Priorities (Government Code Section 65041.1)
 - Climate Adaptation Goals (State Adaptation Strategy)
 - Goals and Best Practices cited in the 2017 RTP Guidelines, Appendices K and L.
- **Do not exceed the space provided**

3D. Grant Specific Objectives (5 points)

- Explain how the proposal encourages stakeholder involvement
 - List the stakeholders involved in the planning effort (e.g., first responders, community-based organizations, local housing and public health departments, transit agencies, and partners including State, federal, local agencies)
 - Explain how stakeholders will be involved throughout the project
- **Do not exceed the space provided**



Sustainable Transportation Planning Grant Program
SUSTAINABLE COMMUNITIES - GRANT APPLICATION
NARRATIVE

3E. Grant Specific Objectives (5 points) • Explain how the proposal involves active community engagement • Describe the specific public outreach methods/events that will be employed throughout the project • Explain how public input will inform the project • Describe how the effort will survey the public at the end of each outreach event to gauge effectiveness of these activities for the planning effort • Do not exceed the space provided
3F. Grant Specific Objectives (5 points) • Explain how the proposal assists in achieving the Caltrans Mission and Grant Program Objectives (Grant Application Guide, Chapter 1.2) ◦ Sustainability, Preservation, Accessibility, Safety, Innovation, Economy, Health, and Social Equity, as applicable • Do not exceed the space provided
3G. Grant Specific Objectives (5 points) • Explain how the proposal ultimately results in funded and programmed multimodal transportation system improvements. Applicants should discuss next steps for project implementation, including timing for programming improvements that would result from the planning effort • Do not exceed the space provided
4. Project Management (Total 30 points) See Scope of Work and Cost and Schedule samples and checklists for requirements (Grant Application Guide, Appendix B), also available on the Caltrans grants website: https://dot.ca.gov/programs/transportation-planning/regional-planning/sustainable-transportation-planning-grants
4A. Scope of Work (15 points)
4B. Cost and Schedule (15 points)



Sustainable Transportation Planning Grant Program
CLIMATE ADAPTATION PLANNING - GRANT APPLICATION
NARRATIVE

PART G. APPLICATION NARRATIVE		FY 2024-25
Project Information		
Organization (legal name)		
Project Title		
Project Area Boundaries		
Project Timeframe (Start and End Dates):		
Application Narrative		
1. Project Description (5 points) Briefly summarize project in a clear and concise manner, including why the project is necessary, major deliverables, desired outcomes, parties involved, and alignment with relevant local, regional, and/or State planning efforts. 3-5 sentences maximum; Do not exceed the space provided.		
2A. Project Justification (10 points) - Describe the problem or deficiencies the project is attempting to address, including the climate adaptation need and any other priority needs, as well as how the project will address the identified problems or deficiencies - Describe the impact of not funding the project - Describe the public benefits - Do not exceed the space provided		
2B. Underserved Communities Justification (5 points) The tools in the Grant Application Guide, Appendix A, are intended to help applicants define an underserved community. - Explain how the project area or portions of the project area benefit underserved communities, including Tribal, local, regional, and rural communities as applicable - Explain how the proposed project addresses the needs of the communities and how they will benefit from the proposed project, including if the communities informed the scope of the project - Cite data sources, the tools used, and include a comparison to the statewide thresholds that are established in each tool - Do not exceed the space provided		



Sustainable Transportation Planning Grant Program

CLIMATE ADAPTATION PLANNING - GRANT APPLICATION NARRATIVE

2C. Underserved Communities Engagement (5 points)

See Grant Application Guide, Appendix A. for best practices in community engagement

- Describe how the proposed project will engage underserved communities and how the effort was informed by engagement with underserved communities, including Tribal, local, regional, and rural communities as applicable
 - Include specific outreach methods for involving underserved communities
- Describe how underserved communities will continue to be engaged during the next phases after the proposed planning project is complete, including implementation
- Do not exceed the space provided

3. Grant Specific Objectives (Total 40 points)

Integrate the following Grant Program Considerations (Grant Application Guide, Chapter 1.2) in the responses for 3A-D below, as applicable:

- Caltrans Strategic Plan
- California Transportation Plan (CTP)
- Modal Plans that Support the CTP
- Title VI and Environmental Justice
- Climate Action Plan for Transportation Infrastructure
- California Adaptation Strategy
- Master Plan for Aging

3A. Grant Specific Objectives; climate risk and adaptation (15 points)

- Explain how the project identifies and assesses climate change impact risks to multimodal transportation infrastructure vulnerabilities to climate change impacts in the project area
- Explain how the project will identify adaptation strategies and specific actions to remedy identified climate related vulnerabilities. Projects and plans should describe short-, medium-, and long-term strategies that will address the overall risk for the entire service life of the asset or capital project using the best available science and guidance.
- Articulate how the project will advance the planning of specific climate adaptation projects, such as developing a cost estimate, pursuing a technical feasibility study for adaptation options, or developing a conceptual design (up to 30%)
- When applicable, explain how the project includes economic analysis and/or cost-benefit analysis of identified adaptation strategy or strategies
- Do not exceed the space provided



Sustainable Transportation Planning Grant Program
CLIMATE ADAPTATION PLANNING - GRANT APPLICATION
NARRATIVE

3B. Grant Specific Objectives; co-benefits (10 points)

- Identify co-benefits of the adaptation work, such as benefits to public health, natural ecosystems, air quality, social equity, the economy, or reductions in greenhouse gas (GHG) emissions.
 - If reductions in GHG emissions are identified as a co-benefit, explain how the project advances transportation related GHG emission reductions specifically through different project types/strategies (e.g., mode shift, demand management, accessibility, etc.)
- Describe if and how nature-based solutions will be integrated into the proposed project
- Describe how adaptation needs of environmental resources in proximity to the transportation system such as coastal resources like tidal marsh or beaches, wildlife connectivity, wetlands, or fish passage needs are considered in the proposed project (if applicable)
- Do not exceed the space provided

3C. Grant Specific Objectives; partnerships and stakeholder process (10 points)

- Explain how the project demonstrates on-going collaboration and partnerships between sectors and jurisdictions, and across levels of government at a regional scale
- Explain if the project also includes collaboration and partnerships with diverse external stakeholders such as businesses, non-governmental agencies, federal, state, or local agencies, community-based organizations, and community residents
- Explain how the project includes a multistakeholder process that provides an opportunity for meaningful community engagement from communities potentially impacted by any project identified or developed as part of the planning grant

Do not exceed the space provided

3D. Grant Specific Objectives; alignment with other plans and State Goals (10 points)

- Explain how the project is consistent with priorities, goals, and actions of the California State Adaptation Strategy, follows State guidance on adaptation planning, and is consistent with any applicable local/regional resilience planning.
- Articulate if the project will identify ways to incorporate transportation-related climate adaptation needs into existing transportation plans, specifically how the project will lead to the identification and development of capital projects that can be programmed as part of local or regional plans
- Explain how the project is in alignment with or augments existing plans, including climate action/adaptation plans, hazard mitigation plans, safety elements of general plans, resilience improvement plans, and/or Coastal Act/Certified Local Coastal Program plans
- Explain how the proposed project addresses public access and Complete Streets needs
- Do not exceed the space provided

4. Project Management (Total 30 points)

See Scope of Work and Cost and Schedule samples and checklists for requirements (Grant Application Guide, Appendix B), also available on the Caltrans grants website:
<https://dot.ca.gov/programs/transportation-planning/regional-planning/sustainable-transportation-planning-grants>



Sustainable Transportation Planning Grant Program
CLIMATE ADAPTATION PLANNING - GRANT APPLICATION
NARRATIVE

4A. Scope of Work (15 points)

4B. Cost and Schedule (15 points)



Sustainable Transportation Planning Grant Program
STRATEGIC PARTNERSHIPS - GRANT APPLICATION NARRATIVE

PART H. APPLICATION NARRATIVE		FY 2024-25
Project Information		
Organization (Legal name)		
Project Title		
Project Area Boundaries		
Project Timeframe (Start and End Dates)		
Do not alter application format and font size 10		
Application Narrative		
1. Project Description (10 points) Briefly summarize the project in a clear and concise manner, including why the project is necessary, major deliverables, parties involved, and any connections to relevant local, regional, and/or State planning efforts. 3-5 sentences maximum; Do not exceed the space provided.		
2. Project Justification (30 points) - Describe the problems or deficiencies the project is attempting to address, as well as how the project will address the identified problems or deficiencies - Describe the ramifications and impact of not funding this project - Clearly define the existing issues surrounding the project (e.g., transportation issues, in-adequate transit services, impacts of heavy trucking on local streets, air pollution, etc.) - Competitive applications support the need for the project with empirical data - Describe how this project addresses issues raised Do not exceed the space provided		



Sustainable Transportation Planning Grant Program

STRATEGIC PARTNERSHIPS - GRANT APPLICATION NARRATIVE

3. Grant Specific Objectives (Total 20 points)

Integrate the following Grant Program Considerations (Grant Application Guide, Chapter 1.2) in the responses for 3A-3D below, as applicable:

- Caltrans Strategic Plan
- California Transportation Plan (CTP) 2050
- Modal Plans that Support the CTP 2050
- Title VI and Environmental Justice
- Climate Action Plan for Transportation Infrastructure
- California Adaptation Strategy
- Master Plan for Aging

3A. Grant Specific Objectives (5 points)

- List and explain how the proposal would accomplish the Federal Planning Factors (Grant Application Guide, Chapter 5.2), achieve the Caltrans Mission and the Grant Program Objectives (Grant Application Guide, Chapter 1.2.)
- **Do not exceed the space provided**

3B. Grant Specific Objectives (5 points)

- Explain how the proposal partners with Caltrans to identify and address statewide, interregional, or regional transportation deficiencies in the State Highway System (or multimodal transportation system for transit-focused projects)
- Clearly define how Caltrans will be a partner in the proposed project, as appropriate for the project
- **Do not exceed the space provided**

3C. Grant Specific Objectives (5 points)

- Explain how the proposal strengthens government-to-government relationships
- Outline the entities involved with the proposed project and how partnerships will be strengthened as a result
- **Do not exceed the space provided**

3D. Grant Specific Objectives (5 points)

- Explain how the proposal results in programmed system improvements
- Discuss next steps for project implementation, including timing for programming improvements that would result from the planning effort
- **Do not exceed the space provided**



Sustainable Transportation Planning Grant Program
STRATEGIC PARTNERSHIPS - GRANT APPLICATION NARRATIVE

4. Project Management (Total 40 points)

See Scope of Work and Cost and Schedule samples and checklists for requirements (Grant Application Guide, Appendix B), also available on the Caltrans grants website, <https://dot.ca.gov/programs/transportation-planning/division-of-transportation-planning/regional-and-community-planning/sustainable-transportation-planning-grants>

4A. Scope of Work (20 points)

4B. Cost and Schedule (20 points)

Scope of Work Checklist

The Scope of Work (SOW) is the official description of the work that is to be completed during the contract. Tasks 1-6 outlined in the SOW are for illustrative purposes only.

Applications with missing components will be at a competitive disadvantage. Please use this checklist to make sure your Scope of Work is complete.

Scope of Work Checklist	
(✓)	Ensure these items are completed prior to submitting to Caltrans
	Use the Fiscal Year 2024-25 template provided
	Include the activities discussed in the grant application
	List all tasks using the same title as stated in the Project Cost and Schedule
	Include task numbers in accurate and proper sequencing, consistent with the Cost and Schedule
	Exclude sub-task numbers; only include sub-headings
	Exclude tasks for project management and/or staff/consultant coordination; these activities should be spread among relevant tasks
	Include a thorough Introduction to describe relevant background, related planning efforts, the project and project area demographics, including a description of the underserved community involved with the project, if applicable
	Include a thorough and accurate narrative description of each task
	Task 01 is a required task. It must be titled "Project Administration", it cannot exceed 5% of the grant award amount, and only the grantee and sub-recipient(s) can charge against this Task. This Task must only include the following activities and deliverables: • Caltrans and grantee Project kick-off meeting at the start of the grant • Invoicing and quarterly reporting to Caltrans • DBE Reporting (federal grants only)
	Include Task 02 for the procurement of a consultant (if needed). This task is for the <u>grantee and sub-recipient(s) only</u> .
	Include detailed public participation and services to diverse communities in the Public Outreach Task (excluding technical projects)
	Identify public outreach strategies in a manner that provides flexibility and allows for a diverse range of outreach methods (both in-person and on-line), excluding technical projects
	Include a Task(s) for a Draft and Final product. The draft plan must include an opportunity for the public to provide feedback (excluding technical projects).
	Include a summary of next steps your agency will take towards implementing the project in the Final Product
	List achievable project deliverables for each Task
	EXCLUDE environmental, complex design, engineering work, and other ineligible activities outlined in the Grant Application Guide

SCOPE OF WORK

Project Information	
Grant Category	
Grant Fiscal Year	
Project Title	
Organization (Legal name)	

Disclaimer

Agency commits to the Scope of Work below. Any changes will need to be approved by Caltrans prior to initiating any Scope of Work change or amendment.

Introduction

[Provide a detailed summary of the grant project. Include a thorough Introduction to describe relevant background, related planning efforts, the project and project area demographics, including a description of the underserved community involved with the project, if applicable]

Project Stakeholders

[Provide a detailed summary of who the Project Stakeholders are. Will a consultant be working on the project? If so, what activities/tasks will they be involved with?]

Overall Project Objectives

[Provide a detailed summary of the Overall Project Objectives]

Summary of Project Tasks

[Project Management activities must be identified within the task they are occur and not as standalone tasks.]

Task 01: Project Administration

This is an Administrative Task that shall only be charged against by the Grantee for the Administration of this grant project. Costs for this task cannot exceed 5% of the grant award amount.

Grantee will manage and administer the grant project according to the Grant Application Guidelines, Regional Planning Handbook, and the executed grant contract between Caltrans and the grantee.

[Provide a detailed narrative of activities to be completed in this Task]

Task Deliverables
[The following are the only allowable deliverables for this Task. This Task is not for the management of the consultant or meetings between the grantee and the consultant]

Kick-off meeting with Caltrans - Meeting Notes, quarterly invoices and progress reports, DBE reporting (federal Grants only).

Task 02: Consultant Procurement

[Provide a detailed narrative of activities to be completed in this Task]

Grantee will procure a consultant, consistent with state and federal requirements, Local Assistance Procedures Manual for procuring non-Architectural and Engineering consultants, the Grant Application Guide, Regional Planning Handbook, and the executed grant contract between Caltrans and the grantee.

Task Deliverables

[List achievable deliverables for this Task]

Examples: Grantees current procurement procedures, copy of the Request for Proposal/Qualifications, copy of the contract between consultant and grantee, copies of all amendments to the consultant contract, meeting notes from project kick-off with consultant

Task 1: Existing Conditions

[Provide a detailed narrative of activities to be completed in this Task]

Task Deliverables

[List achievable deliverables for this Task]

Examples: Summary of Existing Conditions

Task 3: Analysis

[Provide a detailed narrative of activities to be completed in this Task]

Task Deliverables

[List achievable deliverables for this Task]

Examples: Summary of Analysis

Task 4: Public Outreach

[Provide a detailed narrative of activities to be completed in this Task]

Task Deliverables

[List achievable deliverables for this Task]

Examples: PowerPoint Presentations, flyers, website announcements, sign-in sheets, community surveys, conceptual drawings, bilingual services, receipts for light snacks (Caltrans approval required prior to purchase. No full meals)

Task 5: Advisory Committee Meetings

[Provide a detailed narrative of activities to be completed in this Task]

Task Deliverables
[List achievable deliverables for this Task]
Examples: Agendas, meeting notes, list of attendees, list of action items

Task 6: Draft and Final Plan

[Provide a detailed narrative of activities to be completed in this Task]

Task Deliverables
[List achievable deliverables for this Task]
Examples: Draft Plan, Public Review – list of comments, Final Plan that includes a summary of next steps towards implementation, credits FHWA, FTA, and/or Caltrans on the cover or title page, submitted to Caltrans in an ADA accessible electronic copy.

Task 7: Board Review/Approval

[Provide a detailed narrative of activities to be completed in this Task]

Task Deliverables
[List achievable deliverables for this Task]
Examples: Board Agenda, presentation materials, meeting minutes with board acceptance/approval.

Cost and Schedule Checklist

The Cost and Schedule is the official budget and timeline for the project. Tasks 1-6 outlined in the Cost and Schedule are for illustrative purposes only. **The Cost and Schedule must be consistent with the Grant Application Cover Sheet. Applications with missing components will be at a competitive disadvantage.**

Cost and Schedule Checklist	
(✓) Ensure these items are completed prior to submitting to Caltrans	
	Use the Fiscal Year 2024-25 template provided (do not alter the template)
	List all tasks with the same title as stated in the Scope of Work
	Include task numbers in proper sequencing, consistent with the Scope of Work
	Exclude sub-task numbers and sub-headings
	Exclude tasks for project management and/or staff/consultant coordination; these activities should be spread among relevant tasks
	Task 01 is a required task. It must be titled "Project Administration", it cannot exceed 5% of the grant amount requested, and only the grantee and recipient(s) can charge against this Task. This Task must only include the following activities and deliverables: • Project kick-off meeting between the grantee and Caltrans at the start of the grant • Invoicing and quarterly reporting to Caltrans • DBE Reporting (federal grants only)
	Include Task 02 for procurement of consultants, if consultants are needed. This task is for the <u>grantee and sub-recipient(s) only.</u>
	Complete all budget columns as appropriate: Total Cost, Grant Amount, Local Cash Match, and if applicable, Local In-Kind Match
	Ensure the correct minimum local match amount, calculated as a percentage of the total project cost (grant plus local match), is provided
	Use the Local Match Calculator to ensure the total Local Match amount meets the minimum required Local Match for the specified Grant Category
	Include a grant amount for each Task (excluding Tasks 01 and 02)
	Identify if a Tapered Local Match approach will be used, which allows grantees to vary the required local match ratio over the life of the grant contract. Grantee agrees to satisfy the total local match amount by the contract expiration date.
	Identify the estimated indirect cost rate if indirect costs will be reimbursed. If FY 2023-24 indirect cost rates are not available, the rate will be an estimate based on the currently approved rate.
	Include a best estimate of the amount of time needed to complete each task
	State a realistic total cost for each task based on the work that will be completed
	Use only whole dollars in the financial information fields. No rounding up or down and no cents.
	Start the timeframe at the beginning of the grant period (November 2024)
	Extend the timeframe to the end of the grant period (June 2027)

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Third Party In-Kind Valuation Plan Checklist

The Third Party In-Kind Valuation Plan is an itemized breakdown by task and serves as documentation for the goods and/or services to be donated. The Third Party In-Kind Valuation Plan must be consistent with the information provided on the Cost and Schedule and Grant Application Cover Sheet. This document is required upon grant award as a condition of grant acceptance. Refer to Grant Application Guide, Chapter 6.5 for a Third-Party In-Kind description and examples.

Third-Party In-Kind Valuation Plan Checklist	
(✓) Ensure these items are completed prior to submitting to Caltrans	
	Use the Fiscal Year 2024-25 template provided (do not alter the template).
	Name the third party in-kind local match provider; this cannot be the Grantee
	Describe how the third party in-kind local match will be tracked and documented for accounting purposes.
	Describe the fair market value of third party in-kind contributions and how the values were determined.
	Include an itemized breakdown by task, consistent with the Cost and Schedule.
	Ensure the in-kind local match amount is consistent with the Grant Application Cover Sheet and Cost and Schedule.

California Department of Transportation
Sustainable Transportation Planning Grant Program
THIRD-PARTY IN-KIND VALUATION PLAN

Grant Category
Grant Fiscal Year
Project Title
Organization
(Legal name)

Task #	Task Title	Third-Party In-Kind Contribution	Name of Third-Party In-Kind Match Provider	Fair Market Value Determination	Fair Market Value or Hourly Rate	Number of Hours	Estimated Cost
Total In-kind Match:							\$0

Explain how the third party in-kind match will be documented for accounting purposes:	
---	--

Local Resolution Checklist

A Local Resolution is NOT required at the grant application stage; however, it is required upon award as a condition of grant acceptance.

Local Resolution Checklist	
(✓)	Ensure these items are completed prior to submitting to Caltrans
	State the title of the project (1)
	State the job title of the person authorized to enter into a contract with Caltrans on behalf of the applicant (2)
	NOT be more than a year old, or it will not be accepted (3)
	Signed by the grant applicant's governing board (4)

Sample Local Resolution

CITY OF CAN DO RESOLUTION
NO. 009-2012

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY OF CAN DO AUTHORIZING
THE EXECUTIVE DIRECTOR TO EXECUTE AGREEMENTS WITH THE

1

CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR THE
CITY OF CAN DO COMPLETE STREET PLAN

WHEREAS, the Board of Directors of the City of Can Do is eligible to receive Federal and/or State funding for certain transportation planning related plans, through the California Department of Transportation;

WHEREAS, a Restricted Grant Agreement is needed to be executed with the California Department of Transportation before such funds can be reimbursed through the Transportation Planning Grant Program;

WHEREAS, the City of Can Do wishes to delegate authorization to execute these agreements and any amendments thereto;

2

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City of Can Do, authorize the Executive Director, or designee, to execute all Restricted Grant Agreements and any amendments thereto with the California Department of Transportation.

APPROVED AND PASSED this 4th day of December 2023.

3

4

John Doe,
Chair

ATTEST:



Eileen Wright, Executive Director

APPENDIX D. CALTRANS DISTRICT CONTACT LIST

Caltrans Sustainable Transportation Planning Grants District Lead Contact and Native American Liaison Contact List

DISTRICT	LEAD CONTACT(S)	NATIVE AMERICAN LIAISON CONTACT(S)	MPO/RTPA
DISTRICT 1 1656 Union Street P.O. Box 3700 Eureka, CA 95502	Tatiana Ahlstrand (707) 684-6884 Email: Tatiana.Ahlstrand@dot.ca.gov	Kathleen Sartorius (707) 601-7978 Email: Kathleen.Sartorius@dot.ca.gov	Del Norte LTC Humboldt CAOG Lake CCAPC Mendocino COG
DISTRICT 2 1657 Riverside Drive Redding, CA 96001	Kathy Grah Office: (530) 229-0517 Cell: (530) 782-3152 Email: Kathy.Grah@dot.ca.gov	Kendee Vance (530) 225-3574 Email: Kendee.Vance@dot.ca.gov	• Lassen CTC • Tehama CTC • Modoc LTC • Trinity CTC • Plumas CTC • Siskiyou CLTC • Shasta RTA
DISTRICT 3 703 B Street Marysville, CA 95901	El Dorado, Placer, Sacramento, Sutter, Yolo, and Yuba Counties Sukhi Johal (530) 565-3885 Email: Sukhi.Johal@dot.ca.gov Butte, Colusa, Lake Tahoe Basin, Glenn, Nevada, and Sierra Counties Kevin Yount (530) 513-0584 Email: Kevin.Yount@dot.ca.gov	Angelina Healy (530) 720-9449 Email: Angelina.Healy@dot.ca.gov	• Butte CAG • Sierra LTC • Colusa CTC • Glenn CTC • El Dorado CTC • Nevada CTC • Placer CTPA • Sacramento Area COG • Tahoe MPO
DISTRICT 4 111 Grand Avenue P.O. Box 23660 Oakland, CA 94623-0660	Becky Frank (510) 960-0883 Email: Becky.Frank@dot.ca.gov Stephen Conteh (510) 960-0887 Email: Stephen.Conteh@dot.ca.gov	Stephen Conteh (510) 960-0887 Email: Stephen.Conteh@dot.ca.gov	• Metropolitan Transportation Commission
DISTRICT 5 50 Higuera Street San Luis Obispo, CA 93401-5415	Jenna Schudson (805) 835-6432 Email: Jenna.Schudson@dot.ca.gov	John Olejnik (805) 748-1787 Email: John.Olejnik@dot.ca.gov	• Monterey TAMC • Santa Cruz CCRTC • San Benito COG • Assoc. of Monterey Co. Bay Area Govts • Santa Barbara CAG • San Luis Obispo COG
DISTRICT 6 1352 W. Olive Avenue P.O. Box 12616 Fresno, CA 93778-2616	Lorena Mendibles (559) 840-6066 Email: Lorena.Mendibles@dot.ca.gov Edgar Hernandez (559) 981-7436 Email: Edgar.Hernandez@dot.ca.gov	Lorena Mendibles (559) 840-6066 Email: Lorena.Mendibles@dot.ca.gov	• Fresno COG • Tulare CAG • Kern COG • Kings CAG • Madera CTC

Caltrans Sustainable Transportation Planning Grants District Lead Contact and Native American Liaison Contact List

DISTRICT	LEAD CONTACT(S)	NATIVE AMERICAN LIAISON CONTACT(S)	MPO/RTPA
DISTRICT 7 100 S. Main Street Los Angeles, CA 90012	James Santiago (213) 310-2804 Email: James.Santiago@dot.ca.gov	Not applicable	Southern California Association of Governments
DISTRICT 8 464 W. 4 th Street Mail Station 722 San Bernardino, CA 92401	Ricky Rivers (909) 806-3298 Email: Ricky.Rivers@dot.ca.gov Stephanie Gallegos (909) 383-4057 Email: Stephanie.Gallegos@dot.ca.gov	Lorna Foster (909) 501-5759 Email: Lorna.Foster@dot.ca.gov	Southern California Association of Governments
DISTRICT 9 500 S. Main Street Bishop, CA 93514	Catherine Carr (707) 874-8318 Email: Catherine.Carr@dot.ca.gov	Emilee Mullen (707) 784-4260 Email: Emilee.Mullen@dot.ca.gov	- Inyo LTC - Mono LTC - Eastern Kern (COG)
DISTRICT 10 1976 E. Dr. Martin Luther King Boulevard P.O. Box 2048 Stockton, CA 95201	Mountain Counties Gregoria Ponce (209) 483-7234 Email: Gregoria.Ponce@dot.ca.gov Merced, San Joaquin, Stanislaus Counties Tom Dumas (209) 941-1921 Email: Tom.Dumas@dot.ca.gov	Paul Bauldry (209) 948-7647 Email: Paul.Bauldry@dot.ca.gov Gregoria Ponce (209) 483-7234 Email: Gregoria.Ponce@dot.ca.gov	- Alpine County LTC - Amador CTC - Calaveras COG - Mariposa LTC - Merced CAG - Tuolumne CTC - San Joaquin COG - Stanislaus COG
DISTRICT 11 4050 Taylor Street Mail Station 240 San Diego, CA 92110	Omar Flores (619) 985-2124 Email: Omar.Flores@dot.ca.gov	Rafael Reyes (619) 208-1104 Email: Rafael.Reyes@dot.ca.gov	- San Diego Association of Governments - Southern California Association of Governments
DISTRICT 12 1750 E. 4 th Street Santa Ana, CA 92705	Eric Chau (657) 328-6268 Email: Eric.E.Chau@dot.ca.gov	Not applicable	Southern California Association of Governments



ITEM # 10

**CITY OF MONTEBELLO
CITY COUNCIL AGENDA STAFF REPORT**

TO: Honorable Mayor and City Council Members

FROM: Raul Alvarez, City Manager

BY: Cesar Roldan, Director of Public Works

SUBJECT: **ACCEPT FUNDING FROM THE UNITED STATES DEPARTMENT OF ENERGY (DOE) ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT PROGRAM (EECBG)**

DATE: January 22, 2025

RECOMMENDATIONS:

It is recommended that the City Council:

1. Accept the United States Department of Energy (DOE) Energy Efficiency and Conservation Block Grant (EECBG) Program funds in the amount of \$121,520; and
2. Amend the Fiscal Year 2024-25 budget by increasing appropriations by \$121,520 in Account No. 265-30-332-6082 (Grants, Public Works, Energy Efficiency Conservation, Vehicle Purchase [Expenditures]) and \$121,520 in Account No. 265-99-4198.32 (Grants, Miscellaneous Grants, Energy Efficiency Conservation [Revenue]); and
3. Take such additional, related action that may be desirable.

FISCAL IMPACT:

The City of Montebello was awarded \$121,520 through the United State Department of Energy (DOE) Energy Efficiency and Conservation Block Grant (EECBG) Program. The EECBG Program is funded through the Bipartisan Infrastructure Law. It is designed to assist local agencies in implementing strategies to reduce energy usage and fossil fuel emissions, and to improve energy efficiency. The EECBG Program is highly flexible and designed to meet the City's needs.

There are fourteen eligible uses for this funding, of which the City elected to utilize the grant funds to purchase both Electric Vehicles (EV) and Super Low Emissions Vehicles

CITY COUNCIL AGENDA REPORT - MEETING OF JANUARY 22, 2025

Page 2 of 3

(SLEV) for the Public Works Department. Acceptance of the grant funds requires amending the Fiscal Year 2024-25 budget by increasing appropriations by \$121,520 in Account No. 265-30-332-6082 (Grants, Public Works, Energy Efficiency Conservation, Vehicle Purchase [Expenditures]) and \$121,520 in Account No. 265-99-4198.32 (Grants, Miscellaneous Grants, Energy Efficiency Conservation [Revenue]),

BACKGROUND/DISCUSSION:

The Federal Government has set ambitious goals for state and local governments to implement high-impact, self-sustaining clean energy projects that center the needs of low-income and Disadvantaged Communities. The DOE introduced the EECBG Program to incentivize public agencies, non-profits, and other governmental entities to advance these goals while fostering clean energy economies and working toward achieving net-zero emissions by 2050.

The City's ongoing initiative to transition its municipal fleet to EV and SLEV aligns directly with the goals of the EECBG Program. By replacing aging, gas-fueled vehicles with cleaner, energy-efficient alternatives, the city is taking significant steps to reduce its overall fossil fuel consumption and greenhouse gas emissions. These efforts contribute to the broader objectives of building sustainable, clean energy economies and achieving net-zero emissions.

The integration of EVs and SLEVs into the City's fleet supports the EECBG Program's emphasis on measurable environmental and economic benefits. Reduced fuel consumption and lower vehicle maintenance costs translate to long-term savings for taxpayers, while also improving air quality—a critical consideration for communities disproportionately impacted by pollution.

Additionally, the city is exploring opportunities to power its EV fleet using renewable energy sources, such as solar panels. This approach not only further reduces reliance on fossil fuels but also demonstrates a commitment to creating a self-sustaining clean energy infrastructure.

By prioritizing the adoption of EVs and SLEVs, the city is actively contributing to federal and state climate goals, advancing energy equity, and setting an example of environmental stewardship for residents and neighboring jurisdictions.

ENVIRONMENTAL:

N/A

ANALYSIS:

N/A

SUMMARY:

The City of Montebello has been awarded \$121,520 in grant funding from the United

CITY COUNCIL AGENDA REPORT - MEETING OF JANUARY 22, 2025

Page 3 of 3

States Department of Energy (DOE) Energy Efficiency and Conservation Block Grant (EECBG) Program to purchase Electric Vehicles and Super Low Emission Vehicles for the Public Works Department. Staff is recommending acceptance of this grant award and amending the Fiscal Year 2024-25 budget by increasing appropriations by \$121,520 in Account No. 265-30-332-6082 (Grants, Public Works, Energy Efficiency Conservation, Vehicle Purchase [Expenditures]) and \$121,520 in Account No. 265-99-4198.32 (Grants, Miscellaneous Grants, Energy Efficiency Conservation [Revenue]),

ATTACHMENT(S)

1. Attachment A - Department of Energy EECBG Voucher Preapproval - Montebello



[External Email] Department of Energy EECBG Voucher Preapproval - Montebello

From EECBG Vouchers <EECBGvouchers@emailicf.com>

Date Tue 12/31/2024 10:11 AM

To Melendez, Jeremy <JEMelendez@montebelloca.gov>

Cc Enriquez, James <JEnriquez@montebelloca.gov>; Lucero, Alexis <ALucero@montebelloca.gov>; Roldan, Cesar <CRoldan@montebelloca.gov>

 2 attachments (1 MB)

Post-Installation User Guide.pdf; FARC 6.17.24.pdf;

**External Sender - From: (EECBG Vouchers
<EECBGvouchers@emailicf.com>)**

This message came from outside your organization.

Congratulations! The U.S. Department of Energy has approved your Energy Efficiency and Conservation Block Grant (EECBG) Program Equipment Rebate Voucher application. **This email serves as the official notice that you may now proceed with equipment purchase and installation.**

Next steps:

- Start your project! For information, please refer to the [EECBG Voucher Handbook](#) and the [EECBG Program website](#).
- We recommend that all entities review their state's executed historic preservation programmatic agreement (PA) by visiting [DOE's website](#) that lists out each state's executed PA. If your application includes activities that require consultation with your state historic preservation office, you are responsible for reaching out to your state's SHPO contact to complete any required reviews.
- For information on reporting requirements, please review these resources:
 - **Reporting** tab of the [Voucher Portal](#)
 - DOE's Equipment Voucher Reporting webinar [recording](#) and [slides](#)
 - Attached Federal Assistance Reporting Checklist (FARC)
- Per the Handbook: "Following application approval, eligible entities have up to two years to use their EECBG Program voucher funds with the option to request a no-cost extension."
- Once your entire project is complete and all costs paid, see the attached Post-Installation User Guide for instructions on requesting voucher reimbursement.
- You are invited to join an [EECBG Program Blueprint Cohort](#) to meet monthly with other EECBG governments across [13 clean energy topic areas](#) and learn from experts, discuss

challenges/best practices, and answer questions. [Sign up here](#) to join a cohort relevant to your EECBG Program project or your community's broader clean energy goals. *Have a question about the cohorts? Reach out to TechnicalAssistance@hq.doe.gov.*

If you need additional assistance or have any questions, please get in touch with us at this email address (EECBGVouchers@icf.com) and reference your application number below:

Application Number: IA-0000001368

Thank you,

EECBG Rebate & Portal Administrator

ICF – Supporting DOE's Energy Efficiency and Conservation Block Grant (EECBG) Program

Email: EECBGVouchers@icf.com

Portal: <https://doerebates.my.site.com/eecbgvouchers>

PLEASE DO NOT CLICK ON UNKNOWN LINKS. Contact Montebello IT Division if you are unsure.



ITEM # 11

**CITY OF MONTEBELLO
CITY COUNCIL AGENDA STAFF REPORT**

TO: Honorable Mayor and City Council Members

FROM: Raul Alvarez, City Manager

BY: Cesar Roldan, Director of Public Works

SUBJECT: AUTHORIZE SUBMISSION OF A MEMBER AGENCY ADMINISTERED PROJECT PRE-APPROVAL REQUEST APPLICATION TO CENTRAL BASIN MUNICIPAL WATER DISTRICT FOR A RAIN BARREL DISTRIBUTION PROGRAM

DATE: January 22, 2025

RECOMMENDATIONS:

It is recommended that the City Council:

1. Authorize staff to submit a Member Agency Administered Program Pre-Approval Request application to the Central Basin Municipal Water District for a rain barrel distribution program; and
2. Authorize the City Manager to sign all applicable documents; and
3. Take such additional, related action that may be desirable.

FISCAL IMPACT:

Central Basin Municipal Water District (CBMWD) in partnership with the Metropolitan Water District (MWD) of Southern California offers funding to support local water conservation projects. CBMWD will submit a grant application to Metropolitan Water District on the City's behalf to fund the proposed Rain Barrel Distribution Program. The purchase of rain barrels is fully reimbursable under the terms of the program. Upon approval, staff will coordinate to ensure compliance with all grant requirements, including documentation and reporting. The recommended actions do not require a budget amendment.

BACKGROUND/DISCUSSION:

The City of Montebello is committed to promoting sustainable water conservation

CITY COUNCIL AGENDA REPORT - MEETING OF JANUARY 22, 2025

Page 2 of 2

practices to address the ongoing challenges posed by drought conditions and limited water resources in Southern California. To support this goal, the City is seeking to implement a Rain Barrel Distribution Program, which will provide residents with rain barrels to collect and reuse rainwater for irrigation purposes. This program aligns with regional water conservation initiatives and supports the City's broader environmental sustainability objectives.

Rain barrels are an effective tool for reducing water consumption, lowering water bills, and decreasing the amount of stormwater runoff that can contribute to local flooding and waterway pollution. By implementing this program, the City aims to provide residents with practical resources to manage water efficiently while fostering a community-wide culture of sustainability.

Upon approval of the recommended actions, staff will return to the City Council for authorization to publish a Request for Proposals (RFP) for the procurement and distribution of rain barrels. This process will ensure that the City identifies qualified vendors capable of delivering high-quality products and services to support the program.

This program will not impose any financial burden on the City, as the purchase of rain barrels will be fully reimbursed through program funding. The City's participation in this initiative represents a proactive step toward enhancing water conservation efforts and demonstrating environmental stewardship.

ENVIRONMENTAL:

N/A

ANALYSIS:

N/A

SUMMARY:

Upon City Council approval, staff will submit a Member Agency Administered Program Pre-Approval Request application to the Central Basin Municipal Water District for the Rain Barrel Distribution Program; and authorize the City Manager to execute all relevant documents.

ATTACHMENT(S)

1. Attachment A - MAAP Project Proposal

Project Proposal Name: City of Montebello Rain Barrel Distribution Program

Purveyor Applicant Name: City of Montebello

Address: 1600 W Beverly Blvd. Montebello, CA 90640

Date: January 22, 2025

Contact Name: Jeremy Melendez

Contact Email Address: jemelendez@montebelloca.gov

Contact Phone Number: (323)887-1251

Project Start Date 2/26/25 (tentative upon approval)

Project End Date 4/26/25 (tentative)

Funding for the Project: MAAP Funding

Is this project area in a disadvantaged community? If yes, please explain criteria to identify DAC areas.

Yes. The Department of Water Resources (DWR)'s FAC Mapping Tool shows disadvantaged communities (DACs) throughout the state, as defined by median household income (MHI), pursuant to Proposition 1, the Water Quality, Supply, and Infrastructure Improvement Act of 2014. This tool classifies the City of Montebello as an eligible DAC.

Project Description The City of Montebello is seeking approval from MWD to utilize the \$35 per rain barrel incentive to help purchase 300 rain barrels. A total of \$10,500 (300 rain barrels x \$35 each) in incentives will be utilized in FY 2024-25 to procure the rain barrels. The City is also requesting an additional \$65 per rain barrel (\$19,500 from the MAAP funding) is requested to fund the program. A total of 300 rain barrels will be provided at the event. The City of Montebello will provide qualifying residents with one (1) free rain barrel. The rain barrels will provide regional value by conserving water and reducing urban run-off.

Project Costs (Please include a price breakdown that is as detailed as possible. Include the unit price of each item and estimated tax.)

The cost of this project will be subject to the results of the RFP. The anticipated cost of this program based on preliminary research will approximate \$100 per rain barrel (cost of barrel + taxes + shipping).

\$30,000 = 300 Rain Barrels x \$100

-\$10,500 = MWD Rain Barrel incentive

\$19,500 Requested MAAP Funding for Rain Barrel Distribution Program

Project Timeline (please include the timeline of the project with the soonest and latest possible completion date)

The project must be completed by May 1st, 2025*

January 22, 2025 — Request Council Approval for Application Submission

February 26, 2025 (tentative) — Upon MWD approval, Return to City Council with a request to publish an RFP for the purchase of Rain Barrels

March 26, 2025 (tentative) — Return to City Council with Staff recommendation to purchase Rain Barrels

April 26, 2025 (tentative) — Administer Rain Barrel Distribution event in the City of Montebello

Member Agency Administered Project Pre-Approval Request
MWD-Funded/Member Agency Administered Incentive Program

Member Agency must obtain Metropolitan's written pre-approval for all projects prior to implementation and invoicing.

Project Type:	☐ Device-based	☐ Customized with documented water savings	☐ Customized with non-documented water savings
Member Agency		Agreement Number	
Retail Agency		Contact Name	
Project Title		Contact E-Mail Address	
Project Start Date		Contact Phone Number	
Project End Date		Estimated Portion of Funding for this Project \$	
Project Description: Additional information to include for Customized with documented water savings and Customized with non-documented water savings: 1) Customized with documented water savings projects attach supporting documentation for the water savings estimate 2) Customized with non-documented water savings projects explain how project provides value to the region			
I certify that the information provided in this request is accurate and in accordance with guidelines provided in this Agreement and understand that Metropolitan must approve this request prior to Member Agency seeking reimbursement from Metropolitan for this project. <i>By signing, Member Agency agrees to these terms.</i>			
Member Agency _____			
_____ Authorizing Signature General Manager / Designee		_____ Date	
Metropolitan Use Only: _____ Date received		_____ Approved by _____ Authorization No.	

The above form is an example of the form that CBMWD will fill out to give to MWD for final approval.

All final invoices must be sent by CBMWD to MWD by noon on May 29th, 2025. Therefore, all invoices and the project must be completed by CBMWD's purveyor by May 1st, 2025.



ITEM # 12

**CITY OF MONTEBELLO
CITY COUNCIL AGENDA STAFF REPORT**

TO: Honorable Mayor and City Council Members

FROM: Raul Alvarez, City Manager

BY: John Soria, Director

SUBJECT: APPROVE AMENDMENT NO. 2 TO AGREEMENT NO. 3848 WITH ADS ON THE MOVE, LLC TO PROVIDE ADVERTISING SERVICES FOR THE MONTEBELLO BUS LINES

DATE: January 22, 2025

RECOMMENDATIONS:

It is recommended that the City Council:

1. Approve Amendment No. 2 to Agreement No. 3848 with Ads On The Move, LLC, a subsidiary corporation under Media Management Consultant Services, for an additional one-year (1-year) term, to provide the City of Montebello with turnkey advertising services for Montebello Bus Lines' (MBL) advertising program; and
2. Authorize the City Manager and/or his designee to execute Amendment No. 2; and
3. Take such additional, related action that may be desirable.

FISCAL IMPACT:

The Minimum Annual Guarantee (MAG) is the City's guaranteed payment based on the projected annual advertising revenue and the revenue percentage breakdown of advertising revenue to be received by Ads On The Move and the City in accordance with Agreement No. 3848. Ads On The Move estimates that all advertising campaigns will generate \$90,000 to \$110,000 in annual revenue during the proposed additional 1-year term. The MAG guarantees the City a favorable amount of revenue if the realized advertising revenue is low; whereby the City will receive 55% of the MAG amount for the year. The estimated revenue for Fiscal Year 2024-25 has been included in the adopted budget (Transit Fund).

BACKGROUND/DISCUSSION:

The City operates MBL with a fleet of 66 buses to provide transportation services to residents of Montebello and the surrounding communities of Alhambra, Bell Gardens,

CITY COUNCIL AGENDA REPORT - MEETING OF JANUARY 22, 2025

Page 2 of 2

Boyle Heights, Commerce, Downtown Los Angeles, East Los Angeles, La Mirada, Monterey Park, Pico Rivera, Rosemead, San Marino, South Gate, and Whittier. On January 11, 2021, the City entered into Agreement No. 3848 (Attachment A) with Ads On The Move, to assist the City manage the sale, placement, removal, and disposal of all advertising products on City owned and operated assets. The initial term of the Agreement was for three (3) years, with the option to exercise up to two (2), 1-year term extensions.

Ads On The Move has provided the City with exceptional service through a turnkey system that maintains visual eye-catching advertisements on MBLs fleet of 66 buses. Over the past four years, Ads On The Move has generated an average annual revenue of over \$80,000 for the City, by providing an advertising resource to local retail stores, schools, and businesses; bringing awareness of products and services being offered within the community. Agreement No. 3848 was amended to extend services from January 11, 2024, to January 10, 2025 (Attachment B) for an additional one-year.

It is recommended that the City Council approve Amendment No. 2 to Agreement No. 3848 (Attachment C), for a proposed additional 1-year term to formalize both parties' rights. Amendment No. 2 will exercise the option to extend the agreement from January 11, 2025 to January 10, 2026, and ensure the continuity of service for MBLs advertising program.

ENVIRONMENTAL:

N/A

ANALYSIS:

N/A

SUMMARY:

Staff recommends the City Council approve Amendment No. 2 to Agreement No. 3848 with Ads On The Move, attached hereto in substantial form, for an additional 1-year term, to provide the City with turnkey advertising services for MBLs advertising program; authorize the City Manager and/or his designee to execute Amendment No. 2 on behalf of the City; and take such additional, related, action that may be desirable.

ATTACHMENT(S)

1. Attachment A - Agreement No. 3848 with Ads On The Move
2. Attachment B - Amendment No. 1 to Agreement No. 3848
3. Attachment C - Amendment No. 2 to Agreement No. 3848

CITY OF MONTEBELLO
PROFESSIONAL SERVICES AGREEMENT NO. 3848
BY AND BETWEEN
CITY OF MONTEBELLO
AND
ADS ON THE MOVE, LLC

THIS AGREEMENT ("Agreement") is made and entered into on January 11, 2021, by the City of Montebello, a municipal corporation (hereinafter referred to as "CITY") and Ads On the Move LLC, a subsidiary Corporation (hereinafter referred to as "CONSULTANT") under Media Management Consultants Services. CITY and CONSULTANT are sometimes referred to herein individual as a "Party," and jointly as the "Parties."

RECITALS

WHEREAS, CITY desires to retain a qualified professional consultant to assist CITY in managing the sales, placement, safe removal and disposal of all advertising products on CITY owned and operated assets.; and

WHEREAS, CONSULTANT represents the degree of specialized expertise contemplated within California Government Code, Section 37103, and is qualified to perform such services by virtue of its experience and the training, education and expertise of its principals and employees; and

WHEREAS, on or about December 23, 2020, Media Management Consultants Service created a subsidiary corporation known as Ads On the Move, LLC (State File No. 202035010167), under the same leadership, staff, experience, training, education, and expertise of Media Management Consultant Services, with the intent to assume the duties and obligations under this Agreement and RFP No. 20-16; and

WHEREAS, no official or employee of CITY has a financial interest, within the provisions of Sections 1090 – 1092 of the California Government Code, in the subject matter of this Agreement; and

WHEREAS, CONSULTANT responded to CITY's Request for Proposals dated August 13, 2020 (RFP No. 20-16), as such is set forth fully in **Exhibit "A"** hereto and incorporated fully herein by this reference (hereinafter "Consultant Proposal"); and

NOW THEREFORE, in consideration of performance by the Parties of the covenants and conditions herein contained, the Parties hereto agree as follows:

SECTION 1. SERVICES / COMPENSATION.

A. CONSULTANT shall provide to CITY those services that are set forth fully in the Scope of Services, as such is set forth fully in **Exhibit "A"** hereto and incorporated fully herein by this reference (hereinafter "Professional Services").

B. CONSULTANT shall complete the Scope of Services within the time set forth in the Schedule of Performance, as such is set forth in **Exhibit "B"** hereto and incorporated fully herein by this reference.

C. CONSULTANT shall remit to CITY a monthly fee based on a percentage of the minimum annual guarantee ("Monthly Fee"). The minimum annual guarantee is estimated to be 33% of the projected annual revenue ("Minimum Annual Guarantee Amount"). The Monthly Fee shall be calculated by splitting the Minimum Annual Guarantee Amount between the CONSULTANT and CITY –whereby CITY will receive 50% of the Minimum Annual Guarantee Amount for Year One and 55% for Year 2 and Year 3. CITY may conduct an annual review and audit to verify that the CONSULTANT has met agreed upon terms of this Agreement.

D. The Monthly Fee shall be calculated at the end of each calendar month of the Term. CONSULTANT shall pay to CITY the Monthly Fee within fifteen (15) days after (i) the end of each calendar month. The Monthly Fee Payment shall be accompanied by a statement (i) identifying all advertisers on CITY owned/operated fixed route buses during the previous month, (ii) describing in detail the size of each identified advertiser's advertisement placed on CITY owned/operated assets and (iii) detailing the Monthly Advertising Revenue. CITY shall review such statements and notify CONSULTANT within ten (10) business days of any disputed CITY payment amounts.

SECTION 2. TERM.

This Agreement shall commence on _____, 2021 and shall expire in three (3) years, on _____, 2023, unless terminated sooner as provided in Section 7 herein.

Thereafter, this Agreement may be extended for a maximum of two years, two (2) successive one (1) year periods. Such extensions, if any, will be evidenced by a written amendment to this Agreement.

The Parties agree that Sections 4(B), 9, 10, 11, 13, 16, 17, 18, and 19 shall survive for three (3) years following the expiration or termination of this Agreement.

SECTION 3. PERFORMANCE.

A. CONSULTANT shall at all times, faithfully, competently, and to the best of its ability, experience and talent, perform all tasks described herein.

B. CONSULTANT shall employ, at a minimum, generally accepted standards and practices utilized by companies engaged in providing similar services, as are required of CONSULTANT hereunder, in meeting its obligations under this Agreement.

C. CONSULTANT shall be knowledgeable of and subject to all CITY ordinances, rules and regulations, standard operating procedures, and the supervisory chain of command.

D. CONSULTANT shall have the right to retain, subject to CITY's written approval, additional individuals, consultants or subcontractors to assist in the completion of services as herein defined. Compensation for additional individuals, consultants or subcontractors shall be the sole and exclusive responsibility of CONSULTANT.

E. CONSULTANT shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of three (3) years, unless otherwise provided for in **Exhibit "A."** Upon CITY providing twenty-four (24) hours advanced prior notice, CONSULTANT shall make all records, invoices, time cards, cost control sheets and other records maintained by CONSULTANT in connection with this Agreement available during CONSULTANT's regular working hours to CITY for review and audit by CITY.

F. All reports, documents or other written material developed by CONSULTANT in the performance of this Agreement shall be and remain the property of CITY without restriction or limitation upon its use or dissemination by CITY. Such material shall not be the subject of a copyright application by CONSULTANT. Any alteration or reuse by CITY of any such materials on any project other than the Project shall be at CITY's sole risk, unless CITY compensates CONSULTANT for such reuse.

SECTION 4. WORK PRODUCT.

A. CONSULTANT hereby agrees that all work produced pursuant to this Agreement, and provided to CITY during and upon completion of this Agreement, shall be the property of CITY, and ownership of said work product shall be retained by CITY. CONSULTANT may take and retain copies of such written products as desired.

B. All data, documents, discussion, or other information developed or received by CONSULTANT or provided for performance of this Agreement are deemed confidential and shall not be disclosed by CONSULTANT without prior written consent by CITY. CITY shall grant such consent if disclosure is legally required. All such written products shall be returned to CITY upon the termination or expiration of this Agreement. CONSULTANT agrees that the covenants contained in this Article shall survive the expiration or termination of this Agreement.

C. Documents are provided in CONSULTANT's standard software formats. CITY recognizes that electronic or magnetic data and its transmission can be easily damaged, may not be compatible with CITY's software formats and systems, may develop inaccuracies during conversion or use, and may contain viruses or other destructive programs, and that software and hardware operating systems may become obsolete. As a condition of delivery of electronic or magnetic data, CITY agrees to defend indemnify and hold CONSULTANT, its sub-contractors, agents and employees harmless from and against all claims, loss, damages, expense and liability arising from or connected with its use, reuse, misuse, modification or misinterpretation. In no event shall CONSULTANT be liable for any loss of use, profit or any other damage.

SECTION 5. EXTRA SERVICES.

No extra services over and above the Compensation shall be rendered by CONSULTANT under this Agreement unless such extra services first shall have been

duly authorized in writing by the CITY's City Manager ("City Manager").

SECTION 6. CITY SUPERVISION.

The Transportation Director shall have the right of general supervision of all work performed by CONSULTANT and shall be CITY's agent with respect to obtaining CONSULTANT's compliance hereunder.

SECTION 7. TERMINATION.

In the event that either Party hereto fails or refuses to perform any of the provisions of this Agreement at the time and in the manner required, the non-defaulting party shall give the defaulting party written notice of the default, the nature of the default, and of the steps necessary to cure the default.

A. Termination for Cause. In the event that any of the provisions of the Agreement are violated by either party, the non-defaulting Party may terminate the Agreement by serving written notice upon the other Party, listing the violation(s) and its intent to terminate such Agreement unless within ten (10) days after the serving of such notice, such violation shall cease or be rectified, the contract shall upon the expiration of an additional thirty (30) days cease and terminate. Violations by CONSULTANT which cannot be corrected within ten (10) days, said contract shall at the option of CITY cease and terminate upon the giving of like notice. In the event of any such termination for default by CONSULTANT, CITY may take over the work and prosecute the same to completion by contract or otherwise for the account and at the expense of CONSULTANT. CONSULTANT and his sureties shall be liable to CITY for any excess cost occasioned in the event of any such termination. This change shall not be construed to prevent the termination, for other causes authorized by law or other provisions of this contract. In the event of a termination for cause, CONSULTANT shall only be entitled to the Compensation for those Professional Services satisfactory performed on or before the effective date of termination.

B. Termination for Convenience. CITY shall have the option, at its sole discretion and without cause, to terminate this Agreement in whole, or in part, after giving written notice to CONSULTANT at least five (5) business days before the termination is to be effective. Upon the termination of this Agreement as provided herein, CITY shall provide to CONSULTANT the part of Compensation which would otherwise be payable to CONSULTANT for services CONSULTANT had completed as of the date of termination, less the amount of all previous payment with respect to the Compensation. Further, upon such a termination for convenience by CITY, the Parties agree that CONSULTANT shall be reimbursed for any "non-refundable" costs that CONSULTANT has incurred for its services under this Agreement, provided that: (1) such "non-refundable" costs were incurred by CONSULTANT prior to the date of termination; (2) that CONSULTANT provides CITY with adequate proof that CONSULTANT incurred the costs, and is unable to seek a refund for such costs; and (3) such costs were within the scope of work or services to be performed under this Agreement. Such "non-refundable" costs may include, but are not limited to, travel reservations incurred by CONSULTANT for its performance of services under this Agreement. CONSULTANT agrees to cease all work under this Agreement on or before the effective date of any notice of termination.

SECTION 8. EMPLOYMENT OF CITY EMPLOYEES.

No regular employee of CITY shall be employed by CONSULTANT during the Term of this Agreement.

SECTION 9. NON-LIABILITY OF CITY OFFICIALS AND EMPLOYEES.

No official or employee of CITY shall be personally liable to CONSULTANT in the event of any default or breach by CITY, or for any amount which may become due to CONSULTANT.

SECTION 10. INDEPENDENT CONTRACTOR.

A. CONSULTANT is and shall, at all times, remain as to CITY a wholly independent contractor. Neither CITY nor any of its elected officials, officers, employees or agents shall have control over the conduct of CONSULTANT except as expressly set forth in this Agreement. CONSULTANT shall not at any time or in any manner represent that he is in any manner an elected official, officer, employee or agent of CITY. No employee benefits shall be available to CONSULTANT in connection with the performance of this Agreement. Except as provided in this Agreement, CITY shall not pay salary, wages, or other compensation to CONSULTANT for performance hereunder for CITY. CITY shall not be liable for compensation to CONSULTANT, CONSULTANT's employees or CONSULTANT's subcontractors for injury or sickness arising out of performing services hereunder.

B. The parties further acknowledge and agree that nothing in this Agreement shall create or be construed to create a partnership, joint venture, employment relationship or any other relationship except as set forth in this Agreement.

C. CITY shall not deduct from the Compensation paid to CONSULTANT any sums required for Social Security, withholding taxes, FICA, state disability insurance or any other federal, state or local tax or charge which may or may not be in effect or hereinafter enacted or required as a charge or withholding on the compensation paid to CONSULTANT. CITY shall have no responsibility to provide CONSULTANT, its employees or subcontractors with workers' compensation insurance or any other insurance.

SECTION 11. PERS ELIGIBILITY INDEMNITY.

A. In the event that CONSULTANT or any employee, agent, or subcontractor of CONSULTANT providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of CITY, CONSULTANT shall indemnify, defend, and hold harmless CITY for the payment of any employee and/or employer contributions for PERS benefits on behalf of CONSULTANT or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of CITY.

B. Notwithstanding any other agency, state or federal policy, rule,

regulation, law or ordinance to the contrary, CONSULTANT and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by CITY, including but not limited to eligibility to enroll in PERS as an employee of CITY and entitlement to any contribution to be paid by CITY for employer contribution and/or employee contributions for PERS benefits.

SECTION 12. LEGAL RESPONSIBILITIES.

CONSULTANT shall at all times observe and comply with all applicable laws, ordinances, codes and regulations of the federal, state and local governments including, but not limited to the Montebello Municipal Code. CITY, and its appointed or elected officers, employees, or agents, shall not be liable at law or in equity occasioned by failure of CONSULTANT to comply with this section.

SECTION 13. INDEMNIFICATION.

CONSULTANT agrees to, and shall defend, indemnify, protect and hold harmless, CITY, its elected and appointed boards, officers, officials, employees, agents and volunteers from and against any and all claims, demands, lawsuits, defense costs, civil, penalties, expenses, causes of action, and judgments at law or in equity, or liability of any kind or nature which CITY, its elected and appointed boards, officers, officials, employees, agents and volunteers may sustain or incur or which may be imposed upon them for injuries or deaths of persons, or damage to property arising out of CONSULTANT'S negligent or wrongful act, or omission under the terms of this Agreement, except only liability arising out of the sole negligence of CITY.

SECTION 14. INSURANCE COVERAGE.

During the Term of this Agreement, CONSULTANT shall carry, maintain, and keep in full force and effect all of the following minimum scope of insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with CONSULTANT's performance of this Agreement. Such insurance shall be of the types and in the amounts as set forth below:

- **Commercial General Liability (CGL):** Broad-form, Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis for bodily injury and property damage, including premise-operations, products-completed operations, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury, and advertising injury, with limits no less than **Two Million Dollars and Zero Cents** (\$2,000,000), combined single limits, per occurrence. If a general aggregate limit applies, the limit shall be twice the required occurrence limit.

- **Business Automobile Liability Insurance:** For owned vehicles, hired, and non-owned vehicles, Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if CONSULTANT has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than **One Million Dollars and Zero Cents** (\$1,000,000.00) per accident for bodily injury and property damage.

- **Worker's Compensation** insurance as required by the laws of the

State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **One Million Dollars and Zero Cents** (\$1,000,000.00) per accident for bodily injury or disease. CONSULTANT agrees to waive, and to obtain endorsements from its workers' compensation insurer waiving subrogation rights under its workers' compensation insurance policy against CITY, its elected and appointed boards, officers, officials, employees, agents and volunteers for losses arising from work performed by CONSULTANT for CITY and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.

By executing this Agreement, CONSULTANT further certifies as follows:

I am aware of, and will comply with, Section 3700 of the Labor Code, requiring every employer to be insured against liability of Workers' Compensation or to undertake self-insurance before commencing any of the work contemplated herein.

- **Professional Errors and Omissions (E&O) Liability** insurance appropriate to the CONSULTANT's profession, with limit no less than **Two Million Dollars and Zero Cents** (\$2,000,000.00) per occurrence or claim, **Two Million Dollars and Zero Cents** (\$2,000,000.00) aggregate. Architects' and engineers' coverage shall be endorsed to include contractual liability. If the policy is written as a "claims made" policy, the retroactivity date shall be prior to the start of work set forth herein, CONSULTANT shall obtain and maintain said E&O liability insurance during the Term of this Agreement and for five (5) years after completion of work hereunder. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the effective date of this Agreement, CONSULTANT shall purchase "extended reporting" coverage for a minimum of five (5) years after completion of the work.

If CONSULTANT maintains higher limits than the minimums shown above, CITY requires and shall be entitled to coverage for the higher limits maintained by CONSULTANT. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to CITY.

CONTACTOR shall require each of its subcontractors, if any, to maintain insurance coverage that meets all of the requirements of this Agreement.

The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California, with a current rating of at least A: VII in the latest edition of Best's Insurance Guide, and approved by CITY.

Each insurance policy required herein shall state that coverage shall not be canceled, except after providing CITY thirty (30) days' (or ten [10] calendar days' for non-payment) prior written notice. CONSULTANT agrees that if it does not keep the aforesaid insurance in full force and effect CITY may either: (i) immediately terminate this Agreement for Cause; or (ii) take out the necessary insurance and pay, at CONSULTANT'S expense, the premium thereon.

At all times during the Term of this Agreement, CONSULTANT shall maintain on file with CITY's Risk Manager a certificate or certificates of insurance showing that

the aforesaid policies are in effect in the required amounts and naming CITY, its officers, agents, employees and volunteers as an additional insured. CONSULTANT shall, prior to commencement of work under this Agreement, file with CITY's Risk Manager such certificate(s).

CONSULTANT shall provide proof that policies of insurance required herein expiring during the Term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be furnished at least two (2) weeks prior to the expiration of the coverages.

The general liability and automobile policies of insurance required by this Agreement shall contain an endorsement naming CITY, its elected and appointed boards, officers, officials, employees, agents and volunteers as additional insureds. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty (30) days' prior written notice to CITY. CONSULTANT agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.

Except for professional liability and workers' compensation policies, the policies herein are primary and non-contributing with any insurance that may be carried by CITY. Any insurance or self-insurance maintained by CITY, its officers, employees, agents or volunteers, shall be in excess of CONSULTANT's insurance and shall not contribute with it.

All insurance coverage provided pursuant to this Agreement shall not prohibit CONSULTANT, and CONSULTANT's employees, agents or subcontractors, from waiving the right of subrogation prior to a loss. CONSULTANT hereby waives all rights of subrogation against CITY. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not CITY has received a waiver of subrogation endorsement from the insurer.

Coverage not affected. Any failure to comply with the reporting provisions of the policies contemplated herein, shall not affect coverage provided to CITY, its elected and appointed boards, officers, officials, employees, agents and volunteers.

Coverage applies separately. CONSULTANT's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

Any deductibles or self-insured retentions must be declared to and approved by CITY. At the option of CITY, CONSULTANT shall either reduce or eliminate the deductibles or self-insured retentions with respect to CITY, or CONSULTANT shall procure a bond guaranteeing payment of losses and expenses.

Procurement of insurance by CONSULTANT shall not be construed as a limitation of CONSULTANT's liability or as full performance of CONSULTANT's duties to indemnify, hold harmless and defend under Section 9 of this Agreement.

CITY, its officers and employees shall not be responsible for any claims in law

or in equity occasioned by failure of CONSULTANT to comply with this section.

SECTION 15. SUBCONTRACT, ASSIGNMENT OR DELEGATION.

CONSULTANT shall not subcontract, delegate or assign its duties or rights hereunder, either in whole or in part, without the prior written consent of CITY. Any proposed subcontract, delegation, or assignment shall provide a description of the services to be covered, identification of the proposed sub-contractor, delegee, or assignee, and an explanation of why and how the same was selected, including the degree of competition involved.

Any subcontract, delegation or assignment shall be made in the name of CONSULTANT and shall not bind or purport to bind CITY and shall not release CONSULTANT from any obligations under this Agreement including, but not limited to, the duty to properly supervise and coordinate the work of employees, assignees, delegees or sub-contractors. No such subcontract, delegation or assignment shall result in any increase in the amount of total compensation payable to CONSULTANT under the Agreement.

SECTION 16. NO WAIVER.

Waiver by any party hereto of any term, condition or covenant of this Agreement shall not constitute the waiver of any other term, condition or covenant hereof.

SECTION 17. DISPUTE RESOLUTION; GOVERNING LAW.

Disputes regarding the interpretation or application of any provision(s) of this Agreement shall, to the extent reasonably feasible, be resolved through good faith negotiations between the Parties. If any action at law or in equity is brought to enforce this Agreement or because of alleged dispute, breach, default or misrepresentation in connection with the provisions of this Agreement, the prevailing party in such action shall be entitled to reasonable attorney's fees, expert fees, costs and necessary disbursements incurred in that action or proceeding, in addition to such other relief as may be sought and awarded. The venue for any litigation shall be County of Los Angeles, California. The Parties agree that the covenants contained in this Article shall survive the expiration or termination of this Agreement.

SECTION 18. ATTORNEY'S FEES AND COSTS.

If litigation is reasonably required to enforce or interpret the provisions of this Agreement, the prevailing party in such litigation shall be entitled to an award of reasonable attorney's fees and costs in addition to any other relief to which it may be entitled.

SECTION 19. WARRANTIES.

Each of the parties represents and warrants to one another as follows:

A. It has received independent legal advice from its attorneys with respect to the advisability of entering into and executing this Agreement;

B. In executing this Agreement, it has carefully read this Agreement, knows the contents thereof, and has relied solely on the statements expressly set forth herein and has placed no reliance whatsoever on any statement, representation, or promise of any other party, or any other person or entity, not expressly set forth herein, nor upon the failure of any other party or any other person or entity to make any statement, representation or disclosure of *any* matter whatsoever; and

C. It is agreed that each party has the full right and authority to enter into this Agreement, and that the person executing this Agreement on behalf of either party has the full right and authority to fully commit and bind such party to the provisions of this Agreement.

SECTION 20. MISCELLANEOUS.

A. The descriptive paragraph headings of this Agreement are included for purposes of convenience only and shall not control or affect the construction of interpretation of any of its provisions.

B. Whenever the context hereof shall so require, the singular shall include the plural, the male gender shall include the female gender, and the neuter and vice versa.

C. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provisions had never been contained herein.

D. The representations and warranties made by the parties to this Agreement shall survive the consummation of the transaction herein described.

E. This Agreement may be signed in any one or more counterparts all of which taken together shall be but one and the same Agreement. Any signed copy of this Agreement or of any other document or agreement referred to herein, or copy or counterpart thereof, delivered by facsimile transmission, shall for all purposes be treated as if it were delivered containing an original manual signature of the party whose signature appears in the facsimile and shall be binding upon such party in the same manner as though an originally signed copy had been delivered.

F. Each of the parties acknowledges that it has been represented by independent counsel of its own choosing, or if it has not been so represented, it has been admonished to obtain independent counsel and has freely and voluntarily waived and relinquished the right to counsel. Each party who has not obtained independent counsel acknowledges that the failure to have independent legal counsel will not excuse such party's failure to perform under this Agreement or any agreement referred to in this Agreement.

G. To the extent of a conflict between the terms of this Agreement and those set forth in any exhibits or attachments hereto, the terms of this Agreement shall govern.

SECTION 21. NOTICE.

All notices, demands, requests or approvals to be given under this Agreement shall be given in writing and conclusively shall be deemed served when delivered personally or on the second business day after the deposit thereof in the United States mail, postage prepaid, registered or certified, addressed as hereinafter provided. All notices, demands, requests, or approvals hereunder shall be given to the following addresses or such other addresses as the Parties may designate by written notice:

If to CITY: City of Montebello
 Attn: René Bobadilla, City Manager
 1600 West Beverly Boulevard
 Montebello, CA 90640
 (323) 887-1200

With a copy to: City of Montebello
 Attn: Young-Gi Kim Harabedian, Director of Transportation
 400 South Taylor Avenue
 Montebello, CA 90640
 (323) 558 -1625 x 101
 (323) 887- 4643 (Fax)
 YKimHarabedian@cityofmontebello.com

If to CONTRACTOR: Ads On the Move
 (Subsidiary of Media Management Consultants Corp.)
 Jose Luis Padilla, CEO
 3301 Barham Boulevard Ste. 400
 Los Angeles, CA 90068

SECTION 22. NON-DISCRIMINATION AND EQUAL OPPORTUNITY EMPLOYER.

In the performance of this Agreement, CONSULTANT shall not discriminate against any employee, sub-contractor, or applicant for employment because of race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, mental condition or sexual orientation. CONSULTANT will take affirmative action to ensure that sub-contractor and applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition or sexual orientation.

SECTION 23. CONFLICT OF INTEREST.

CONSULTANT and its officers, employees, associates and sub consultants, if any, shall comply with all California conflict of interest statutes applicable to Consultant's Services under this Agreement, including, but not limited to, the Political Reform Act (Gov. Code, § 81000 et seq.) and Government Code Section 1090. CONSULTANT further covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which may be affected by the services to be performed by CONSULTANT under this Agreement, or which would conflict in any manner with the performance of its services hereunder. CONSULTANT further covenants that, in performance of this Agreement, no person having any such interest shall be employed

by it. Furthermore, CONSULTANT shall avoid the appearance of having any interest that would conflict in any manner with the performance of its services pursuant to this Agreement.

CONSULTANT covenants not to give or receive any compensation, monetary or otherwise, to or from the ultimate vendor(s) of services to CITY as a result of the performance of this Agreement, or the services that may be procured by CITY as a result of the recommendations made by CONSULTANT. CONSULTANT's covenant under this section shall survive the termination of this Agreement.

SECTION 24. ENTIRE AGREEMENT.

This Agreement contains the entire understanding between CITY and CONSULTANT. Any prior agreements, promises, negotiations or representations not expressly set forth herein are of no force or effect. Subsequent modifications to this Agreement shall be effective only if in writing and signed by each party. If any term, condition or covenant of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Agreement shall be valid and binding.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties, through their respective authorized representatives, have executed this Agreement as of the date first written above.

City of Montebello
("AGENCY")



René Bobadilla, City Manager

Date:

Ads On the Move, LLC
("CONTRACTOR")

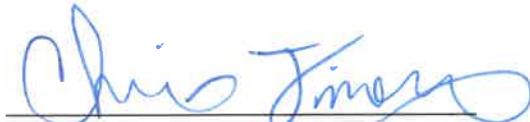


Jose Luis Padilla, CEO

Date:

1/26/21

ATTEST:



Christopher Jimenez, City Clerk

APPROVED AS TO FORM:



Arnold M. Alvarez-Glasman, City Attorney

CITY OF MONTEBELLO

**AMENDMENT NO. 1
TO AGREEMENT NO. 3848
WITH ADS ON THE MOVE, LLC.**

This Amendment No. 1 to Agreement No. 3848 ("**Amendment No. 1**") is made and entered into as of the 8th day of May, 2024 ("Effective Date"), by and between the City of Montebello, a California municipal corporation duly organized and existing under the law of the State of California ("**City**"), and Ads On The Move, LLC, Inc., a subsidiary corporation under Media Management Consultant Services, a duly organized and existing under the law of the State of California, ("**Consultant**"). City and Consultant are sometimes hereinafter referred to collectively as the "Parties

RECITALS

WHEREAS, **City** and **Consultant** are Parties to that certain Agreement No. 3848 to assist the **City** in managing the sales, placement, safe removal and disposal of all advertising products on City owned and operated assets with an "Effective Date" of January 11, 2021 ("Agreement"), pursuant to which **City** contracted with **Consultant** to provide services as defined in the Agreement; and

WHEREAS, Section 24 ("Entire Agreement") of the Agreement allows for amendments to the Agreement by a writing executed by the Parties; and

WHEREAS, the Parties each being mutually satisfied with the other's performance thereof, desire to amend the Agreement to extend the consulting services for one (1) additional year on the same conditions set forth in the Agreement and as otherwise provided herein.

NOW, THEREFORE, based upon the foregoing recitals, which the Parties agree are true and correct, and for good and adequate consideration the receipt and adequacy of which is acknowledged by the Parties, the Parties agree as follows:

AMENDMENT

SECTION 1: RECITALS. The above-referenced Recitals constitute a material part hereof and shall hereby be incorporated by reference.

SECTION 2: EXTENSION OF TERM. Through this **Amendment No. 1**, the Parties hereto agree to extend the term of Agreement from January 11, 2024, to

AMENDMENT NO. 1 TO AGREEMENT NO. 3848

Page 2 of 2

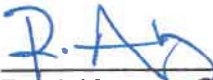
January 10, 2025; unless such time is further extended in writing by a subsequent amendment and executed by both Parties.

SECTION 3: INCORPORATION OF REMAINING TERMS. Other than as expressly modified in this Amendment No. 1 with respect to the term of the Agreement, all remaining terms, conditions, and provisions of the Agreement, and the entirety thereof, shall remain in full force and effect, and is incorporated fully herein by this reference.

IN WITNESS WHEREOF, the Parties have executed this **Amendment No. 1** to Agreement No. 3848 to assist the City in managing the sales, placement, safe removal and disposal of all advertising products on City owned and operated assets as of the day and year first above written.

(the "CITY")

CITY OF MONTEBELLO, a California
municipal corporation

By: 
Raul Alvarez, City Manager

(the "CONSULTANT")

ADS ON THE MOVE, LLC

By: 
Jose Luis Padilla, CEO

ATTEST:

By: , Senior Deputy City Clerk
Christopher Jimenez, City Clerk

APPROVED AS TO FORM:

By: 
Arnold M. Alvarez-Glasman,
City Attorney

CITY OF MONTEBELLO

**AMENDMENT NO. 2
TO AGREEMENT NO. 3848
WITH ADS ON THE MOVE, LLC**

This Amendment No. 2 to Agreement No. 3848 ("**Amendment No. 2**") is made and entered into as of the 22nd day of January, 2025 ("Effective Date"), by and between the City of Montebello, a California municipal corporation duly organized and existing under the law of the State of California ("**City**"), and Ads On The Move, LLC, Inc., a subsidiary corporation under Media Management Consultant Services, a duly organized and existing under the law of the State of California, ("**Consultant**"). City and Consultant are sometimes hereinafter referred to collectively as the "Parties

RECITALS

WHEREAS, **City** and **Consultant** are Parties to that certain Agreement No. 3848 to assist the **City** in managing the sales, placement, safe removal and disposal of all advertising products on City owned and operated assets with an "Effective Date" of January 11, 2021 ("Agreement"), pursuant to which **City** contracted with **Consultant** to provide services as defined in the Agreement; and

WHEREAS, Section 24 ("Entire Agreement") of the Agreement allows for amendments to the Agreement by a writing executed by the Parties; and

WHEREAS, on or about May 8, 2024, the Parties executed Amendment No. 1, exercising an option to extend the Agreement from January 11, 2024, to January 10, 2025; and

WHEREAS, the Parties each being mutually satisfied with the other's performance thereof, desire to amend the Agreement to extend the consulting services for one (1) additional year on the same conditions set forth in the Agreement and as otherwise provided herein.

NOW, THEREFORE, based upon the foregoing recitals, which the Parties agree are true and correct, and for good and adequate consideration the receipt and adequacy of which is acknowledged by the Parties, the Parties agree as follows:

AMENDMENT

SECTION 1: RECITALS. The above-referenced Recitals constitute a material part hereof and shall hereby be incorporated by reference.

AMENDMENT NO. 2 TO AGREEMENT NO. 3848

Page 2 of 2

SECTION 2: EXTENSION OF TERM. Through this **Amendment No. 2**, the Parties hereto agree to extend the term of Agreement from January 11, 2025, to January 10, 2026; unless such time is further extended in writing by a subsequent amendment and executed by both Parties.

SECTION 3: INCORPORATION OF REMAINING TERMS. Other than as expressly modified in this Amendment No. 2 with respect to the term of the Agreement, all remaining terms, conditions, and provisions of the Agreement, and the entirety thereof, shall remain in full force and effect, and is incorporated fully herein by this reference.

IN WITNESS WHEREOF, the Parties have executed this **Amendment No. 2** to Agreement No. 3848 to assist the City in managing the sales, placement, safe removal and disposal of all advertising products on City owned and operated assets as of the day and year first above written.

(the "CITY")

(the "CONSULTANT")

CITY OF MONTEBELLO, a California
municipal corporation

ADS ON THE MOVE, LLC

By: _____
Raul Alvarez, City Manager

By: _____
Jose Luis Padilla, CEO

ATTEST:

By: _____
Christopher Jimenez, City Clerk

APPROVED AS TO FORM:

By: _____
Arnold M. Alvarez-Glasman,
City Attorney



ITEM # 13

**CITY OF MONTEBELLO
CITY COUNCIL AGENDA STAFF REPORT**

TO: Honorable Mayor and City Council Members

FROM: Raul Alvarez, City Manager

BY: John Soria, Director

SUBJECT: **ADOPT RESOLUTION NO. 25-05 TO APPROVE THE CITY OF MONTEBELLO'S 2024-2028 EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM FOR MONTEBELLO BUS LINES**

DATE: January 22, 2025

RECOMMENDATIONS:

It is recommended that the City Council:

1. Adopt Resolution No. 25-05 to approve the City of Montebello's 2024-2028 Equal Employment Opportunity (EEO) Program for Montebello Bus Lines (MBL); and
2. Take such additional, related action that may be desirable.

FISCAL IMPACT:

There is no fiscal impact to approve the City's Equal Employment Opportunity (EEO) Program for Montebello Bus Lines (MBL). With nearly 200 transit employees, the City operates MBL to provide fixed route transportation services to the City and surrounding communities. As a recipient of local, state, and federal funding, the City is required to comply with state and federal regulations. Approving MBL's EEO Program will ensure compliance with the Federal Transit Administration (FTA) and the U.S. Department of Transportation (DOT) mandated requirements and enable the City to continue receiving federal financial assistance.

BACKGROUND/DISCUSSION:

Federal Transit Law, 49 U.S.C. 5332(b), prohibits discrimination by FTA funding recipients on the grounds of race, color, religion, national origin, sex, age, or disability. This applies to employment and business opportunities and is in addition to the Title VI provision of the Civil Rights Act of 1964. The FTA investigates systemic charges of

CITY COUNCIL AGENDA REPORT - MEETING OF JANUARY 22, 2025

Page 2 of 3

discrimination involving a transit agency's employment policies and practices. To ensure compliance, the FTA's Office of Civil Rights helps FTA funding recipients develop, implement, and monitor an effective EEO Program to ensure that recipients do not discriminate against any employees or applicants for employment because of race, color, religion, sex, disability, age or national origin. All FTA applicants, recipients, subrecipients, and contractors must submit an EEO Program every four (4) years if they meet both of the threshold requirements as follows:

- Employs 100 or more transit-related employees; and
- Requests or receives capital or operating assistance in excess of \$1 million in the previous Federal fiscal year or requests or receives planning assistance in excess of \$250,000 in the previous Federal fiscal year.

Since the City meets the threshold requirements an EEO Program must be submitted and maintained in accordance with FTA Circular 4704.1A, dated October 16, 2016. The program is a detailed set of procedures and employment information designed to ensure that all transit-related employees or applicants for employment are not discriminated against because of race, color, religion, sex, disability, age or national origin. Moreover, the FTA requires an EEO Program to contain seven (7) specific elements as follows:

- Statement Policy
- Dissemination
- Designation of Personnel Responsibility
- Utilization Analysis
- Goals and Timetables
- Assessment of Employment Practices
- Monitoring and Reporting

The City's draft EEO Program can be found as Attachment B to this agenda report.

ENVIRONMENTAL:

N/A

ANALYSIS:

N/A

SUMMARY:

Staff recommends that the City Council adopt Resolution 25-05 (Attachment A) to approve the City's EEO Program for MBL (Attachment B); and direct staff to take such additional, related, action that may be desirable.

ATTACHMENT(S)

1. Attachment A – Resolution No. 25-05
2. Attachment B – Draft of 2024-2028 EEO Program

RESOLUTION NO. 25-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO, CALIFORNIA, APPROVING A PROPOSED 2024-2028 EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

RECITALS

WHEREAS, the City of Montebello (City) Transportation Department is an eligible recipient of federal financial assistance for transportation services; and

WHEREAS, to receive federal funds, the City is required to adhere to the United States Department of Transportation (DOT) final rule affecting the implementation and management of the Equal Employment Opportunity (EEO) Program; and

WHEREAS, the final rule requires submission of a EEO Program on a four-year cycle; and

WHEREAS, the City sets forth its Proposed EEO Program for the four-year period of 2024 through 2027; and

WHEREAS, since the City meets the threshold requirements an EEO Program must be submitted and maintained in accordance with FTA regulations, the program is a detailed set of procedures and employment information designed to ensure that all transit-related employees or applicants for employment are not discriminated against because of race, color, religion, sex, disability, age or national origin; and

WHEREAS, under the four-year schedule, the City's EEO Program was due to the Federal Transportation Administration (FTA) in April 2024.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF MONTEBELLO HEREBY RESOLVES, FINDS, AND DECLARES AS FOLLOWS:

SECTION 1: The City Council of the City of Montebello hereby approves the Proposed EEO Program for the 2024-2027 four-year period.

SECTION 2: The City Manager, or his/her designee, is hereby authorized to develop, implement, monitor and execute all required documents necessary to comply with the Proposed EEO Program.

SECTION 4: the City Council further directs the Transportation Department to keep accurate records of the EEO Program and to cooperate with any audits conducted by FTA.

RESOLUTION NO. 25-05

Page 2 of 2

APPROVED AND ADOPTED THIS 22ND DAY OF JANUARY 2025.

Salvador Melendez, Mayor

ATTEST:

APPROVED AS TO FORM:

Christopher Jimenez, City Clerk

Arnold M. Alvarez-Glasman, City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF MONTEBELLO)

I, Christopher Jimenez, City Clerk of the City of Montebello, County of Los Angeles, State of California, hereby certify that the foregoing Resolution No. 25-05 was passed and adopted by the City Council of the City of Montebello, signed by the Mayor and attested by the City Clerk at a regular meeting of said Council held on the 22nd day of January 2025 and that said Resolution was adopted by the following vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

The undersigned, City Clerk of the City of Montebello, does hereby attest and certify that the foregoing Resolution is a true, full and correct copy of a resolution duly adopted at a meeting of said City which was duly convened and held on the date stated thereon, and that said document has not been amended, modified, repealed or rescinded since its date of adoption and is in full force and effect as of the date hereof.

DATE: _____

Christopher Jimenez, City Clerk



Equal Employment Opportunity Program



City of Montebello,
Transportation Department
2024-2028

Prepared by Ramon
Figueroa, EEO Officer /
Director of Human Resources

John Soria, Director of
Transportation

Contents

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Monitoring and Reporting.....	12

List of Appendices

Appendix 1 – The City of Montebello Civil Service and Regulations

Appendix 2 – Organization Chart

Introduction

This document was prepared pursuant to FTA Circular (C 4704.1A) Equal Employment Opportunity Program (EEO) Requirements and Guidelines for Federal Transit Administration Recipients.

Montebello Bus Lines is a department of the City of Montebello that provides fixed route transit service throughout Montebello and the surrounding communities of East Los Angeles, Los Angeles, Whittier, Pico Rivera, Monterrey Park, Commerce, Bell Gardens, San Gabriel, and La Mirada. MBL also provides dial-a-ride service in the City of Montebello.

The City of Montebello is a member agency of Access Services. Access Services provides complementary Americans with Disabilities Act (ADA) paratransit service throughout Los Angeles County.

Montebello Bus Lines executive management team is comprised of the Director of Transportation who oversees Transit Operations, Vehicle Maintenance, Transit Administration, and Transit Security functions. MBL staff totals approximately 200 employees, the majority of these employees are bus operations.

An organization chart representing the variety of positions and departments operated by Montebello Bus Lines is included in Exhibit A.

Policy Statement

Montebello Bus Lines (MBL) is firmly committed to continuing to administer its personnel policies and conduct its employment practices, including, but not limited to recruitment, recruitment advertising, hiring, promotion, selection for training, transfer, demotion, layoff, termination, rates of pay or other forms of compensation, use of facilities and treatment of employees in a manner which treats each employee and applicant for employment on the basis of merit, experience and other work-related criteria and without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, disability, genetic information, veteran status, sexual preference, or other protected class.

MBL is committed to enforcing its written nondiscrimination program that sets forth the policies, practices and procedures, with goals and timetables, to which MBL is committed and make the EEO Program (EEOP) available for inspection by any employee or applicant for employment upon request.

As MBL's Director, I maintain overall responsibility and accountability for MBL's compliance with its EEO Policy and Program. EEO Officer, Ramon Figueroa, has been given responsibility to develop and monitor equal employment opportunity programs for MBL. All management personnel at every level share in the responsibility for promoting a work environment which is free of discrimination.

If any employee or applicant feels that he/she has been discriminated against, he/she has the right to file a complaint alleging discrimination. The employee or applicant can submit a written or verbal complaint to the EEO Officer, Mr. Figueroa. The EEO Officer, once notified of the complaint, will conduct an investigation concerning the alleged discrimination. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding, or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

MBL is committed to provide reasonable accommodations to applicants and employees who need them because of disability or to practice or observe their religion, absent undue hardship. The performance of Directors, Managers, and Supervisors is evaluated on the success of the EEO program in a similar fashion as their performance on other agency goals. MBL supports the achievement of equal employment opportunity goals which benefits the agency through and recognizes the benefits of full utilization and development of previously underutilized human resources.

As Director of Transportation, I am personally committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of MBL's EEO Policy and Program.

John Soria, Director of Transportation

Date

Dissemination

Internal Dissemination

The Equal Employment Opportunity Plan (EEOP) will be disseminated internally by the following means:

1. All employees hired or promoted into Management will be appraised of the EEOP as well as the City of Montebello's Administrative Policy regarding workplace discrimination and their respective responsibilities associated to each. Additionally, MBL will conduct training for all new supervisors or managers within 90 days of their appointment and periodic EEO training for all MBL employees and managers.
2. MBL's commitment to the principles of equal employment opportunity will be communicated to all newly hired employees at the time of their employment orientation. Staff conducting the orientation will provide such employees with a copy of the EEO policy statement. Additionally, the EEO policy statement will be included in employee handbooks.
3. Official EEO materials (e.g., Federal and State labor laws poster(s)) and the agency's policy statement will be posted on bulletin boards, near employee breakrooms.
4. Semiannual meetings with executive staff to discuss the EEO Program and its implementation.
5. All recognized employee bargaining groups will be advised of MBL's commitment to the principles of equal employment. Moreover, current and future labor agreements will continue to include an appropriate non-discrimination clause.
6. Efforts will be made in City publications to depict minority and non-minority persons, as well as both men and women.

External Dissemination

The EEOP will be disseminated externally by the following means:

1. Recruitment sources will be informed verbally and in writing of the Agency's policy regarding non-discrimination.
2. Minority organizations such as the Mexican American Opportunity Foundation (MAOF) located in Montebello and other similar organizations are informed of the City's Equal Employment Opportunity policy.
3. Recruitment advertisements clearly state that the City of Montebello is an Equal Opportunity Employer.
4. Minority organizations and newspapers are notified when MBL has a job opening that is not filled internally.
5. The City of Montebello employment application will continue to be periodically reviewed to determine compliance with the most current State and Federal EEO/AAP regulations to ensure that each applicant is provided the maximum opportunity to display his/her job-related qualifications.
6. Notification of the MBL's policy will be sent to all subcontractors, vendors and suppliers requesting appropriate action on their part.
7. Post the EEOP on MBL's Website.

Designation of Personnel Responsibilities

As part of MBL's efforts to ensure equal employment opportunities to all individuals, MBL has designated specific responsibilities to various staff. To that end, the Director of Transportation, the EEO Officer, and those employed as supervisors and managers have undertaken the responsibilities described below.

Director of Transportation

The primary responsibility and accountability for implementing the EEO program rests with the Director of Transportation, Mr. John Soria. This person is responsible, through EEO Officer, for adherence to MBL's policy of equal employment opportunity.

EEO Officer

Director of Human Resources, Ramon Figueroa, is responsible for overall supervision of the Equal Employment Opportunity Program. Mr. Figueroa, as EEO Officer, ensures that the Director of Transportation and department managers and supervisors adhere to all relevant policies and procedures as part of the MBL's EEOP. Successful implementation of this program is a basis for evaluating the EEO officer's effective work performance. Mrs. Garcia was designated as the EEO Officer as she meets the requirements for such a position set forth in FTA Circular 4704. 1A:

1. Sensitivity to, and subject-matter expertise of, the varied ways in which discrimination occurs;
2. Commitment to the EEO Program goals and objectives;
3. Knowledge of civil rights laws, policies, rules, regulations and guidelines; and
4. Sufficient authority and ability to work and communicate with others (e.g., department heads) to achieve EEO goals.

The EEO Officer's responsibilities include, but are not limited to, the following:

1. Developing the EEO Policy statement and EEO Program;
2. Assisting management in collecting and analyzing employment data, identifying problem areas, setting goals and timetables and developing programs to achieve such goals;
3. Designing, implementing, and monitoring internal audits and reporting systems to measure program effectiveness and determine where progress has been made and where further action is needed;
4. Reviewing the agency's nondiscrimination plan with all managers and supervisors to ensure that the policy is understood and followed in all personnel and activities;
5. Concurring in the hiring and promotion process;
6. In conjunction with human resources, periodically review employment practices and policies such as those associated with hiring, promotion, training, complaint policies, performance evaluations, grievance procedures, and union agreements

7. Reporting at least quarterly to the Transportation Director on each department's progress in relation to the agency's goals and on contractor and vendor compliance
8. Serving as a liaison between Access and Federal, state, and local governments; regulatory agencies; and community groups representing minorities, women, persons with disabilities, and others;
9. Maintaining awareness of current EEO laws and regulations and ensuring the laws and regulations affecting nondiscrimination are disseminated to responsible officials
10. Lead investigations of complaints of discrimination
11. Provide EEO training for employees and managers
12. In conjunction with human resources, advise employees and applicants of available training programs and professional development opportunities and the entrance requirements
13. Audit postings of the EEO Policy statements to ensure compliance information is posted and up to date

Director of Human Resources

MBL's Director of Human Resources, Nicholas Razo is responsible for overall supervision of the City's Human Resources Department. In that capacity, he works with the Department to provide centralized support to the City's management staff, employees, and to the City Council in the following areas:

The Director of Human Resources ensures that all relevant policies and procedures are adhered to, inclusive of but not limited to the following:

1. Ensure that MBL adheres to the stated policy of equal employment opportunity, and monitor the application of equal employment opportunity policies.
2. Review and update the MBL Affirmative Action Plan at least on an annual basis in accordance with stated policy.
3. Participate in periodic discussions with management, supervision, and all other employed personnel to ensure the Affirmative Action Plan and equal employment opportunity policies are being followed.
4. Review the qualifications of all employees to ensure equitable opportunity, based on job related employment practices is given to all for transfers and promotions.
5. Conduct periodic audits to ensure that all employees are encouraged to participate in accordance with policies on non-discrimination.
6. Ensure that all new employees receive an orientation to MBL's equal employment opportunity policy and are thoroughly informed with regard to the Affirmative Action Plan and its' objectives.
7. Periodically analyze applicant flow to determine the mix of persons applying for employment by race/ethnic origin and gender.
8. Review all job descriptions and specifications to ensure they are free of discriminatory provisions and artificial barriers. Ensure that all requirements are job-related, that they are realistic, and that they reflect the actual work requirements of the essential job duties.

9. Provide technical staff support, information, and assistance to the Civil Service Commission.
10. Conduct investigations related to grievances, claims of harassment, discrimination, related subjects;
11. Participate in disciplinary investigations and makes recommendations regarding the disciplinary process.
12. Prepares and/or directs the preparation of opinion and salary benefit studies and reports;
13. Prepares equal employment opportunity and affirmative action reports;
14. Participates in selection, supervision, evaluation, and job development of staff.

The agency's EEO responsibilities for officials, supervisors and managers include:

1. Participating actively in periodic audits of all aspects of employment to identify and remove barriers obstructing the achievement of specified goals and objectives;
2. Holding regular discussions with other managers, supervisors, employees, and affinity groups to ensure agency policies and procedures are being followed;
3. In conjunction with the EEO Officer, maintaining and updating the personnel database for generating reports required for the nondiscrimination program;
4. Cooperating with the EEO Officer in review of information and investigation of complaints;
5. Encouraging employee participation to support the advancement of the EEO Program (e.g., professional development and career growth opportunities, posting promotional opportunities)

Utilization Analysis

The City of Montebello has a relatively small work force, since 2019 the City has maintained its workforce size (.7% increase employment); therefore the goal of reducing the percentage of underutilization of minorities remains a fundamental objective.

To that end, a comparison of the City of Montebello's workforce to the Community labor statistics for Los Angeles County (based on the 2020 census) revealed underutilization of minorities as indicated as follows:

Group	Gender	Job Categories with Underutilization
White	Male	Professionals, Technicians, Para-Professionals, Office/Clerical, Skilled Craft, & Services Maintenance
	Female	Officials/ Administrators, Professionals, Technicians, Protective Services, Para-Professionals, & Office/Clerical
Hispanic	Male	Professionals, Technicians, Protective Services, Para-Professionals, Office/Clerical, & Skilled Craft
	Female	Officials/ Administrators, Professionals, Protective Services Para-Professionals, Skilled Craft, & Services Maintenance
Black	Male	Professionals, Technicians, Protective Services, Para-Professionals, Office/Clerical, Skilled Craft, & Services Maintenance
	Female	Officials/ Administrators, Professionals, Technicians, Protective Services, Office/Clerical, Skilled Craft, & Services Maintenance
Asian/ Pacific Islander	Male	Officials/ Administrators, Technicians, Protective Services, Para-Professionals, Office/Clerical, Skilled Craft, & Services Maintenance
	Female	Officials/ Administrators, Professionals, Technicians, Protective Services, Para-Professionals, Skilled Craft, & Maintenance
American Indian/Alaskan Native	Male	Officials/ Administrators, Professionals, Technicians, Protective Services, Para-Professionals, Skilled Craft, & Services Maintenance
	Female	Officials/ Administrators, Professionals, Protective Services, Para-Professionals, Office/Clerical, Skilled Craft, & Services Maintenance

DRAFT

Assessment Employment Practices

Following are the practices and procedures in place which are utilized by the City of Montebello in its efforts to abide by the requirements of FTA. All associated employment selection, promotion, discipline, and termination are contained in the City of Montebello Civil Service Rules and Regulations (Appendix A). The agency's policies associate also states that the City will not unlawfully discriminate on the basis of race, color, religion, gender, family care status, marital status, Vietnam Veteran status, national origin, ancestry, citizenship, age, physical disability, mental disability, medical condition or sexual orientation.

Recruitment and Employment Selection Procedures

All promotions are done by competitive testing as stated in Rule V. Applicants and Applications of the City of Montebello Civil Services Rules and Regulations. MBL, with oversight and coordination with Human Resources, prepares official job bulletins and examinations. The bulletin shall be posted on the City Hall website. The bulletin shall contain necessary information to apprise applicants of the nature of the position, and minimum qualifications therefore.

Suitable and effective methods of distributing information relative to job openings and securing the most qualified candidates available are practiced by listing information on job posting websites, newsletters, and the City of Montebello website.

All applicants for City employment shall include complete information relating to experience, education, training, and other qualifications for the position. The content of the form will be regulated by the Equal Employment Opportunity Commission (EEOC) and Fair Employment Practices Committee (FEPC) requirements.

Testing

Promotions and Transfers

Seniority Practices and Provisions

Seniority is not used for promotion or advancement into any City positions. Seniority is only used by bus operators to pick job assignments on a quarterly basis.

Training

Procedures and Practices Regarding Compensation and Benefits

Compensation Policies and Employee Health and Related Benefits are on the City of Montebello website.

The City of Montebello also follows a Council approved Annual Compensation Range and Pay Grade Level that is sent to CalPERS. This document is updated annually, a copy of this report is shown in Exhibit B (Resolution No. 24-80).

Disciplinary Procedures: Discharge and Termination

Disciplinary Procedures are contained in the Rule XV. Separation from the Service of the City of Montebello Civil Service Rules and Regulations. This section describes the benefits available to all employees of Montebello and the practices they need to adhere to in order to ensure they receive their full compensation for work performed.

Accessibility of Employment Opportunities to Minorities and Women

MBL is an Equal Opportunity Employer. Job announcements for available positions are distributed to a number of job-posting outlets that are accessible to large communities. In an effort to attract and retain a qualified and diverse workforce that can provide the highest quality service, the Human Resources Department advertises in the local newsletter, government employment sites (California Employment Development Department, governmentjobs.com), and the City's website.

Individuals with Disabilities and Veterans

Monitoring and Reporting

MBL has in place an effective internal as well as external EEO monitoring and reporting system to ensure that EEO goals are met within the agency. MBL's EEO Officer in conjunction with the Human Resources Manager has the designated responsibility for establishing systems for reporting, monitoring and evaluating improvements in hiring, training, transfer and promotions in areas of underutilization.

Consistent with FTA Circular 4704.1A Chapter 2, (2.2.7 Monitoring and Reporting) MBL's monitoring and reporting system serves a number of purposes: (1) Assessing MBL's EEO accomplishments; (2) Allowing MBL to evaluate its EEO program over the course of a year to monitor how effectively established goals are being met; (3) Identify those areas where goals have met or affirmative actions have not been implemented; and (4) Providing basis to develop/adjust future projections.

Reviews and Progress Reporting:

EEO progress is reviewed annually by MBL's EEO Officer and Human Resources Manager. This review includes the following:

1. Analysis of Workforce Representation:
 - Workforce demographics by job groups
 - Availability data and utilization analysis
 - Annual placement goal activity and progress toward goals
 - Effectiveness of action-oriented programs
2. Evaluation of Employment Practices:
 - Annual reports provided by the Human Resources Department include data on promotions, separations, disciplinary actions, hiring, and terminations.
 - The EEO Officer conducts periodic audits of employment practices to ensure alignment with EEO goals.

Monitoring EEO Complaints

EEO staff monitors, tracks, and oversees the investigation of complaints of discrimination or harassment involving current employees and applicants. All EEO complaints are tracked in an Excel spreadsheet, which includes complaint information; nature of complaint; investigative steps and findings; and resolution details.

To maintain impartiality, all investigations are conducted by a third-party investigator who is not a City employee. This ensures the integrity and objectivity of the investigative process. The EEO Officer remains responsible for ensuring timely follow-up and resolution based on findings of the investigation,

Additionally, in conference with threshold requirements (see below) MBL understands it must require contractors who meet threshold requirements to comply with the EEO program requirements in Chapter III of the FTA Circular 4704.1

THRESHOLD REQUIREMENTS

An applicant, recipient, or sub recipient is required to comply with program requirements in Chapter III if it meets the following threshold:

- A) Employs 50 or more transit-related employees; and
- B) Requests or receives capital or operating assistance..., or any combination thereof, in excess of \$1 million in the previous Federal fiscal year; or requests or receives planning assistance.... In excess of \$250,000 in the previous Federal fiscal year.

MBL utilizes operations one contractor, Parking Company of America, who does not meet this threshold requirement.

Through these current measures of tracking, monitoring and reporting MBL is able to establish an effective reporting and monitoring system. MBL will continue to adjust its monitoring and reporting procedures as necessary to ensure compliance with FTA requirements.

DRAFT

DRAFT



ITEM # 13

**PAYMENT OF BILLS: ADOPT RESOLUTION NO. 25-06 APPROVING THE CITY
WARRANT REGISTER OF DEMANDS DATED JANUARY 22, 2025**

RESOLUTION NO. 25-06
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTEBELLO
APPROVING AND ALLOWING CERTAIN CLAIMS AND DEMANDS

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONTEBELLO
HEREBY RESOLVES, FINDS, AND DECLARES AS FOLLOWS:

SECTION 1. That the reference is hereby made to that certain Register of Audited Demand No.1586, consisting of 10 pages, and including:

Warrant No.

General: Check No. 605662 through 605862
ACH No. 7721 through 7852
Successor Agency: Check No. 1528 through 1528

On file in the office of the City Clerk, the same having been audited and approved by the Assistant Director of Finance as required by law.

SECTION 2. That the said City Council having examined each such demand does hereby approve and direct the payment of same, as set forth in said Register, except the following Warrant No.

SECTION 3. That the City Clerk shall certify to the passage and adoption of this Resolution and that the same shall be in full force and effect.

APPROVED AND ADOPTED THIS 22ND OF JANUARY 2025.

Salvador Melendez, Mayor

ATTEST:

APPROVED AS TO FORM:

Christopher Jimenez, City Clerk

Arnold M. Alvarez-Glasman, City Attorney

RESOLUTION NO. 25-06

Page 2 of 2

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF MONTEBELLO)

I, Christopher Jimenez, City Clerk of the City of Montebello, County of Los Angeles, State of California, hereby certify that the foregoing Resolution No. 25-06 was passed and adopted by the City Council of the City of Montebello, signed by the Mayor and attested by the City Clerk at a regular meeting of said Council held on the 22nd day of January 2025 and that said Resolution was adopted by the following vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

The undersigned, City Clerk of the City of Montebello, does hereby attest and certify that the foregoing Resolution is a true, full, and correct copy of a resolution duly adopted at a meeting of said City which was duly convened and held on the date stated thereon, and that said document has not been amended, modified, repealed or rescinded since its date of adoption and is in full force and effect as of the date hereof.

DATE: _____

Christopher Jimenez, City Clerk

- Exhibit A – Warrant Register



City of Montebello
Register of Demands No. 1586
From Payment Date 12/12/24 - To Payment Date 01/09/25

WARRANT #	DATE	AMOUNT	ACCOUNT DESCRIPTION	VENDOR #	VENDOR NAME
General Account					
7721	12/19/2024	\$81.42	SUPPLIES	3163	BANK OF AMERICA
7722	12/19/2024	\$555.30	SUPPLIES	3163	BANK OF AMERICA
7723	12/19/2024	\$976.70	SUPPLIES	3163	BANK OF AMERICA
7724	12/19/2024	\$932.97	SUPPLIES	3163	BANK OF AMERICA
7725	12/19/2024	\$1,370.00	MACHINERY & EQUIPMENTS	3163	BANK OF AMERICA
7726	12/19/2024	\$528.38	SUPPLIES	3163	BANK OF AMERICA
7727	12/19/2024	\$4,967.33	TRAINING	3163	BANK OF AMERICA
7728	12/19/2024	\$9,949.72	SUPPLIES	3163	BANK OF AMERICA
7729	12/19/2024	\$3,428.57	SUPPLIES	3163	BANK OF AMERICA
7730	12/19/2024	\$4,262.84	TRAINING	3163	BANK OF AMERICA
7731	12/19/2024	\$1,026.24	SUPPLIES	3163	BANK OF AMERICA
7732	12/19/2024	\$170.67	VEHICLE MAINTENANCE/EXPENSES	3163	BANK OF AMERICA
7733	12/19/2024	\$2,516.17	SUPPLIES	3163	BANK OF AMERICA
7734	12/19/2024	\$1,501.30	SUPPLIES	3163	BANK OF AMERICA
7735	12/19/2024	\$1,272.59	SUPPLIES	3163	BANK OF AMERICA
7736	12/19/2024	\$392,716.97	PENSION/RETIREMENT PAYABLE	17	CAL PERS
7737	12/19/2024	\$1,480.00	RETIREMENT	3730	AT RETIREMENT SERVICES LLC
7738	12/19/2024	\$800.00	ADVERTISING/PRINTING SERVICES	1293	923 MEDIA GROUP INC
7739	12/19/2024	\$3,080.00	CDBG - ADMINISTRATION	38010	ADVANCED AVANT-GARDE CORPORATION
7740	12/19/2024	\$280.00	MACHINERY & EQUIPMENTS	423	AIR EXCHANGE INC
7741	12/19/2024	\$1,998.54	UNIFORM EXPENSE	20350	ALLSTAR FIRE EQUIPMENT INC
7742	12/19/2024	\$65,349.51	CONTRACT SERVICES	16120	ALVAREZ-GLASMAN & COLVIN
7743	12/19/2024	\$8,718.46	SUPPLIES	2586	AMAZON CAPITAL SERVICES INC
7744	12/19/2024	\$158.76	SUPPLIES	62880	AMERICAN MARKER
7745	12/19/2024	\$1,490.88	VEHICLE MAINTENANCE/EXPENSES	47980	AMERICAN MOVING PARTS
7746	12/19/2024	\$420.00	CONTRACT SERVICES	2365	LETICIA TORRES
7747	12/19/2024	\$130,207.49	CONTRACT SERVICES	3016	ANTARES GOLF LLC
7748	12/19/2024	\$1,488.38	ADVERTISING/PRINTING SERVICES	35980	SAEED RADMEHR
7749	12/19/2024	\$561,446.59	CONTRACT SERVICES	74870	AVAIL TECHNOLOGIES INC
7750	12/19/2024	\$155.45	SUPPLIES	10000	CLEAN SWEEP SUPPLY CO INC
7751	12/19/2024	\$845.03	CONTRACT SERVICES	2889	COMLOCK SECURITY GROUP INC
7752	12/19/2024	\$8,530.05	FUEL	962	MO DION & SONS INC
7753	12/19/2024	\$501.42	SUPPLIES	3091	DOUBLE DIAMOND INVESTMENT GROUP INC



City of Montebello
Register of Demands No. 1586
From Payment Date 12/12/24 - To Payment Date 01/09/25

WARRANT #	DATE	AMOUNT	ACCOUNT DESCRIPTION	VENDOR #	VENDOR NAME
General Account					
7754	12/19/2024	\$34.00	CONTRACT SERVICES	23660	DAIOHS USA
7755	12/19/2024	\$2,864.00	CONTRACT SERVICES	371	FLO-SERVICES INC
7756	12/19/2024	\$19,310.67	MACHINERY & EQUIPMENTS	2793	IBE DIGITAL
7757	12/19/2024	\$9,880.50	MACHINERY & EQUIPMENTS	26080	L.N. CURTIS AND SONS
7758	12/19/2024	\$338.22	SUPPLIES	26670	LIFE-ASSIST INC
7759	12/19/2024	\$161.85	CONTRACT SERVICES	3276	MARK ROBERT LOPEZ
7760	12/19/2024	\$115,952.57	CONTRACT SERVICES	3489	MARK THOMAS & COMPANY INC
7761	12/19/2024	\$11,143.85	CONTRACT SERVICES	19040	MUNICIPAL CONTRACT ADMINISTRATORS INC
7762	12/19/2024	\$135,175.31	CONTRACT SERVICES	35250	NATIONWIDE ENVIRONMENTAL SERVICES
7763	12/19/2024	\$2,027.31	EDUCATION REIMBURSEMENT	3291	JOSEPH PALOMBI
7764	12/19/2024	\$146.93	SUPPLIES	1120	BLUETRITON BRANDS INC
7765	12/19/2024	\$12,916.67	CONTRACT SERVICES	3191	RL CONTROLS LLC
7766	12/19/2024	\$1,307.29	ADVERTISING/PRINTING SERVICES	2594	THE SAUCE CREATIVE SERVICES CORP
7767	12/19/2024	\$340.84	SUPPLIES	2686	THE SHERWIN-WILLIAMS CO
7768	12/19/2024	\$297.48	SUPPLIES	31270	STARBOARD TACK SUPPLY INC
7769	12/19/2024	\$47,941.86	CONTRACT SERVICES	3133	ULTIMATE MAINTENANCE SERVICE
7770	12/19/2024	\$4,521.62	SUPPLIES	3088	WAXIE SANITARY SUPPLY
7771	12/19/2024	\$360.00	CONTRACT SERVICES	328	WRITER ANNE COMMUNICATIONS
7772	01/09/2025	\$2,792.89	TRAINING	3163	BANK OF AMERICA
7773	01/09/2025	\$4,969.74	SUPPLIES	3163	BANK OF AMERICA
7774	01/09/2025	\$911.67	SUPPLIES	3163	BANK OF AMERICA
7775	01/09/2025	\$975.72	SUPPLIES	3163	BANK OF AMERICA
7776	01/09/2025	\$144.05	SUPPLIES	3163	BANK OF AMERICA
7777	01/09/2025	\$1,600.61	SUPPLIES	3163	BANK OF AMERICA
7778	01/09/2025	\$149.14	SUPPLIES	3163	BANK OF AMERICA
7779	01/09/2025	\$844.70	VEHICLE MAINTENANCE/EXPENSES	3163	BANK OF AMERICA
7780	01/09/2025	\$4.70	SUPPLIES	3163	BANK OF AMERICA
7781	01/09/2025	\$1,119.84	SUPPLIES	3163	BANK OF AMERICA
7782	01/09/2025	\$4,322.55	SUPPLIES	3163	BANK OF AMERICA
7783	01/09/2025	\$4,862.65	SUPPLIES	3163	BANK OF AMERICA
7784	01/09/2025	\$2,972.70	SUPPLIES	3163	BANK OF AMERICA
7785	01/09/2025	\$19.73	SUPPLIES	3163	BANK OF AMERICA
7786	01/09/2025	\$887.34	ADVERTISING/PRINTING SERVICES	3163	BANK OF AMERICA
7787	01/09/2025	\$46.28	SUPPLIES	3163	BANK OF AMERICA
7788	01/09/2025	\$176.30	SUPPLIES	3163	BANK OF AMERICA



City of Montebello
Register of Demands No. 1586
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WARRANT #	DATE	AMOUNT	ACCOUNT DESCRIPTION	VENDOR #	VENDOR NAME
General Account					
7789	01/09/2025	\$264.76	TRAINING	3163	BANK OF AMERICA
7790	01/09/2025	\$6,405.00	CDBG - ADMINISTRATION	38010	ADVANCED AVANT-GARDE CORPORATION
7791	01/09/2025	\$65,359.93	CONTRACT SERVICES	3411	AIM CONSULTING SERVICES
7792	01/09/2025	\$12,333.12	UNIFORM EXPENSE	20350	ALLSTAR FIRE EQUIPMENT INC
7793	01/09/2025	\$8,812.55	VEHICLE MAINTENANCE/EXPENSES	2586	AMAZON CAPITAL SERVICES INC
7794	01/09/2025	\$10,997.46	VEHICLE MAINTENANCE/EXPENSES	47980	AMERICAN MOVING PARTS
7795	01/09/2025	\$40.00	CARPOOL INCENTIVE	289	ANDREA ANDRADE
7796	01/09/2025	\$40.00	CARPOOL INCENTIVE	61470	ERIKA L ANDRADE
7797	01/09/2025	\$67,299.20	CONTRACT SERVICES	3016	ANTARES GOLF LLC
7798	01/09/2025	\$549,426.40	CONTRACT SERVICES	40970	ARAKELIAN ENTERPRISES
7799	01/09/2025	\$123.48	ADVERTISING/PRINTING SERVICES	35980	SAEED RADMEHR
7800	01/09/2025	\$40.00	CARPOOL INCENTIVE	4827	RIJUL BHASKAR
7801	01/09/2025	\$30,632.16	CONTRACT SERVICES	3130	BLAIS & ASSOCIATES LLC
7802	01/09/2025	\$199,814.45	CONTRACT SERVICES	4764	CALIFORNIA LANDSCAPE & DESIGN
7803	01/09/2025	\$1,190.74	SUPPLIES	10000	CLEAN SWEEP SUPPLY CO INC
7804	01/09/2025	\$500.00	MACHINERY & EQUIPMENTS	72	COGRAN SYSTEMS LLC
7805	01/09/2025	\$263.49	SUPPLIES	70920	DECALS BY DESIGN INC
7806	01/09/2025	\$1,166.76	FUEL INVENTORY	962	MO DION & SONS INC
7807	01/09/2025	\$33,703.51	CONTRACT SERVICES	75950	FIESTA TAXI COOPERATIVE INC
7808	01/09/2025	\$2,864.00	CONTRACT SERVICES	371	FLO-SERVICES INC
7809	01/09/2025	\$40.00	CARPOOL INCENTIVE	2572	MARLENE GIL
7810	01/09/2025	\$40.00	CARPOOL INCENTIVE	3706	ALEX GILLMAN
7811	01/09/2025	\$40.00	CARPOOL INCENTIVE	3123	NEIRA YESSIE GRANADOS
7812	01/09/2025	\$5,934.00	CONTRACT SERVICES	1175	GRAPHIC ELECTRIC INC
7813	01/09/2025	\$40.00	CARPOOL INCENTIVE	3681	LIZETTE GUERRERO
7814	01/09/2025	\$715.97	VEHICLE MAINTENANCE/EXPENSES	270	HARBOR DIESEL AND EQUIPMENT INC
7815	01/09/2025	\$40.00	CARPOOL INCENTIVE	4280	NADINE HERNANDEZ
7816	01/09/2025	\$25,025.14	CONTRACT SERVICES	2793	IBE DIGITAL
7817	01/09/2025	\$249.21	VEHICLE MAINTENANCE/EXPENSES	29680	INLAND KENWORTH INC
7818	01/09/2025	\$37.50	TRAINING	16760	LIEBERT CASSIDY WHITMORE
7819	01/09/2025	\$1,951.20	SUPPLIES	26670	LIFE-ASSIST INC
7820	01/09/2025	\$853.00	CONTRACT SERVICES	19250	N/S CORPORATION
7821	01/09/2025	\$231.00	CONTRACT SERVICES	53120	NATIONAL CONSTRUCTION RENTALS
7822	01/09/2025	\$13,807.16	CONTRACT SERVICES	35250	NATIONWIDE ENVIRONMENTAL SERVICES
7823	01/09/2025	\$40.00	CARPOOL INCENTIVE	2203	SAMANTHA NEVAREZ



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WARRANT #	DATE	AMOUNT	ACCOUNT DESCRIPTION	VENDOR #	VENDOR NAME
General Account					
7824	01/09/2025	\$40.00	CARPOOL INCENTIVE	138	BRIANNON PADILLA
7825	01/09/2025	\$8,155.64	CONTRACT SERVICES	54240	PDQ ENTERPRISES INC
7826	01/09/2025	\$20.00	CARPOOL INCENTIVE	4429	ELISEO RAMOS
7827	01/09/2025	\$40.00	CARPOOL INCENTIVE	3712	MATTHEW ROBERT RAMOS
7828	01/09/2025	\$40,000.00	CONTRACT SERVICES	61050	REDFLEX TRAFFIC SYSTEMS
7829	01/09/2025	\$12,916.67	CONTRACT SERVICES	3191	RL CONTROLS LLC
7830	01/09/2025	\$30.00	CARPOOL INCENTIVE	3584	BRENDA RODRIGUEZ
7831	01/09/2025	\$40.00	CARPOOL INCENTIVE	69960	NICOLE I SAUCEDO
7832	01/09/2025	\$20.00	CARPOOL INCENTIVE	2985	KEVIN SAYCOCIE
7833	01/09/2025	\$823.42	SUPPLIES	2686	THE SHERWIN-WILLIAMS CO
7834	01/09/2025	\$30.00	CARPOOL INCENTIVE	3001	MICHAEL SOLORZA
7835	01/09/2025	\$480.01	SUPPLIES	31270	STARBOARD TACK SUPPLY INC
7836	01/09/2025	\$40.00	CARPOOL INCENTIVE	3053	MICHAEL TELLES
7837	01/09/2025	\$40.00	CARPOOL INCENTIVE	1091	JANELLE TORRES
7838	01/09/2025	\$40.00	CARPOOL INCENTIVE	4386	NAM TRAN
7839	01/09/2025	\$20,833.33	MISCELLANEOUS EXPENSE	4761	TREND SPORTS II LLC
7840	01/09/2025	\$535.60	RETIREMENT	27300	ROBERT C TUFANO
7841	01/09/2025	\$1,396.00	CONTRACT SERVICES	3133	ULTIMATE MAINTENANCE SERVICE
7842	01/09/2025	\$1,313.70	CONTRACT SERVICES	47600	VORTEX INDUSTRIES LLC
7843	01/09/2025	\$1,300.00	CONTRACT SERVICES	71170	YOUNG ELECTRIC SIGN COMPANY
7844	01/09/2025	\$575.51	VEHICLE MAINTENANCE/EXPENSES	1657	OSCAR ZAVALAS
7845	01/09/2025	\$7,094.28	VEHICLE MAINTENANCE/EXPENSES	29680	INLAND KENWORTH INC
7846	01/09/2025	\$12,437.80	CONTRACT SERVICES	3490	INTER-CON SECUIRTY SYSTEMS INC
7847	01/09/2025	\$30.00	CARPOOL INCENTIVE	48610	CRYSTAL JAIMEZ
7848	01/09/2025	\$10,500.71	CONTRACT SERVICES	1612	JCL TRAFFIC SERVICES
7849	01/09/2025	\$9,279.28	CONTRACT SERVICES	2152	JOHNSON CONTROLS INC
7850	01/09/2025	\$6,600.00	CONTRACT SERVICES	16760	LIEBERT CASSIDY WHITMORE
7851	01/09/2025	\$40.00	CARPOOL INCENTIVE	4439	DANESSA DANETTE LLANES
7852	01/09/2025	\$62,476.20	CONTRACT SERVICES	3489	MARK THOMAS & COMPANY INC
ACH TOTAL		\$2,842,178.65			
605662	12/19/2024	\$2,011.86	VEHICLE MAINTENANCE/EXPENSES	3978	ISLAS TIRES INC.
605663	12/19/2024	\$50.00	TRAVEL & MEETINGS	3708	VERONICA LARA
605664	12/19/2024	\$250.00	CONTRACT SERVICES	4547	XHAVIER MENDOZA
605665	12/19/2024	\$250.00	GENERAL GOVERNMENT	4688	LUIS ORELLANA



City of Montebello
Register of Demands No. 1586
From Payment Date 12/12/24 - To Payment Date 01/09/25

WARRANT #	DATE	AMOUNT	ACCOUNT DESCRIPTION	VENDOR #	VENDOR NAME
General Account					
605666	12/19/2024	\$180.00	PREVENTIVE MAINTENANCE	64600	A TO Z FIRE PROTECTION COMPANY
605667	12/19/2024	\$1,629.06	MACHINERY & EQUIPMENTS	4156	AFECO, INC
605668	12/19/2024	\$4,908.47	SUPPLIES	37900	AMERICAN SOCCER COMPANY INC
605669	12/19/2024	\$127.73	UTILITY SERVICES	39550	AT&T
605670	12/19/2024	\$6,239.57	UTILITY SERVICES	39550	AT&T
605671	12/19/2024	\$41.16	UTILITY SERVICES	39550	AT&T
605672	12/19/2024	\$59.03	UTILITY SERVICES	1732	AT&T CORP
605673	12/19/2024	\$400.00	CONTRACT SERVICES	2769	KATALINA BELTRAN
605674	12/19/2024	\$1,945.69	FURNITURE & FIXTURES PURCHASES	2676	BKM OFFICE FURNITURE
605675	12/19/2024	\$1,990.00	CONTRACT SERVICES	2735	BOB MARDIGIAN FLOOR COVERING
605676	12/19/2024	\$3,529.99	SUPPLIES	159	BOUND TREE MEDICAL LLC
605677	12/19/2024	\$1,006.59	SUPPLIES	4805	CALIFORNIA CHAMBER OF COMMERCE
605678	12/19/2024	\$812.40	CONTRACT SERVICES	40850	MARIA E CASAS
605679	12/19/2024	\$14,997.00	CONTRACT SERVICES	4797	CHILL ENTERTAINMENT
605680	12/19/2024	\$1,076.88	SAFETY PROGRAM	1294	CINTAS CORPORATION NO 2
605681	12/19/2024	\$1,189.14	CONTRACT SERVICES	36870	CINTAS CORPORATION NO 3
605682	12/19/2024	\$25.13	UTILITY SERVICES	36610	CITY OF PICO RIVERA
605683	12/19/2024	\$21,090.96	CONTRACT SERVICES	52710	CLEAN ENERGY FUELS
605684	12/19/2024	\$2,812.50	CONTRACT SERVICES	4026	CODE CONSULTING GROUP, LLC
605685	12/19/2024	\$456.50	CONTRACT SERVICES	18840	COOPERATIVE PERSONNEL SERVICES
605686	12/19/2024	\$14,112.00	MACHINERY & EQUIPMENTS	3784	CPACINC.COM
605687	12/19/2024	\$3,451.90	ADVERTISING/PRINTING SERVICES	1354	DAILY JOURNAL CORPORATION
605688	12/19/2024	\$31.99	UTILITY SERVICES	4829	DISH NETWORK LLC
605689	12/19/2024	\$758.00	SUPPLIES	3837	EASYBADGES LLC
605690	12/19/2024	\$41,350.00	IMPROVEMENTS OTHER THAN BUILDING	4822	ESTATE DESIGN AND CONSTRUCTION INC
605691	12/19/2024	\$70.00	PARKS AND RECREATION	4838	MONIQUE FLETCHER
605692	12/19/2024	\$9,199.64	VEHICLE MAINTENANCE/EXPENSES	29160	FORD OF MONTEBELLO
605693	12/19/2024	\$6,376.21	CONTRACT SERVICES	2827	FOUR STAR INVESTIGATIONS LLC
605694	12/19/2024	\$170.00	SUPPLIES	28730	GARFIELD CAR WASH
605695	12/19/2024	\$510.00	SUPPLIES	1740	GREATER LOS ANGELES AREA COUNCIL
605696	12/19/2024	\$3,429.16	SUPPLIES	2059	HASA INC
605697	12/19/2024	\$6,518.67	CDBG - HOUSING RIGHTS CENTER	1122	SOUTHERN CALIFORNIA HOUSING RIGHTS CENTER
605698	12/19/2024	\$800.00	CONTRACT SERVICES	4581	INCOMPLI INC
605699	12/19/2024	\$554.00	GENERAL GOVERNMENT	2286	INTEX SOLUTIONS
605700	12/19/2024	\$3,766.50	CONTRACT SERVICES	3302	JACOB GREEN & ASSOCIATES INC



City of Montebello
Register of Demands No. 1586
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WARRANT #	DATE	AMOUNT	ACCOUNT DESCRIPTION	VENDOR #	VENDOR NAME
General Account					
605701	12/19/2024	\$950.00	VEHICLE MAINTENANCE/EXPENSES	4757	JD POLISHING
605702	12/19/2024	\$1,975.00	CONTRACT SERVICES	3295	JORGE CORREA DBA JCF CONTRUCTION COMPANY
605703	12/19/2024	\$27,239.75	CONTRACT SERVICES	3716	KOA CORPORATION
605704	12/19/2024	\$2,800.00	CONTRACT SERVICES	3915	UNDERONEGROOVE ENTERTAINMENT
605705	12/19/2024	\$10,740.00	CONTRACT SERVICES	4843	MAGNOLIA ENVIRONMENTAL LLC
605706	12/19/2024	\$1,060.00	CONTRACT SERVICES	1073	MONJARAS & WISMEYER GROUP INC
605707	12/19/2024	\$26,064.00	MISCELLANEOUS EXPENSE	1690	MONTEBELLO FIRE FIGHTERS ASSOCIATION
605708	12/19/2024	\$1,099.00	PROMOTIONS	671	MONTEBELLO POLICE ATHLETIC AND
605709	12/19/2024	\$64,164.80	MACHINERY & EQUIPMENTS	23460	MOTOROLA SOLUTIONS INC
605710	12/19/2024	\$447.70	MACHINERY & EQUIPMENTS	450	MUNICIPAL EMERGENCY SERVICES INC.
605711	12/19/2024	\$1,597.10	SUPPLIES	1474	NATIONAL TRENCH SAFETY INC
605712	12/19/2024	\$389.25	CONTRACT SERVICES	41180	MANUEL NUNEZ
605713	12/19/2024	\$250.00	GENERAL GOVERNMENT	4848	OCHOA'S CONSULTING LLC
605714	12/19/2024	\$221.00	SUPPLIES	15620	OFFICE DEPOT INC
605715	12/19/2024	\$2,026.43	CONTRACT SERVICES	26460	ORBIT RENTALS INC
605716	12/19/2024	\$1,122.00	EDUCATION REIMBURSEMENT	4847	CHRISTOPHER ORLOWOSKY
605717	12/19/2024	\$1,360.00	CONTRACT SERVICES	1597	PACIFIC COAST ELEVATOR CORP
605718	12/19/2024	\$1,946.08	CONTRACT SERVICES	3279	PROCURE AMERICA LLC
605719	12/19/2024	\$573.78	SUPPLIES	56260	PRUDENTIAL OVERALL SUPPLY
605720	12/19/2024	\$6,135.19	IMPROVEMENTS OTHER THAN BUILDING	4272	PSOMAS
605721	12/19/2024	\$1,213.00	CONTRACT SERVICES	42750	PSYCHOLOGICAL CONSULTING ASSOCIATES INC
605722	12/19/2024	\$494.00	CONTRACT SERVICES	952	RELIANT IMMEDIATE CARE MEDICAL GROUP INC
605723	12/19/2024	\$80.00	TRAVEL & MEETINGS	34990	SAN GABRIEL VALLEY CITY MANAGERS ASSOC
605724	12/19/2024	\$99,187.81	CONTRACT SERVICES	32210	SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS
605725	12/19/2024	\$361.49	UTILITY SERVICES	14730	SAN GABRIEL VALLEY WATER CO
605726	12/19/2024	\$50,754.26	LEASE PAYMENT	2846	SANTANDER BANK NA
605727	12/19/2024	\$474.00	TRAINING	3448	SAVAGE TRAINING GROUP LLC
605728	12/19/2024	\$1,496.40	CONTRACT SERVICES	673	SERVIAM BY WRIGHT LLP
605729	12/19/2024	\$2,653.08	VEHICLE MAINTENANCE/EXPENSES	54300	SHAK ENTERPRISES INC
605730	12/19/2024	\$481.00	PUBLIC SAFETY	4851	BENNETT SOOHOO
605731	12/19/2024	\$7,879.99	UTILITY SERVICES	51430	SOUTH MONTEBELLO IRRIGATION DISTRICT
605732	12/19/2024	\$31,477.52	UTILITY SERVICES	45630	SOUTHERN CALIFORNIA EDISON
605733	12/19/2024	\$811.46	FRINGE BENEFITS	1990	STANDARD INSURANCE COMPANY
605734	12/19/2024	\$1,418.85	CONTRACT SERVICES	3762	SUPERIOR PROTECTION SERVICES CA INC
605735	12/19/2024	\$2,895.00	CONTRACT SERVICES	71210	STAR-DUST TOURS INC



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WARRANT #	DATE	AMOUNT	ACCOUNT DESCRIPTION	VENDOR #	VENDOR NAME
General Account					
605736	12/19/2024	\$5,700.00	CONTRACT SERVICES	3219	THE LUCKY LINCOLN LLC
605737	12/19/2024	\$2,600.00	CONTRACT SERVICES	3219	THE LUCKY LINCOLN LLC
605738	12/19/2024	\$250.00	GENERAL GOVERNMENT	4850	GINU THOMAS
605739	12/19/2024	\$339.02	UNIFORM EXPENSE	57320	TOMS UNIFORMS
605740	12/19/2024	\$333,793.48	CONTRACT SERVICES	1639	TRANSTECH ENGINEERS INC
605741	12/19/2024	\$10,365.45	CONTRACT SERVICES	191	VECTOR RESOURCES INC
605742	12/19/2024	\$190.86	CONTRACT SERVICES	4003	VEOLIA WTS SERVICES USA, INC.
605743	12/19/2024	\$250.00	GENERAL GOVERNMENT	4849	VIA CORONA CONGREGATION OF JEHOVAH WITNESS
605744	12/19/2024	\$5,342.45	OTHER GROUP INSURANCE PAYABLE	58990	VISION SERVICE PLAN
605745	12/19/2024	\$314.10	SUPPLIES	9470	W W GRAINGER INC DBA: GRAINGER
605746	12/19/2024	\$325.00	CONTRACT SERVICES	3572	JIM WARINO
605747	12/19/2024	\$55,605.90	CONTRACT SERVICES	40860	WEST COAST ARBORISTS INC
605748	12/19/2024	\$412.35	SUPPLIES	33390	WHITTIER FERTILIZER COMPANY
605749	12/19/2024	\$147.00	CONTRACT SERVICES	3006	ASBURY ENVIRONMENTAL SERVICES
605750	12/19/2024	\$1,282.41	ADVERTISING/PRINTING SERVICES	61850	X-IGENT PRINTING INC
605751	12/19/2024	\$701,243.01	CONTRACT SERVICES	1571	COPP CONTRACTING INC
605752	01/07/2025	\$507.00	CONTRACT SERVICES	45630	SOUTHERN CALIFORNIA EDISON
605753	01/09/2025	\$2,254.78	UTILITY SERVICES	38380	AT&T
605754	01/09/2025	\$8,147.73	UTILITY SERVICES	39550	AT&T
605755	01/09/2025	\$66.80	UTILITY SERVICES	39550	AT&T
605756	01/09/2025	\$5,451.07	UTILITY SERVICES	1732	AT&T CORP
605757	01/09/2025	\$1,995.00	VEHICLE MAINTENANCE/EXPENSES	278	ATLAS RADIATOR INC
605758	01/09/2025	\$250.00	GENERAL GOVERNMENT	1159	BMS HEALTHCARE INC
605759	01/09/2025	\$400.00	DUES & SUBSCRIPTIONS	11000	CALIFORNIA ASSOCIATION OF CODE ENFORCEMENT OFFICERS
605760	01/09/2025	\$3,021.05	UTILITY SERVICES	47580	CALIFORNIA WATER SERVICE COMPANY
605761	01/09/2025	\$24,770.43	UTILITY SERVICES	19120	CENTRAL BASIN MUNICIPAL WATER DISTRICT
605762	01/09/2025	\$156.23	UTILITY SERVICES	55830	CHARTER COMMUNICATIONS
605763	01/09/2025	\$125.23	UTILITY SERVICES	55830	CHARTER COMMUNICATIONS
605764	01/09/2025	\$2,965.27	VEHICLE MAINTENANCE/EXPENSES	45170	MONTEBELLO AUTO GROUP LLC
605765	01/09/2025	\$100.00	TRAVEL & MEETINGS	4852	CITY OF BELL
605766	01/09/2025	\$1,951.00	RETIREMENT	3128	CITY OF BELL GARDENS
605767	01/09/2025	\$42,255.65	CONTRACT SERVICES	52710	CLEAN ENERGY FUELS
605768	01/09/2025	\$40.00	GENERAL GOVERNMENT	2315	KIMBERLY COBOS-CAWTHORNE
605769	01/09/2025	\$11,145.19	CONTRACT SERVICES	4468	COLLICUTT ENERGY SERVICES INC
605770	01/09/2025	\$259,186.60	CONTRACT SERVICES	1571	COPP CONTRACTING INC



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General Account					
605771	01/09/2025	\$1,586.80	ADVERTISING/PRINTING SERVICES	1354	DAILY JOURNAL CORPORATION
605772	01/09/2025	\$25,085.28	SUPPLIES	27910	DOOLEY ENTERPRISES INC
605773	01/09/2025	\$1,827.00	SUPPLIES	3492	DP TRADING
605774	01/09/2025	\$1,839.10	CONTRACT SERVICES	3334	EAGLE PORTABLES SANITATION LLC
605775	01/09/2025	\$214.96	CONTRACT SERVICES	1894	ECONOMY RENTAL INC
605776	01/09/2025	\$63.25	SUPPLIES	7610	EWING IRRIGATION PRODUCTS
605777	01/09/2025	\$2,990.00	CONTRACT SERVICES	4796	FAST DEER BUS CHARTER INC
605778	01/09/2025	\$97.70	MAIL/ POSTAL EXPENSE	22400	FEDERAL EXPRESS CORPORATION
605779	01/09/2025	\$40.00	CARPOOL INCENTIVE	4159	ROBERT FIERRO
605780	01/09/2025	\$4,498.20	ADVERTISING/PRINTING SERVICES	2523	THE BEISTLE COMPANY
605781	01/09/2025	\$380.36	VEHICLE MAINTENANCE/EXPENSES	38020	FLEET PRIDE INC
605782	01/09/2025	\$571.19	VEHICLE MAINTENANCE/EXPENSES	4862	SALVADOR FLORES
605783	01/09/2025	\$935.70	VEHICLE MAINTENANCE/EXPENSES	29160	FORD OF MONTEBELLO
605784	01/09/2025	\$7,313.04	CONTRACT SERVICES	4694	CRISTINA GARCIA
605785	01/09/2025	\$7,400.00	CONTRACT SERVICES	4591	GEORGE HILLS COMPANY
605786	01/09/2025	\$3,450.00	CONTRACT SERVICES	3558	GLICKSMAN CONSULTING LLC
605787	01/09/2025	\$12,134.14	CONTRACT SERVICES	33460	GOODYEAR TIRE & RUBBER COMPANY
605788	01/09/2025	\$363.28	VEHICLE MAINTENANCE/EXPENSES	75590	ALHAMBRA MOTOR
605789	01/09/2025	\$547.23	SUPPLIES	2059	HASA INC
605790	01/09/2025	\$300.00	CONTRACT SERVICES	48120	HINDERLITER DE LLAMAS & ASSOCIATES
605791	01/09/2025	\$25,055.00	BUILDING IMPROVEMENTS	4047	HINGEWERKS COMMERCIAL DOORS, INC.
605792	01/09/2025	\$11,839.58	CONTRACT SERVICES	4550	HOWROYD-WRIGHT EMPLOYMENT AGENCY INC
605793	01/09/2025	\$214.62	VEHICLE MAINTENANCE/EXPENSES	582	HYDRAULIC ELECTRIC INC
605794	01/09/2025	\$5,671.75	VEHICLE MAINTENANCE/EXPENSES	4100	I & R AUTO BODY & PAINT
605795	01/09/2025	\$18,471.90	VEHICLE MAINTENANCE/EXPENSES	30190	IB AUTO PARTS INC
605796	01/09/2025	\$3,131.60	DUES & SUBSCRIPTIONS	28160	INDEPENDENT CITIES ASSOCIATION
605797	01/09/2025	\$649.42	CONTRACT SERVICES	1357	IRON MOUNTAIN INC
605798	01/09/2025	\$96.00	UTILITY SERVICES	1627	MARCOM COMMUNICATIONS SYSTEMS
605799	01/09/2025	\$6,078.20	ADVERTISING/PRINTING SERVICES	3116	MONARCH LITHO INC
605800	01/09/2025	\$11,649.03	UTILITY SERVICES	4760	MONTEBELLO LAND & WATER CO
605801	01/09/2025	\$200.00	CONTRACT SERVICES	1665	MONTEBELLO SPEAKER REPAIR CENTER INC
605802	01/09/2025	\$20.00	CARPOOL INCENTIVE	60300	NICOLE MOOSHAGIAN
605803	01/09/2025	\$6,257.12	MACHINERY & EQUIPMENTS	23460	MOTOROLA SOLUTIONS INC
605804	01/09/2025	\$7,103.47	VEHICLE MAINTENANCE/EXPENSES	1625	NATIONWIDE TRANSIT SALES INC
605805	01/09/2025	\$1,125.00	CONTRACT SERVICES	26370	NAVARROS TOWING SERVICE



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General Account					
605806	01/09/2025	\$677.50	IMPROVEMENTS OTHER THAN BUILDING	3399	NCM ENGINEERING CORP
605807	01/09/2025	\$250.00	GENERAL GOVERNMENT	4858	JULIA NORIEGA
605808	01/09/2025	\$30.00	CARPOOL INCENTIVE	58750	JOSE A OCHOA
605809	01/09/2025	\$3,393.94	SUPPLIES	15620	OFFICE DEPOT INC
605810	01/09/2025	\$207.86	CONTRACT SERVICES	26460	ORBIT RENTALS INC
605811	01/09/2025	\$1,500.00	CONTRACT SERVICES	3896	ROBERT J ORTIZ
605812	01/09/2025	\$1,360.00	CONTRACT SERVICES	1597	PACIFIC COAST ELEVATOR CORP
605813	01/09/2025	\$3,812.19	PERMITS AND FEES	4614	PARAMOUNT TECHNOLOGIES INC
605814	01/09/2025	\$528.16	RETIREMENT	42490	LINDA PAYAN
605815	01/09/2025	\$11,269.54	LEASE PAYMENT	2357	PNC BANK NATIONAL ASSOCIATION
605816	01/09/2025	\$6,242.66	CONTRACT SERVICES	3279	PROCURE AMERICA LLC
605817	01/09/2025	\$1,346.33	UNIFORM EXPENSE	56260	PRUDENTIAL OVERALL SUPPLY
605818	01/09/2025	\$4,158.00	CONTRACT SERVICES	42750	PSYCHOLOGICAL CONSULTING ASSOCIATES INC
605819	01/09/2025	\$1,159.73	MAIL/ POSTAL EXPENSE	697	QUADIENT FINANCE USA INC
605820	01/09/2025	\$250.00	GENERAL GOVERNMENT	4857	RUTH M QUINTERO
605821	01/09/2025	\$3,052.18	VEHICLE MAINTENANCE/EXPENSES	3095	RUSH TRUCK CENTERS OF CALIFORNIA INC
605822	01/09/2025	\$3,380.00	SUPPLIES	3435	SAN DIMAS GRAIN
605823	01/09/2025	\$11,692.54	UTILITY SERVICES	14730	SAN GABRIEL VALLEY WATER CO
605824	01/09/2025	\$1,982.00	PERMITS AND FEES	935	SESAC INC
605825	01/09/2025	\$5,702.25	VEHICLE MAINTENANCE/EXPENSES	54300	SHAK ENTERPRISES INC
605826	01/09/2025	\$17,428.30	UTILITY SERVICES	45630	SOUTHERN CALIFORNIA EDISON
605827	01/09/2025	\$120,043.65	UTILITY SERVICES	45630	SOUTHERN CALIFORNIA EDISON
605828	01/09/2025	\$74,618.34	UTILITY SERVICES	40520	SOUTHERN CALIFORNIA GAS CO
605829	01/09/2025	\$10,482.78	CONTRACT SERVICES	3762	SUPERIOR PROTECTION SERVICES CA INC
605830	01/09/2025	\$17,282.36	UTILITY SERVICES	526	T-MOBILE USA INC
605831	01/09/2025	\$25,088.47	VEHICLE MAINTENANCE/EXPENSES	60710	THE AFTERMARKET PARTS COMPANY LLC
605832	01/09/2025	\$4,037.50	CONTRACT SERVICES	71210	STAR-DUST TOURS INC
605833	01/09/2025	\$218.00	MACHINERY & EQUIPMENTS	41430	THOMSON REUTERS - WEST
605834	01/09/2025	\$40.00	CARPOOL INCENTIVE	4781	TAM TIEU
605835	01/09/2025	\$177.92	SUPPLIES	3110	TOMAS ALVARADO
605836	01/09/2025	\$1,146.00	CONTRACT SERVICES	1639	TRANSTECH ENGINEERS INC
605837	01/09/2025	\$6,783.00	CONTRACT SERVICES	4356	TRUVIEW BSI, LLC
605838	01/09/2025	\$841.75	UNIFORM EXPENSE	64140	TURNOUT MAINTENANCE COMPANY LLC
605839	01/09/2025	\$19,144.23	CONTRACT SERVICES	1188	TYLER TECHNOLOGIES INC
605840	01/09/2025	\$61,035.63	CONTRACT SERVICES	3406	UNIVERSAL PROTECTION SERVICES LP



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General Account					
605841	01/09/2025	\$7,217.44	COPIER REPAIR/SERVICES	2747	US BANK EQUIPMENT FINANCE
605842	01/09/2025	\$3,012.03	UTILITY SERVICES	72570	US TELEPACIFIC CORP
605843	01/09/2025	\$1,967.45	VEHICLE MAINTENANCE/EXPENSES	2701	VARGAS DIESEL INC
605844	01/09/2025	\$8,438.89	UTILITY SERVICES	23610	VERIZON WIRELESS
605845	01/09/2025	\$1,227.21	CONTRACT SERVICES	4593	VESTIS GROUP INC
605846	01/09/2025	\$170.12	MACHINERY & EQUIPMENTS	9470	W W GRAINGER INC DBA: GRAINGER
605847	01/09/2025	\$198.51	SUPPLIES	19070	WALTERS WHOLESALE ELECTRIC CO
605848	01/09/2025	\$1,371.51	VEHICLE MAINTENANCE/EXPENSES	25860	WAYNE HARMEIER INC
605849	01/09/2025	\$8,967.00	CONTRACT SERVICES	40860	WEST COAST ARBORISTS INC
605850	01/09/2025	\$750.81	SUPPLIES	33390	WHITTIER FERTILIZER COMPANY
605851	01/09/2025	\$144.00	CONTRACT SERVICES	3006	ASBURY ENVIRONMENTAL SERVICES
605852	01/09/2025	\$396.90	ADVERTISING/PRINTING SERVICES	61850	X-IGENT PRINTING INC
605853	01/09/2025	\$42,305.55	CONTRACT SERVICES	3731	YUNEX LLC
605854	01/09/2025	\$1,760.26	VEHICLE MAINTENANCE/EXPENSES	3978	ISLAS TIRES INC.
605855	01/09/2025	\$2,200.00	CONTRACT SERVICES	4198	KEEN LOS ANGELES
605856	01/09/2025	\$10,108.20	CONTRACT SERVICES	4485	KIMLEY-HORN AND ASSOCIATES INC
605857	01/09/2025	\$150.00	GENERAL GOVERNMENT	4856	RANDY KOBASSI
605858	01/09/2025	\$2,376.10	CONTRACT SERVICES	3035	LA COUNTY SHERIFF'S DEPARTMENT
605859	01/09/2025	\$1,573.78	CONTRACT SERVICES	37280	LOS ANGELES COUNTY SHERIFF - EAST LA
605860	01/09/2025	\$74.78	VEHICLE MAINTENANCE/EXPENSES	54300	SHAK ENTERPRISES INC
605861	01/09/2025	\$147.30	SUPPLIES	4246	LOUIE CANJURA
605862	01/09/2025	\$140.00	POLICE RELATED FEES	4798	SANDRA DIANE SCHABOW
	CHECK TOTAL	\$2,679,227.30			
Successor Agency					
1528	12/19/2024	\$2,255.00	CONTRACT SERVICES	15180	SCS FIELD SERVICES
	CHECK TOTAL	\$2,255.00			
	GRAND TOTAL	\$5,523,660.95			



EXHIBIT

CITY OF MONTEBELLO FORECASTED AGENDA

NOTE: The attached exhibit is a draft version that is to be used for reference purposes only; agenda items, information, and dates are subject to change. The exhibit will be placed at the end of the Agenda Packet.



City Council Forecasted Agenda Calendar - February

February 12th - Regular City Council Meeting

Item #	Description	Session	Department	Presenter
	Citizen of the Month -	Presentation	Public Affairs	David Sosnowski
	Proclamation for Black History Month	Presentation	Public Affairs	David Sosnowski
	Proclamation for American Heart Month	Presentation	Public Affairs	David Sosnowski
	Approve Amendment No. 3 to Agr No. 3226 with Reflex Traffic Systems, Inc.	Consent	Police	Assistant Chief Cabrera
	Procurement of Emergency Generators	Consent	Fire	Chief Pelaez/Angelica
	RFQ for Relief Vehicles	Consent	Transit	John Soria
	Adopt Resolution No. 25-XX for the Disadvantaged Business Enterprise Program	Consent	Transit	John Soria
	Minutes	Consent.	Admin	Kimberly Guillen
	Reso No. ____ Warrant Register	Consent.	Finance	Michael Solorza