

TRANSPAC Transportation Partnership and Cooperation
Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek, and Contra Costa County

TRANSPAC TAC MEETING NOTICE AND AGENDA
THURSDAY, NOVEMBER 30, 2023
9:00 A.M. to 11:00 A.M.

**TELECONFERENCING SPECIAL NOTICE – PUBLIC MEETING
GUIDELINES FOR PARTICIPATING VIA PHONE/VIDEO
CONFERENCE**

Pursuant to the Ralph M. Brown Act provisions under Assembly Bill 361, which went into effect on October 1, 2021, meetings of the TRANSPAC TAC will be held utilizing video and teleconference as the County continues to recommend measures to promote social distancing when feasible. Options for observing the meeting and participating in public comment are provided below:

Video Conference Access: Please click the link at the noticed meeting time
<https://us02web.zoom.us/j/84325529043?pwd=QWJGVitNdVhPYXc2YWdHb05QENpZ09>
Meeting ID: 843 2552 9043 and Password: 319689

Phone Access: To observe the meeting by phone, please call at the noticed meeting time 1 (669) 900 6883, then enter the Meeting ID: 843 2552 9043 and Password: 319689

Public Comments: Public comment may be provided by submitting written comments to tiffany@graybowenscott.com by 3 p.m. on the day before the meeting, which will be read during Public Comment or on the related item when Public Comment is called and entered into the record. To comment by video conference, click the “Raise Your Hand” button to request to speak when the Public Comment period is opened on an Agenda item. After the allotted time, you will then be requested to mute your microphone. To comment by phone, indicate the “Raise Your Hand” icon by pressing “*9” to request to speak when the public comment is opened on an Agenda item. After the allotted time, you will then be requested to mute your microphone. Please begin by stating your name and indicate whether you are speaking for yourself or an organization.

Americans with Disabilities Act (ADA): This agenda is available upon request in alternative formats to persons with a disability, as required by the ADA of 1990 (42 U.S.C. §12132) and the Ralph M. Brown Act (Cal. Govt. Code §54954.2). Persons requesting a disability related modification or accommodation should contact TRANSPAC via email or phone at tiffany@graybowenscott.com or (925) 937-0980 during regular business hours at least 48 hours prior to the time of the meeting.

1. **CONVENE MEETING/VIRTUAL MEETING ACCESS GUIDELINES/SELF-INTRODUCTIONS.**
2. **PUBLIC COMMENT.** Members of the public may address the Committee on any item not on the agenda.

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| ACTION ITEMS |
|---------------------|

3. **Minutes of the October 26, 2023 Meeting** 🌀 **Page 5**

Attachments: TAC minutes from the October 26, 2023 meeting.

ACTION RECOMMENDATION: Approve Minutes.

4. **TRANSPAC APPOINTMENTS CCTA COMMITTEES.** TRANSPAC is represented on several Contra Costa Transportation Authority (CCTA) Committees. Staff seek appointment recommendations for the current vacancy on the Technical Coordinating Committee (TCC) and for the expiring terms on the Countywide Bicycle and Pedestrian Advisory Committee (CBPAC). Staff will provide additional information on the current appointments across all committees for review at the meeting. 🌀 **Page 9**

ACTION RECOMMENDATION: Recommend staff to fill the upcoming staff and citizen vacancies on the CBPAC for the term January 1, 2024 – December 31, 2025, and a primary representative on the TCC for the term ending March 31, 2025. Review current appointments for revisions if applicable.

Attachment: Staff Report

5. **TRANSPAC MEETING SCHEDULE FOR 2024.** The TRANSPAC TAC is requested to review and comment on the proposed meeting schedule. 🌀 **Page 13**

ACTION RECOMMENDATION: Approve the TRANSPAC Meeting Schedule for 2024.

Attachment: Staff Report

6. **MEASURE J LINE 20A FUNDS PROGRAM POLICIES – FY 2024/2025-FY 2025/2026.** The Contra Costa Transportation Authority (CCTA) Measure J line 20a program provides funds for Transportation Services for Seniors & People with Disabilities in the TRANSPAC area. TRANSPAC is responsible for recommendations on how the Measure J Line 20a funds are to be used in Central County. At this meeting staff will present the FY 2024/2025-FY 2025/2026 Draft funds program policy for final review and comment. 🌀 **Page 15**

ACTION RECOMMENDATION: Approve the Draft call for projects and application material for the Measure J Line 20a Program for FY 2024/2025 and FY 2025/2026.

Attachment: Staff Report

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|--------------------------|
| INFORMATION ITEMS |
|--------------------------|

- 7. MEETINGS OF THE TRANSPAC BOARD AND SUBCOMMITTEES.** On February 28, 2023 the Governor ended the state of emergency and Contra Costa Health Services recently released new guidance relaxing safety recommendations for public meetings. At the May 11, 2023 meeting, the TRANSPAC Board authorized hybrid TRANSPAC Board meetings pursuant to the Brown Act provisions under AB361 and consistent with the Contra Costa Health Services’ recommendation for social distancing (when feasible). By way of this action, Board members have continued to meet in-person with a remote meeting option for members of the public. Other TRANSPAC bodies including the TRANSPAC TAC, special and/or ad-hoc committees have been meeting virtually. At the November 9, 2023 regular meeting, in light of sunset date of AB361 legislation occurring December 31, 2023, the Board approved resuming in person meetings for all legislative bodies of TRANSPAC effective January 1, 2024 and forward. (INFORMATION) 🌀 **Page 63**

Attachment: Staff Report

8. COMMITTEE UPDATES:

- a. Technical Coordinating Committee (TCC).** The TCC meeting was held on November 16, 2023. The next regular meeting is scheduled for December 21, 2023.
- b. Countywide Bicycle & Pedestrian Advisory Committee (CBPAC):** The regular CBPAC meeting scheduled for November 27, 2023 was canceled. The next regular meeting is scheduled for January 22, 2024.
- c. Paratransit Coordinating Council (PCC):** The regular PCC meeting scheduled for November 20, 2023 was canceled. The next regular meeting is scheduled for January 22, 2024.

9. INFORMATION ITEMS:

- a. GRANT FUNDING OPPORTUNITIES.** This agenda item is intended to provide an opportunity to review and discuss grant opportunities. (INFORMATION).
- b. CONTRA COSTA TRANSPORTATION AUTHORITY (CCTA) MEETING CALENDAR:**

The CCTA Calendar for November 2023 to February 2023, may be downloaded using the following link: [Click to View Meeting Schedule](#)

10. MEMBER COMMENTS

11. NEXT MEETING: JANUARY 25, 2024.

TRANSPAC TAC Meeting Summary Minutes

MEETING DATE: October 26, 2023

STAFF PRESENT: Jason Chen, Clayton; Lynne Filson, Martinez; John Cunningham Contra Costa County; Ryan McClain, Pleasant Hill; Briana Byrne, Walnut Creek, Smadar Boardman, Walnut Creek; Pranjali Dixit, County Connection; Kirsten Riker, 511CC; Celestine Do, BART; Matt Todd, TRANSPAC Managing Director; Tiffany Gephart, TRANSPAC Clerk

GUESTS/PRESENTERS: Matt Kelly, CCTA, Colin Clarke, CCTA; Amanda Leahy, Kittleson; Sravya Kamalapuram, Kittleson; Garrett Kaya, HDR, Udit Molakatalla, DKS

MINUTES PREPARED BY: Tiffany Gephart

1. Convene Meeting / Self-Introductions.

Matt Todd called the meeting to order at 9:01 A.M. Introductions followed.

2. Public Comment.

There were no comments from the public.

3. Minutes of the September 28, 2023 Meeting.

The minutes of the September 28, 2023 meeting were approved by consensus.

4. MEASURE J LINE 20A FUNDS PROGRAM POLICIES – FY 2024/2025 – FY 2025/2026.

Tiffany Gephart provided a summary of the Line 20a program evaluation topics discussed to date as well as reviewed the revised application and questions. The summary is included in the staff report related to this item along with a copy of the draft application.

Kirsten Riker asked how programs would evaluate how people are completing trips if the service doesn't exist yet. Her comment was in reference to an equity question that asks how users are completing trips. Ms. Riker further commented that providing a percentage of people who can't afford trips may be difficult data to provide. Mr. Todd commented that the burden is typically on the organization to demonstrate the need for their program however they can. Lynne Filson commented that the answers will tend to be qualitative, for example, community members have complained that they can't complete desired trips which then highlights a need to fill the expressed gap.

Ms. Gephart commented that many of the programs are familiar with their communities and may know more information on the segment of people that they serve, particularly programs that have a narrow

focus such as trips to an adult day program. Organizations tend to know how many members participate in the programs and could have insight as to how they complete those trips.

5. NORTHBOUND 1-680 EXPRESS LANES/INNOVATE 680 PROGRAM UPDATE.

Stephanie Hu, CCTA and Garrett Kaya, HDR provided an overview of the Northbound I-680 Express Lanes project. A copy of the presentation is available for review at transpac.us under the October 26, 2023 TAC meeting additional information.

Smadar Boardman asked if implementing express lanes on Highway 24 was considered to address the movement issues and what that could look like in terms of the modeling. Ms. Hu commented that they did not consider Highway 24 improvements for this project. Mr. Todd asked if there was any history regarding an HOV lane for Highway 24. Matt Kelly commented that there has been consideration of a potential express lane on Highway 24. John Cunningham further commented that there was some history, and it was noted that there was a demonstrated benefit of having express lanes on highway 24 from an operational standpoint but politically it was unpopular.

Ms. Boardman further asked if there is a preferred alternative for implementing the express lanes. Ms. Hu noted a variety of considerations but noted that there is not an official preference at this time. Ms. Boardman further asked what engagement activities are upcoming. Ms. Hu noted that staff will present to the Innovate 680 PAC and TAC, SWAT and will schedule some public engagement opportunities, such as the CCTA summer series where CCTA visited every city in the county. There is similar activity planned for the spring. Ms. Hu also noted that staff can offer presentations as requested by agency.

Mr. Todd asked if the modeling numbers assume that the VMT mitigations are in place and working or do the models exclude VMT. Ms. Hu commented that the modeling gave staff the VMT that the project will generate that needs to be mitigated. Mr. Kaya commented that the traffic analysis is based on the forecast, it's not assuming that VMT mitigations are reducing traffic on the corridor.

6. COUNTYWIDE TRANSPORTATION SAFETY ACTION PLAN.

Colin Clarke, CCTA and Sravya Kamalapuram, Kittleson, provided an overview of the item. Briana Byrne and Smadar Boardman, Walnut Creek, presented on the City of Walnut Creek's Vision Zero efforts. The presentations are available for review at transpac.us under the October 26, 2023 additional information.

Mr. Cunningham commented that discussing the types of projects at the CCTA Board, such as the Walnut Creek presentation, would be helpful. Mr. Cunningham further noted that he would reach out to the Sustainability Commission and Committee with the Board of Supervisors, and they might benefit from some of the strategies implemented by the City of Walnut Creek.

Mr. Todd asked where the data came from for the emphasis areas slide came from. Amanda Leahy, noted that those priorities emerged from collision data but that does not mean that there is not interest from the cities in other areas. Ms. Kamalapuram further commented that focusing on the emphasis

areas would likely lead to decreased fatal and severe injury collisions in the affected cities. The information is taken from the Local Roadway Safety plans and the California State Highway Strategic Plan.

Mr. Todd confirmed that the intent of the effort is to meet the SS4A Comprehensive Safety Action Plan requirements and checklist for agencies to be eligible for funding.

Mr. Chen commented that the Clayton City Council has reviewed the information and Clayton's Safety Action Plan is scheduled to be finalized in December and adopted in January. Mr. Chen noted that there is some inconsistency in the emphasis areas for Clayton. Ms. Kamalapuram noted that the emphasis areas for Clayton will be updated once the plan is adopted.

Mr. Todd asked if any other jurisdictions have approved City LRSPs. Ms. Filson commented that the City of Martinez's plan is in progress. Ryan McClain noted that their LRSP exists but is not SS4A compliant. Mr. Cunningham noted that their plan is in the works as well.

7. Committee Updates.

There were not comments from the TAC.

8. Information Items.

There were no comments from the TAC.

9. Member Comments.

There were no comments from the TAC.

10. Adjourn / Next Meeting.

The meeting adjourned at 10:57 a.m. The next regular meeting is scheduled for November 30, 2023.

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TRANSPAC TAC Meeting STAFF REPORT

Meeting Date: November 30, 2023

| | |
|-------------------------------|---|
| Subject: | TRANSPAC APPOINTMENTS TO CCTA COMMITTEES |
| Summary of Issues | TRANSPAC is represented on several Contra Costa Transportation Authority (CCTA) committees. Currently, there are (2) primary and (1) alternate CBAC positions with terms scheduled to expire on 12/31/2023. There is also a vacant primary position on the TCC for the term ending 12/31/25. It is requested that the TAC recommend staff to fill the current and upcoming vacancies and review the current appointments for revisions as needed. |
| Recommendation | Recommend staff to fill the upcoming staff and citizen vacancies on the CBPAC for the term January 1, 2024 - December 31, 2025, and a primary representative on the TCC for the term ending March 31, 2025. Review current appointments for revisions if applicable. |
| Financial Implications | None. |
| Attachments | None. |

Background

Countywide Bicycle and Pedestrian Advisory Committee (CBPAC)

TRANSPAC is represented on the Contra Costa Transportation Authority (CCTA) Countywide Bicycle and Pedestrian Advisory Committee (CBPAC) by one TRANSPAC staff representative (and alternate) and one citizen representative. The purpose of the CBPAC is to advise the CCTA on bicycle and pedestrian issues and to help the CCTA carry out its responsibilities as a sales tax and congestion management agency. The CBPAC responsibilities include overseeing updates to the countywide bicycle and pedestrian Plan and other CCTA policy documents as well as helping to implement policies, to review and provide recommendations on applications for funding for bicycle and pedestrian projects and programs, and to address other bicycle or pedestrian issues facing the CCTA, Contra Costa and the region. The committee is expected to meet 5-6 times a year.

Briana Byrne, (Walnut Creek), is the current primary representative, Lynne Filson (Pleasant Hill), is the current alternate and Scott Simmons is the current citizen representative on the CBPAC for the term ending 12/31/23. Staff seeks appointment recommendations for the next CBPAC term beginning January 1, 2024 through December 31, 2025.

Technical Coordinating Committee (TCC)

TRANSPAC is also represented on the CCTA Technical Coordinating Committee (TCC) by three staff representatives and one alternate from the planning and engineering disciplines. The TCC provides advice on technical matters that may come before the CCTA. Members also act as the primary technical liaison between the CCTA and the RTPCs. The TCC reviews and comments on items including project design, scope, and schedule; provide advice on the development of priority transportation improvement lists for submittal to the Metropolitan Transportation Commission (MTC) for projects proposed under certain federal transportation acts; reviews and comments on the Strategic Plan of the CCTA; reviews and comments on the CCTA Congestion Management Program; reviews RTPC Action Plans and the Countywide Transportation Plan; and reviews and comments on the CCTA Growth Management Plan Implementation Documents. The TCC may also form subcommittees for specific issues and meets approximately ten times a year.

Saravana Suthanthira is one of three current primary representatives appointed to the TCC (Smadar Boardman (Walnut Creek) and Jason Chen (Clayton) are the other primary representatives and Ryan McClain (Pleasant Hill) is the current alternate. Staff have been informed that Ms. Suthanthira is no longer with the City of Concord. Staff seeks a recommendation to fill the primary position on the TCC.

INNOVATE 680 TAC

Ms. Suthanthira is also appointed as a primary staff representative of Concord on the Innovate 680 TAC and this position is now vacant. The INNOVATE 680 TAC serves as the technical advisory body for the INNOVATE 680 Policy Advisory Committee (PAC) concerning the INNOVATE 680 suite of projects.

Staff seeks recommendations to fill the Concord staff primary position on the Innovate 680 TAC.

All recommendations will be forwarded to the TRANSPAC Board for final consideration.

TRANSPAC Appointments to CCTA Committees

| TRANSPAC CBPAC Representatives | | | |
|---|----------------------------|---------------------|-------------|
| Name/City | | Term | |
| Briana Byrne (Walnut Creek) | | (to 12/31/23) | |
| Lynne Filson (Alt) (Martinez) | | (to 12/31/23) | |
| Scott Simmons (Citizen Representative) | | (to 12/31/23) | |
| | | | |
| TRANSPAC TCC Representatives | | | |
| Smadar Boardman (Walnut Creek) | | (to 03/31/25) | |
| Jason Chen (Clayton) | | (to 03/31/25) | |
| Saravana Suthanthira (Concord) Vacant | | (to 03/31/25) | |
| Ryan McClain (Pleasant Hill) (Alt) | | (to 03/31/25) | |
| | | | |
| TRANSPAC INNOVATE 680 PAC Representatives | | | |
| Member | City | Term | |
| Carlyn Obringer | Concord | No term | |
| Mark Ross | Martinez | No term | |
| Sue Noack | Pleasant Hill | No term | |
| Loella Haskew | Walnut Creek | No term | |
| Ken Carlson | Contra Costa County | No term | |
| | | | |
| TRANSPAC INNOVATE 680 TAC Representatives | | | |
| Primary | Alternate | City | Term |
| Saravana Suthanthira Vacant | Abhishek Parikh | Concord | No term |
| Lynne Filson | Ali Hatefi | Martinez | No term |
| Ryan McClain | Ananthan Kanagasundaram | Pleasant Hill | No term |
| Smadar Boardman | Matt Redmond | Walnut Creek | No term |
| Monish Sen | Robert Sarmiento | Contra Costa County | No term |
| TRANSPAC Vision Zero Working Group Representatives | | | |
| Lynne Filson (Martinez) | | | |

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TRANSPAC TAC Meeting STAFF REPORT

Meeting Date: November 30, 2023

| | |
|-------------------------------|--|
| Subject: | 2024 TRANSPAC MEETING CALENDAR |
| Summary of Issues | The TRANSPAC TAC is requested to review the proposed 2024 schedule of meetings for the TRANSPAC Board and TAC. |
| Recommendations | Approve the TRANSPAC Meeting Schedule for 2024 |
| Financial Implications | None |
| Options | Defer the action. |
| Attachment(s) | A. Draft 2024 Meeting Schedule |

TRANSPAC Transportation Partnership and Cooperation

2024 MEETING SCHEDULE

Unless otherwise notified, all meetings will be held at 9:00 A.M. at Pleasant Hill City Hall, Community Room (100 Gregory Lane, Pleasant Hill, California) unless otherwise specified.

TRANSPAC Meetings

Regular meetings are on the second Thursday of every month or as notified. Other meetings as scheduled.

January (No meeting)
February 8
March 14
April 11
May 9
June 13

July 11
August (No meeting)
September 12
October 10
November 14
December 12

TAC Meetings

Regular meetings are on the last Thursday of every month or as notified.

January 25
February 29*
March 28
April 25
May 30*
June 27

July (No Meeting)
August 29*
September 26
October 31*
November 21**
December (No meeting)

* 5th Thursday of the Month

** 3rd Thursday of the Month

TRANSPAC TAC Meeting STAFF REPORT

Meeting Date: November 30, 2023

| | |
|-------------------------------|--|
| Subject: | MEASURE J LINE 20A FUNDS PROGRAM POLICIES – FY 2024/2024 - FY 2025/2026 |
| Summary of Issues | <p>The Contra Costa Transportation Authority (CCTA) Measure J line 20a program provides funds for Transportation Services for Seniors & People with Disabilities in the TRANSPAC area. TRANSPAC is responsible for recommendations on how the Measure J Line 20a funds are to be used in Central County. TRANSPAC last issued a call for projects at the end of 2021 for a two-year cycle and approved a program of projects for FY 2022/2023 and FY 2023/2024 in June 2022. Measure J Line 20a funds are expected to generate about \$1.2 million over the two-year programming period. Staff anticipates presenting a new draft program for approval in June 2024.</p> <p>At the November 9, 2023 meeting, the TRANSPAC Board reviewed the initial Draft Call for Projects package and program policies. It is requested that the TRANSPAC TAC review the final Draft call for projects package and funds program policies which will be forwarded to the TRANSPAC Board for final approval in December.</p> |
| Recommendation | Approve the Draft call for projects and application material for the Measure J Line 20a Program for FY 2024/2025 and FY 2025/2026. |
| Financial Implications | None. |
| Attachment(s) | <ul style="list-style-type: none"> A. Measure J Line 20a Fund Estimate B. DRAFT TRANSPAC Measure J Line20A Application and Policy (FY 2024-2025 & FY 2025-2026) C. MTC Map of Equity Priority Communities (Central County) & Plan Bay Area 2050 Equity Priorities Map D. Measure J TEP Program Description E. Sample CCTA Master Funding Agreement |

Background

The Measure J Expenditure Plan includes a program, line 15: Transportation for Seniors & People with Disabilities. The name generally self-describes the activities that the program

funds. There is an additional program in Measure J, line 20a: Additional Transportation Services for Seniors & People with Disabilities, which provides the TRANSPAC area an additional 0.5% of Measure J revenue for these types of services. TRANSPAC is responsible for recommendations on how the Line 20a funds are to be used.

TRANSPAC typically issues a call for projects for a two-year cycle and approves two-years of programming in June of the even numbered years. TRANSPAC last issued a call for projects at the end of 2021 for a two-year cycle and approved a program of projects for FY 2022/2023 and FY 2023/2024 in June 2022. The previous Line 20A program awarded approximately \$1.2 - million dollars. The Line 20a program fund for FY 2024/2025 and FY 2025/2026 is similarly estimated at \$1.2 million dollars as outlined in the attached fund estimate. The fund estimate projects the revenues and expenses over the proposed two-year period of the program, and includes reserves for cash flow and an “operations/ capital” reserve. The Measure J Line 20A funds are ultimately distributed by the CCTA and all project sponsors will be required to meet the requirements of the CCTA Fund Reimbursement Agreement. Staff anticipates presenting a new draft program for approval in June 2024.

Evaluation Criteria and Fund Program Policies

In preparation for the call for projects, staff presented the last cycles application, policies and evaluation topics for comment and discussion to the TAC and then to the Board. As previously discussed, several topics were explored including defining program priority, maintenance of effort criteria, and equity including prioritizing equity priority communities. In addition, it was agreed to select a scoring committee to review the applications in the Spring. A scoring criteria development committee was also established to determine further equity questions that have been reviewed and are now included in the application under Section 13; Equity.

At the November 9, 2023 TRANSPAC Board meeting the Board reviewed the Draft Call for Projects and application materials and staff made final updates to the Draft including the aforementioned program fund estimate detail.

It is requested that the TAC review the revised Draft policies and application which will be forwarded to the TRANSPAC Board for final approval in December.

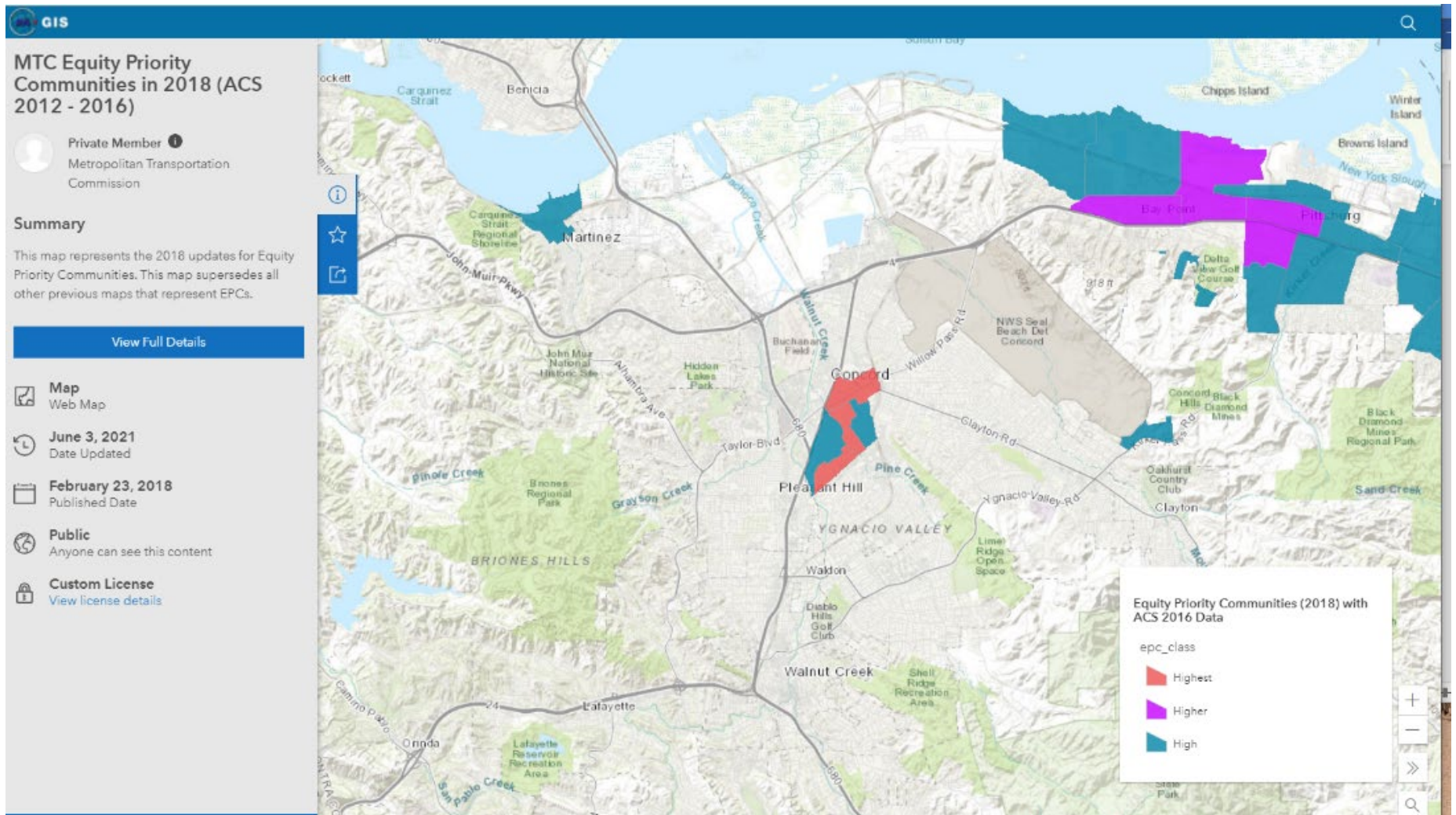
Next Steps/Outreach Efforts

A more detailed programming schedule is outlined below which begins with the Board’s approval of the application material and release of the Call for Projects in December. Staff will distribute the applications via the TRANSPAC distribution list which will notify all TRANSPAC cities, staff, RTPC staff and elected officials. From there, staff will add the material to the TRANSPAC website and will coordinate with CCTA staff to utilize their social media. Staff will also outreach to organizations that have applied in the past and will follow-up with those organizations prior to the application deadline. Staff will also respond to any inquiries and will forward information to any other contacts as desired.

*Anticipated Programming Schedule For
Next Programming Cycle*

| | |
|----------------------|---|
| December 2024 | Approve Call for Projects Application and material (December 14, 2023) Release FY 2024/2025 & FY 2025/2026 (December 15, 2023) |
| January 2024 | Application Workshop (January 9, 2023 - tentative) Applications Due (January 19, 2023) TAC Scoring Committee determined |
| February | Projects Summary – Board Review |
| March | Scoring Committee Meeting/Review |
| April | Review Draft Program (TAC) |
| May 2024 | Review Draft Program (Board) |
| June 2024 | Approve Final Program |

Source: <https://opendata.mtc.ca.gov/maps/MTC::mtc-equity-priority-communities-in-2018-acs-2012-2016/explore?location=37.961568%2C-122.029225%2C12.24>



TRANSPAC Line 20A Program

FUND ESTIMATE

(updated November 17, 2023)

| <i>INITIAL FUND BALANCE</i> | |
|--|------------|
| Carryover Balance | \$ 851,830 |
| Adjustment for Actual Funding Received through FY 22/23* | \$ 77,506 |
| <small>* Prior projected revenue assumption was \$540,000 per year</small> | |
| Adjustment for Projected Funding to be Received through FY 23/24* | \$ 45,000 |
| <small>* Prior projected revenue assumption was \$540,000 per year</small> | |
| <i>TOTAL</i> | \$ 974,336 |
| <i>Program Balance</i> | \$ 974,336 |

| <i>NEW REVENUE PROJECTION</i> | |
|----------------------------------|--------------|
| 2024/2025 - Projected Revenue | \$ 600,000 |
| 2025/2026 - Projected Revenue | \$ 600,000 |
| <i>TOTAL</i> | \$ 1,200,000 |
| <i>Projected Program Balance</i> | \$ 2,174,336 |

| <i>NEW PROGRAMMING</i> | |
|--------------------------------------|--------------|
| 2024/2025 - PROPOSED New programming | \$ 600,000 |
| 2025/2026 - PROPOSED New programming | \$ 600,000 |
| <i>TOTAL</i> | \$ 1,200,000 |

| <i>PROPOSED FUND BALANCE - AFTER PROGRAMMING</i> | |
|--|------------|
| Cash Flow Reserve | \$ 600,000 |
| Operations/Capital Reserve * | \$ 374,336 |
| <small>* Prior analysis indicated \$270,000 reduction of funds collected as a result of the 2008 economic downturn</small> | |
| <i>TOTAL</i> | \$ 974,336 |

2024-2025 and 2025-2026

Call for Projects

TRANSPAC Measure J Line 20a Funds

Additional Transportation Services for Seniors and People with Disabilities

1. **TRANSPAC, the Regional Transportation Planning Committee for Central Contra Costa** is issuing a Call for Projects for Measure J Line 20a funds "*Additional Transportation Services for Seniors & People with Disabilities*" funded through the Measure J Transportation Sales Tax Expenditure Plan approved by Contra Costa voters (in 2004) for the two-year period of FY 2024-2025 and 2025-2026.
2. **Funds will generally be used** in support of transportation services and related capital expenditures for seniors and people with disabilities provided by TRANSPAC jurisdictions and public and private non-profit agencies operating in the TRANSPAC area (map attached). Funds must be spent in a manner consistent with the Contra Costa Transportation Authority's Measure J Program 15 Transportation for Seniors & People With Disabilities¹. Examples of eligible expenditures include but are not necessarily limited to: vehicle purchase/lease/maintenance, mobility management activities, travel training, facilitation of countywide travel and integration with other public transit.
3. **According to Measure J**, in years when revenues have declined from the previous year, funds may be used for supplemental, existing, additional or modified service for seniors and people with disabilities; in years where funding allows for growth in service levels, these funds would be used for service enhancements for seniors and people with disabilities. TRANSPAC will determine if the use of funds proposed by operators meets these guidelines for the allocation of these funds.
4. **Eligible Applicants**: TRANSPAC jurisdictions, public non-profit and private non-profit transportation service agencies, duly designated by the State of California and operating in TRANSPAC area in Central Contra Costa may submit application(s) for operating funds for transportation services and/or capital funding projects necessary to continue and/or support existing services for the proposed twenty-four (24) month period. Transportation services and projects must directly benefit seniors and disabled residents of Central Contra Costa (Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek, and Unincorporated Central Contra Costa County). Please see attached map.

¹ Full program description is available in the Measure J Sales Tax Expenditure Plan:
<https://ccta.net/wp-content/uploads/2018/10/5297b121d5964.pdf>

5. **Funding Available:** The total funding available for this two-year grant/project period is estimated to be \$1,200,000 (\$600,000 annually).
6. **Evaluation Criteria:** Applications will be evaluated on the following criteria which should be addressed in the grant application:
 - Proposed service fills an identified gap in transportation/transit network.
 - Proposed service complements the transportation services provided by the County Connection LINK Americans with Disabilities Act paratransit service.
 - Does the proposal include any service coordination efforts with other accessible or fixed route transit operations, use of mobility management services, etc.
 - The costs of operations relative to the cost of the LINK Paratransit service
 - Per Revenue Hour
 - \$81.41 (FY 2022/2023)
 - Per Passenger
 - \$75.18 (FY 2022/2023)
 - Is the service currently being funded by the 20a program?
 - Demonstration of the capacity, commitment, and funding strategy to continue service beyond the grant period.
 - Though matching funds are not required, providing matching funding and leveraging other fund sources will be viewed favorably.
 - Consider multiple equity factors of the proposed service to be provided in the TRANSPAC Subregion (see equity priority area map on page 20-21).

Specific services may be evaluated based on prior pilot program information (such as transportation network company (TNC) service).

7. **Applications:** Applicants are required to complete the attached application form and may attach additional information in support of the application. The TRANSPAC Board will request application review and a program recommendation from TRANSPAC TAC. The TRANSPAC Board will make funding recommendations to Contra Costa Transportation Authority (CCTA) and request allocation action(s).
 - a. Applications should be mailed, or emailed (preferred, pdf format), to:
Matt Todd, Managing Director
1211 Newell Avenue, Suite 200
Walnut Creek, CA 94596
matt@graybowenscott.com
 - b. **Applications must be received by 3:00 pm on Friday, January 19, 2024.**
 - c. Electronic copies of the application will be available by download or email. Please contact Tiffany Gephart, Board Clerk, at tiffany@graybowenscott.com for the electronic version.

- d. Late applications will not be accepted.
8. **Contra Costa Transportation Authority Allocation Process:** Successful applicants will be required to execute a Funding Agreement with the CCTA within 120 days of the fund program approval and must comply with all of its requirements (see sample Master Agreement attached), including, but not limited to, audits, compliance with the Measure J Expenditure Plan as it pertains to the project, insurance (see attachment section 1.9 of sample master agreement insurance requirements), indemnification, and reporting. Pursuant to CCTA policies and procedures established in the Funding Agreement referenced above, project sponsors will be reimbursed for eligible, documented expenses pursuant to the approved program/project budget and scope, schedule and/or project description.
9. **Reports to TRANSPAC and the Contra Costa Transportation Authority:** First and second year grantees will be required to report on a quarterly basis to TRANSPAC and/or the CCTA on the transportation services and related capital projects funded through this Call for Projects. For grantees with two years of 20a grant funding history, the reporting requirement is semi-annually contingent upon no issues identified by TRANSPAC or CCTA.

TRANSPAC

Transportation Partnership and Cooperation

Applications must be received by

3:00 pm on Friday, January 19, 2024.

Applications may be emailed to

Matt Todd, Managing Director at:

matt@graybowenscott.com

| |
|---|
| <p>APPLICATION Call for Projects TRANSPAC Measure J Line 20a Funds Additional Transportation Services for Seniors and People with Disabilities</p> |
|---|

-Additional information may be included as attachments

-Please provide clear and concise responses that address the application question

-Fiscal Year (FY) is defined as July 1 to June 30

APPLICATION INFORMATION

Contact Information

Project Title

Name of Agency

Primary Contact Name

Street Address

City, State, Zip

Phone

Email Address

I certify that the information contained in this application is true and complete to the best of my knowledge.

Signature of Responsible Party ² _____ Date _____

² First and second year nongovernmental grantees must have their Board of Directors authorize or approve the grant application by February 8, 2023. Authority for subsequent grant applications and reporting may be delegated to the agency executive officer.

Project Title _____

**Please provide clear and concise responses that address the application question.
If your organization provides more than one transportation program, please provide responses for each program component as needed.**

1. Overall Program

(Provide an overview of your agency, mission, overall services provided, and section of the IRS code your non-profit operates under)

2. Transportation Program/Project/Service

- a. Name of the Program, Project, or Service
(specific component of the funding request)
- b. Eligibility requirements to use Program, Project, or Service
- c. Include program boundaries such as trip caps, dollar caps, max subsidy, etc.
- d. Service area boundaries and common trip origins and/or destinations
- e. Days and hours of operation
(include frequency if applicable)

3. Is this a request for continuing or expanding existing service funded by Line 20a funding?

If the answer is “yes”, please provide:

- The date of first expenses reimbursed by Measure J, and
- The date of the last progress report submitted and the period reported on (and attach the progress report)

4. Please review the minimum insurance requirements required to enter into a grant agreement with the Contra Costa Transportation Authority (see section 1.9 of the Sample Master Agreement) Is the agency able to meet the minimum insurance requirements of the granting agency?

OPERATIONAL INFORMATION

(information regarding service requesting funding for)

5. Type of service.

6. Purpose and need of service.

7. Provide a brief description (125 words or less) of the service to be provided. Please note: this section **is required** even if your program is described elsewhere in the application. This description will be used for other program documentation purposes (i.e. in project funding agreement).

8. Describe:
 - a. Eligibility requirements as well as who uses the program and relevant policies and guidelines for the service;
 - b. The benefit of the proposed services to the public;
 - c. How the proposed service fills an identified gap in transportation/transit network; and/or how the service complements the County Connection LINK Americans with Disabilities Act paratransit service.
 - d. Do the users of the program also use the LINK service (i.e. eligible and use the service, are eligible but do not use the service, are not eligible for the LINK service)?
 - e. Describe the provision of any components of the Line 20a Grant funded service that would be above and beyond a trip provided by the LINK service?
 - f. Please indicate which descriptions apply to the service provided (can select more than one)

 On Demand Curb to Curb Service
 On Demand Door to Door Service
 On Demand Door through Door Service
 Service focused on a common destination or program – Curb to Curb
 Service focused on a common destination or program – Door to Door
 Service focused on a common destination or program – Door through Door
 Fixed-Route Service
 Volunteer Driver Service
 Regularly Prescheduled Trips to a Program
 Service Provided by a TNC Taxi

Please include any additional information or suggest different description as required:

g. Please indicate which cities your transportation program serves.

- Clayton
- Concord
- Martinez
- Pleasant Hill
- Walnut Creek
- Unincorporated Contra Costa County

9. Describe any efforts to coordinate services or other resources with other transportation providers or mobility management organizations (including software programs) or why you do not share resources with other agencies.

10. How does your program help implement the development of the goals of the Accessible Transportation Strategic Plan Task Force?

11. Provide information regarding fleet description, driver training, and other support provisions for the service (i.e., maintenance, dispatch).

12. Provide a breakdown of expected trip origins and destinations (by community) and types of destinations. Include information about trips and if they are within the TRANSPAC area or involve areas outside of the TRANSPAC area (or other transit service areas). Trip origin/destination information by city/zip code is also requested. Include the basis of the assumption (i.e., based on past period of service or other).

13. Equity

Is the proposed program or project an origin-destination transportation service? If no (i.e. travel training, capital improvement project, etc), skip to question 13.e.

a. What percentage of individuals served are completely dependent on the proposed transportation program or service?

- b. If the transportation program or service was not available, how would the users be impacted by the loss of service. Or if this service does not currently exist how are people making these trips now.
 - c. If the proposed transportation program or service is new, how are target users completing trips currently?
 - d. Percentage of users that can't afford to pay for the service.
 - e. Provide information about trips provided that serve areas identified as Equity Priority Communities by MTC (see page 20-21 of the call for projects package).
14. Provide information about the capacity of the service and if there are any constraints to providing service (i.e., such as waitlists).
15. Describe impacts COVID-19 and the resulting guidance and limitations on group gatherings and public distancing has had on the existing service as well as how it is expected to impact you program in the future, and how it will be accounted for in the proposed funding period.
16. Describe the agency approach and strategy to continue the operation of the service beyond the Line 20a funding grant period.

Please provide the information requested below. If your organization provides more than one transportation program, provide the information in tables for each program component.

| | Last 12 Month Period | | Projected for | |
|--|--|--------|--|--------|
| | (Assume Calendar Year 2023; or specify other time period below) | | FY 2024/2025 (7/1 to 6/30) | |
| | Monthly Avg | Annual | Monthly Avg | Annual |
| Number of individuals served by the transportation program | | | | |
| Number of unique individuals served over the period | N/A | | N/A | |
| Number of unique individuals in TRANSPAC area of Contra Costa County | N/A | | N/A | |

* Please only include unique individuals served by the funded project/program.

** For example, if your program provided 10 people a total of 100 trips over the reporting period, the program has 10 unique individuals served over the period. If 2 of the people reside in Lafayette, 4 in Walnut Creek, and 4 in Concord, then there are 8 unique individuals in the TRANSPAC area.

*** TRANSPAC area of Contra Costa County includes Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek, and the unincorporated areas within Central County (see map at <https://transpac.us/>).

| | Last 12 Month Period | | Projected for | |
|--|-------------------------------------|--------|----------------------|--------|
| | (Assume Calendar Year 2023; or | | FY 2024/2025 | |
| | specify other time period below) | | (7/1 to 6/30) | |
| | Monthly Avg | Annual | Monthly Avg | Annual |
| Trips provided (one-way trips) | | | | |
| Number of total one-way passenger trips provided by the program | | | | |
| Number of one-way passenger trips provided by the program entirely in Central County (i.e. origin and destination within Central County) | | | | |
| Number of one-way passenger trips provided by the program with either the origin or destination in Central County | | | | |
| Number of one-way passenger trips provided by the program with neither the origin or destination in Central County | | | | |
| Number of vehicle trips provided by the program that included more than one passenger being transported | | | | |

* For example, if your program has provided 10 people a total of 40 round trips and 20 one way trips, a total of 100 one way trips should be reported for the reporting period.

** One way trips provided entirely within TRANSPAC area of Contra Costa County (see map at <https://transpac.us/>) regardless of the residence of the individual can be included in the second row of the table.

*** Number of vehicle trips information example – Passenger A is picked up at a location 1, Passenger B is picked up at location 2, Passenger A and B are dropped of at location 3. This is an example of a share vehicle trip.

| | Last 12 Month Period (Assume Calendar Year 2023; or specify other time period below) | | Projected for FY 2024/2025 (7/1 to 6/30) | |
|---|--|--------|--|--------|
| | Monthly Avg | Annual | Monthly Avg | Annual |
| Vehicle Hours of service provided | | | | |
| Number of total vehicle hours of service provided | | | | |
| Number of vehicle hours of service provided in TRANSPAC area of Contra Costa County | | | | |

See map at <https://transpac.us/> for TRANSPAC area of Contra Costa County.

- Please describe how a vehicle service hour is defined
(i.e. leave garage / return to garage, first pick up / last drop off, if includes wait times)

Expenses

- Cost of Line 20a Grant funded transportation program in (include direct costs of the service including (but not limited to) maintenance, administrative, and dispatching):
 - a. Last 12 Month Period: Calendar Year 2023
 - b. Projection for FY 2024/25

| | Last 12 Month Period (Assume Calendar Year 2023; or specify other time period below) | | Projected for FY 2024/2025 (7/1 to 6/30) | |
|---------------------|--|--|--|--|
| | Annual Avg | | Annual Avg | |
| Cost | | | | |
| Per hour of service | N/A | | N/A | |
| Per passenger trip | N/A | | N/A | |

* Cost of Line 20a Grant funded Transportation Program divided by the Number of total vehicle service hours of service provided

** Cost of Line 20a Grant funded Transportation Program divided by the Number of total one way passenger trips provided

- Other information - Please provide additional information if projected service has a substantial variance from past operations.

Program Schedule

- Include expected initiation of service and duration of services to be provided.
 - Please note this is different information requested from the service days and hours of operation.
- Include milestones needed to be achieved to initiate new programs (applications for new services are anticipated to require more detail in this section of the application, with detail about milestones needed to prepare and implement the new service)
- If your organization provides more than one transportation program, provide the information segregated for each program component.
- All programs should at minimum include service starts and service ends for the period of the grant funded service.
- Add lines as needed.

TABLE 2

| Milestone | Date (month/year) |
|-----------|----------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Funding Sources for the Proposed Program

- If your organization provides more than one transportation program, provide the information segregated for each program component.
- Add lines as needed.

TABLE 3

| Funding Source | (\$) | | | Percent of Funding |
|------------------------------|----------|----------|-------|--------------------|
| | FY 24/25 | FY 25/26 | TOTAL | |
| Line 20a funds | | | | |
| Fare Revenue (if applicable) | | | | |
| Others | | | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL | | | | |

Expenditure budget for the Proposed Program

- Detail the total expenses for the project period by budget line-item detail and the amount of Line 20a funds that will be used for the budget line item. If you are applying for funding for multiple project components (such as a TNC program with separate shuttle service), include separate projected project costs for each independent component using the additional tables below. Contact TRANSPAC staff if you have any questions.
- The Total of the Budget Line Items should match the Total Funding Sources detailed above.
- The Total Line 20a funds should match the grant request amount.
- If your organization provides more than one transportation program, it may be appropriate to provide the information segregated for each program component.
- Add lines as needed.

TABLE 4

| Program:[] Budget Line Item Description | (\$) | | | Amount of Line 20a Funds |
|---|----------|----------|-------|--------------------------------|
| | FY 24/25 | FY 25/26 | TOTAL | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL | | | | |

TNC Programs

| Program:[] Budget Line Item Description | (\$) | | | Amount of Line 20a Funds |
|--|----------|----------|-------|--------------------------------|
| | FY 24/25 | FY 25/26 | TOTAL | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL | | | | |

Total Budget (i.e., of the Overall Agency) _____

Total Transportation Program Budget _____

Percentage of Budget Agency Transportation
Program Represents _____

Percentage of Budget this Specific Grant Funded
Program Represents _____

Provide additional information if the projected expenditure of the line 20a funds over FY 2024/25 and FY 2025/26 are not proposed to be balanced over the two-year period.

DRAFT

Capital Projects: Description of related capital project(s) for which funding is sought.

(Capital project funding requests will be considered as stand alone requests. Capitol project funding requests require the General and Operational project information to also be completed)

17. Purpose /Goal of Capital Project

18. Project Description: type, location, service life

19. Describe the benefits of the proposed capital project to the general public and/or the public transportation system

Schedule of Capital Procurement milestones

- Include milestones needed to be achieved in advance of purchase.
- Include milestone when equipment would begin service.
- Add lines as needed.

| Milestone | Date (month/year) |
|-----------|-------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Funding Sources for the Capital Project

- Add lines as needed

TABLE 5

| Funding Source | (\$) | | | Percent of Funding |
|----------------|----------|----------|-------|--------------------|
| | FY 24/25 | FY 25/26 | TOTAL | |
| Line 20a funds | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL | | | | |

Expenditure budget for Capital Project

- Detail the total expenses for the Capital Project by budget line item detail and the amount of Line 20a funds that will be used for the budget line item
- The Total of the Budget Line Items should match the Total Funding Sources detailed above
- The Total Line 20a funds should match the grant request amount
- Add lines as needed.

TABLE 6

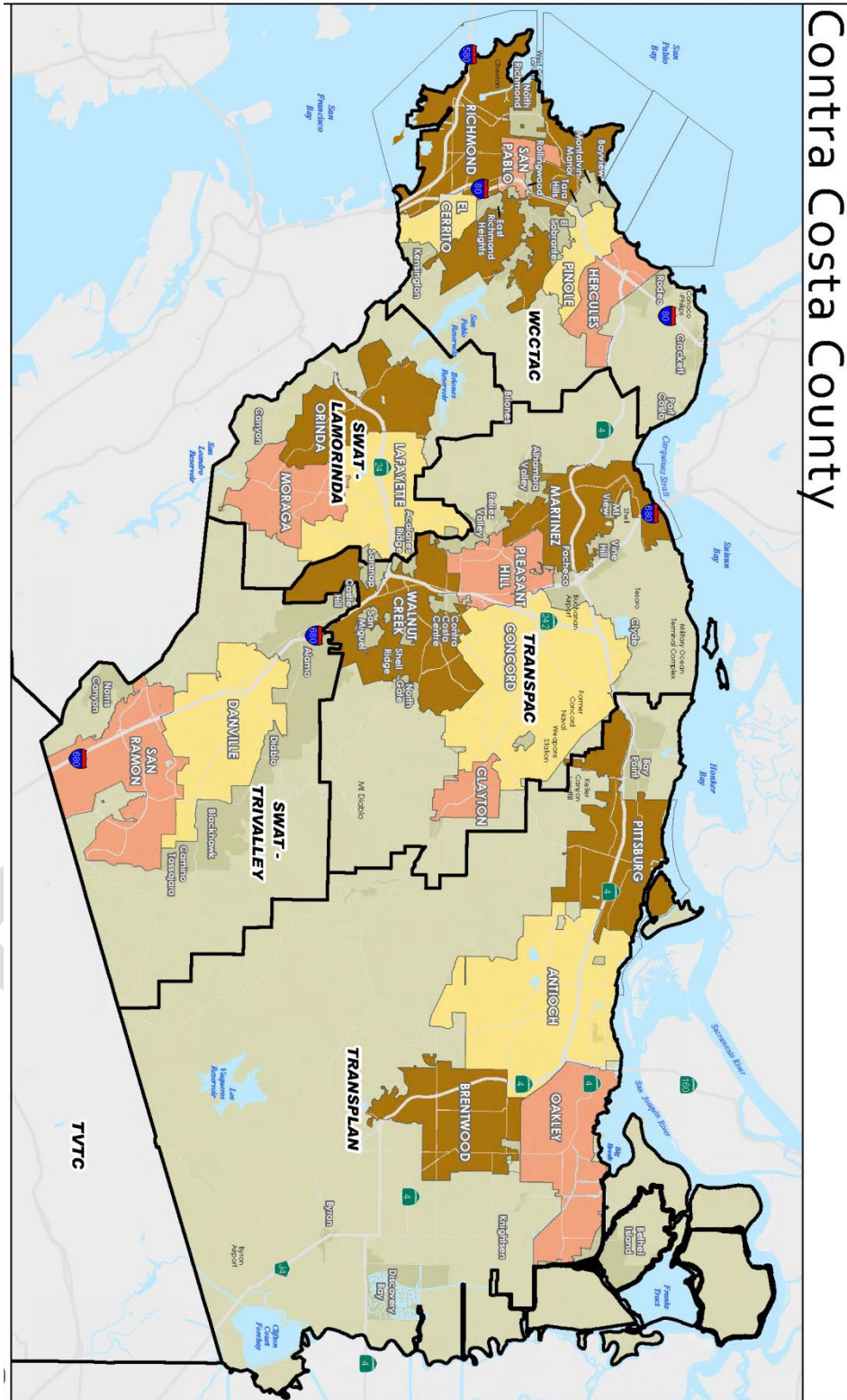
| Budget Line Item Description | (\$) | | | Amount of Line 20a Funds |
|---------------------------------|----------|----------|-------|--------------------------------|
| | FY 24/25 | FY 25/26 | TOTAL | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL | | | | |

MAP OF SERVICE AREA

Describe AND attach a map of your service area. Services must be provided in Central Contra Costa (Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek, Unincorporated Central Contra Costa County)

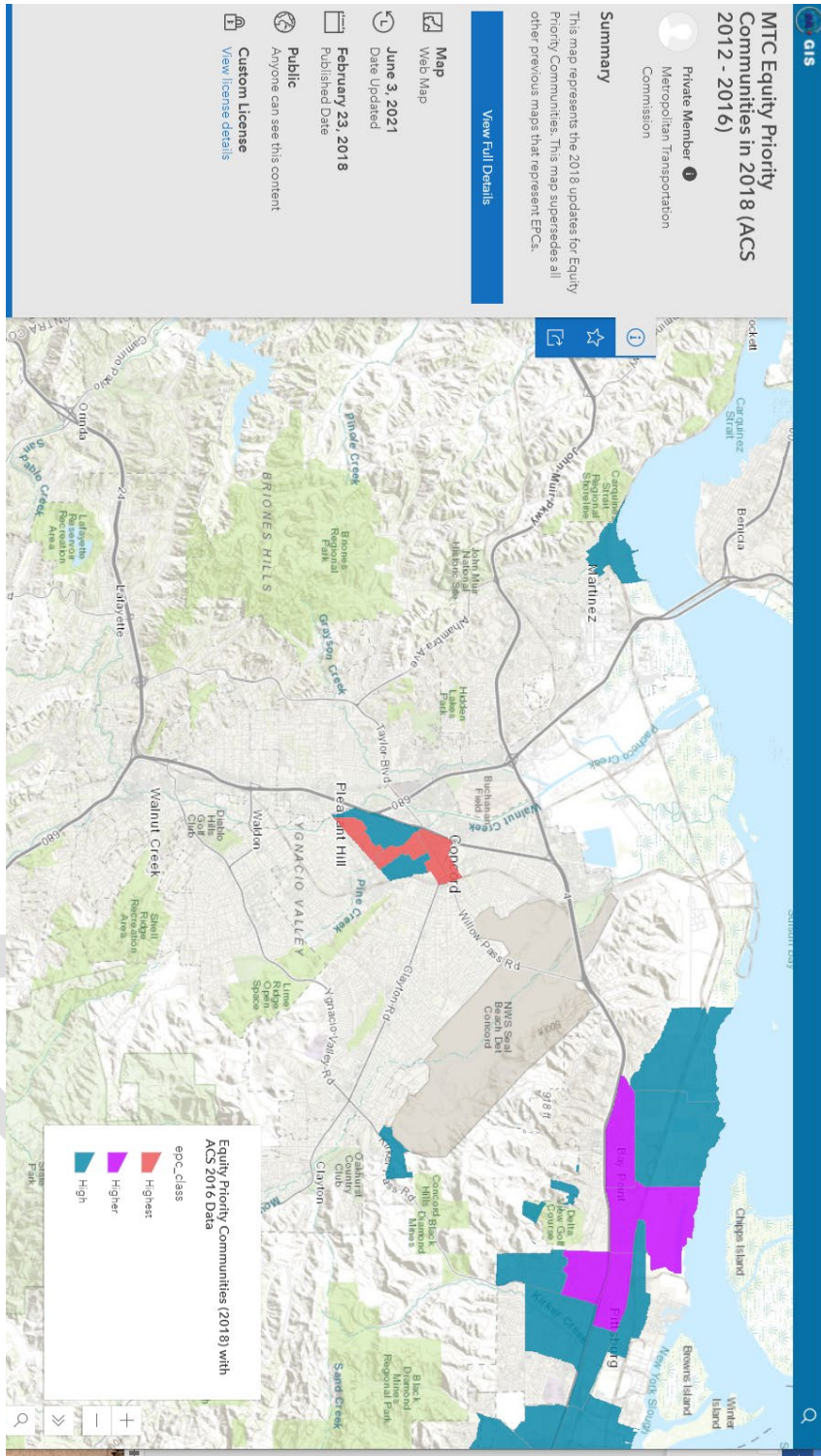
DRAFT

TRANSPAC Area Map

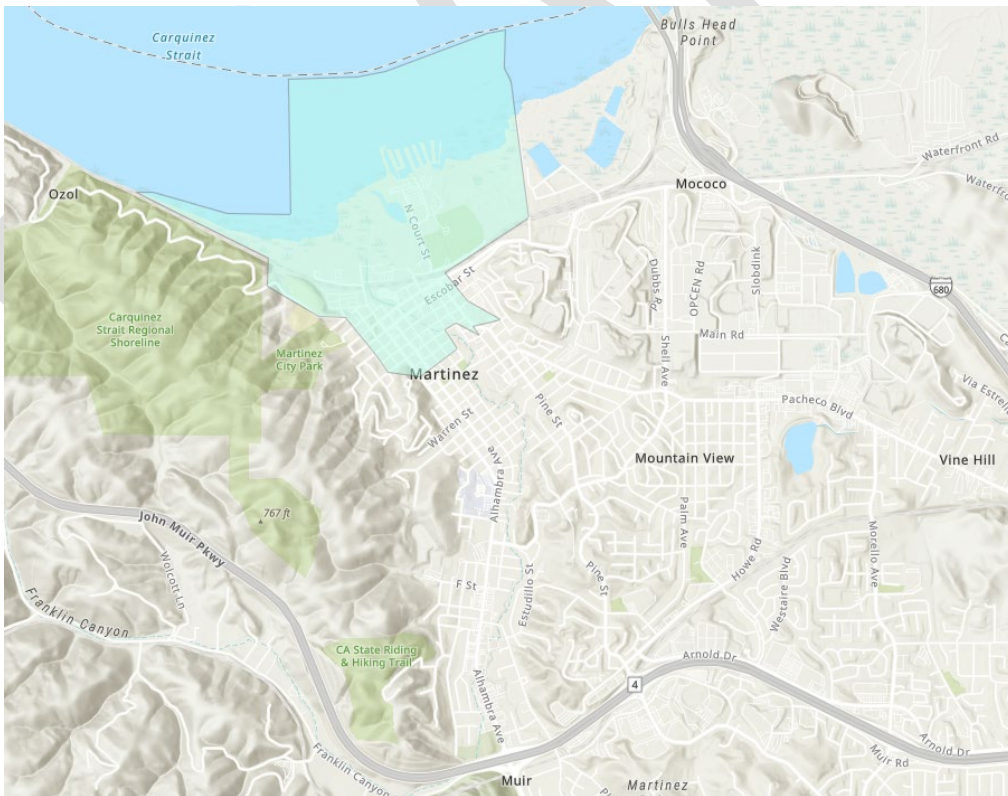
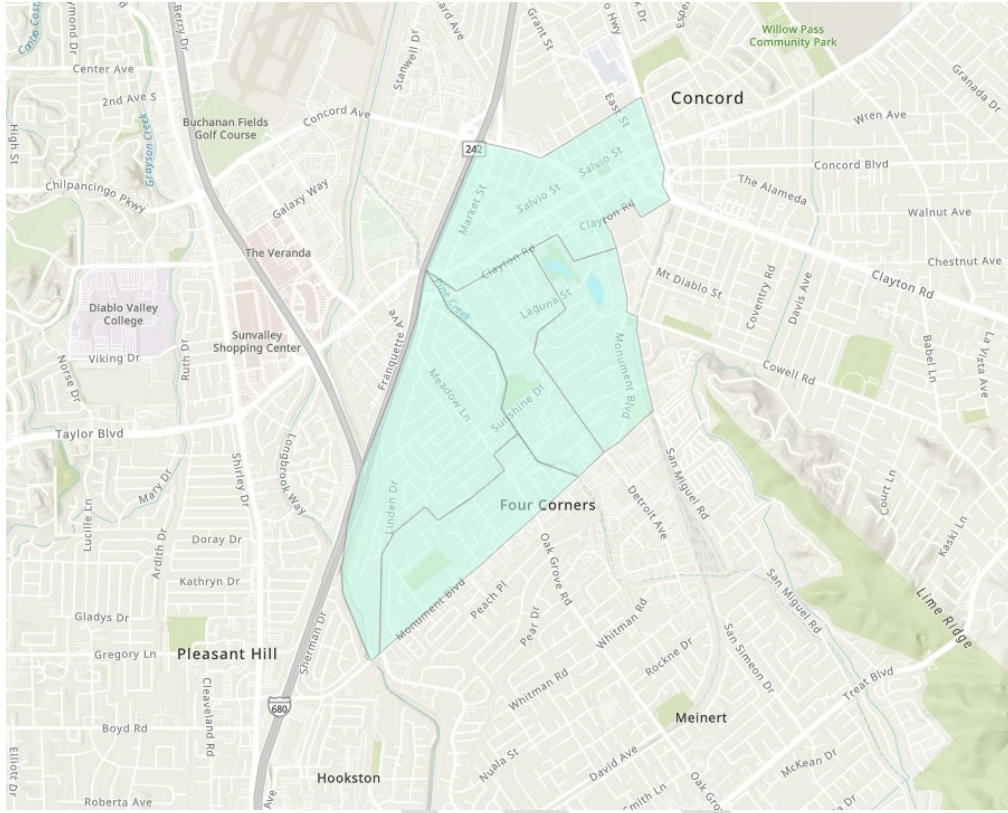


Contra Costa County

Equity Priority Community Maps



Source: <https://opendata.mtc.ca.gov/maps/MTC:mtc-equity-priority-communities-in-2018-acs-2012-2016/explore?location=37.961568%2C-122.029225%2C12.24>



TRANSPAC 20A Program Grant Progress Report FY 2024/2025

**TRANSPAC Measure J Line 20a Funds
Progress Report for
July 1, 2024, to June 30, 2025
Period**

Please provide the information requested in this Progress Report for your grant funded services / project.

| Project Name | Sponsor | Funds Approved |
|---------------------|---------------------|-----------------------|
| Sample Project | Sample Organization | \$XXX,XXX |

Please complete the attached progress report form for the period of July 1, 2024, to June 30, 2025.

Progress reports should be emailed to:

Tiffany Gephart, TRANSPAC Clerk
tiffany@graybowenscott.com

Please submit the Progress report for the period from July 1, 2024 to June 30, 2025 by [Date].

Name of Agency:

Line 20a Grant Funded
Project Name:

Amount of Grant:

Supplemental
Progress Report Period: 7/1/24 – 6/30/25

TRANSPAC 20A Program Grant Progress Report FY 2024/2025

Primary Project Contact

Name:

Phone:

Email:

Contact Information for who completed this progress report (if different from above)

Name:

Phone:

Email:

DRAFT

TRANSPAC 20A Program Grant Progress Report FY 2024/2025

Reporting Data

- 1. Summary of activities/services/impact made possible by grant funds** (Please also include a summary of any variances of activities/services/impacts that resulted from the impact of COVID-19 if applicable).

- 2. Line 20a Grant funded program number of unique individuals served - Input number of individuals served in the attached spreadsheet (see instructions at the end of the document). Please answer narrative questions below.**
 - a. If the information requested is not available, please input N/A in the spreadsheet and explain here:
 - b. If applicable, provide information regarding variances in program offerings from initial application assumptions.

- 3. Line 20a Grant funded program number of trips provided - Input trip information in the attached spreadsheet (see instructions at the end of the document). Please answer narrative questions below.**
 - a. If the information requested is not available, please input N/A in the spreadsheet and explain here:
 - b. If applicable, provide information regarding variances in program offerings from initial application assumptions.

- 4. Line 20a Grant funded program vehicle hours of service provided - Input vehicle hours in the attached spreadsheet (see instructions at the end of the document). Please answer narrative questions below.**
 - a. Please describe how a vehicle service hour is defined.
 - b. If the information requested is not available, please input N/A in the spreadsheet and explain here:
 - c. If applicable, provide information regarding variances in program offerings from initial application assumptions.

- 5. Expenses - Input expenses in the attached spreadsheet (see instructions at the end of the document). Please answer narrative questions below.**
 - a. If the information requested is not available, please input N/A in the spreadsheet and explain here:
 - b. If applicable, provide information regarding variances in program offerings from initial application assumptions.

TRANSPAC 20A Program Grant Progress Report FY 2024/2025

6. **Line 20a Grant funded program vehicle service costs. Note: the cost per hour of service and cost per trip will be calculated automatically in the attached spreadsheet (see instructions at the end of this document for detail on how costs are calculated). Please answer narrative questions below.**
 - a. If the information requested is not available, please input N/A in the spreadsheet and explain here:
 - b. If applicable, provide information regarding variances in program offerings from initial application assumptions.

7. **Trip Characteristics. Input trip characteristics in the attached spreadsheet (see instructions at the end of the document). Please answer narrative questions below.**
 - a. Please list common destinations for trips within Central County.
 - b. Please list common destinations for trips outside of the TRANSPAC area (if applicable). (See map at <https://transpac.us/> for TRANSPAC area of Contra Costa County)
 - c. Please list common trip destinations that cross transit service areas (i.e. that serve areas outside the County Connection service area).
 - d. If the information requested is not available, please input N/A in the spreadsheet and explain here:
 - e. If applicable, provide information regarding variances in program offerings from initial application assumptions.

8. **Line 20a Grant funded program characteristics (at the end of the progress report period):**
 - a. Please describe the current capacity of your program.
 - b. Please describe waitlist status and/or other program needs, barriers, etc.

9. **First and Second Year Grantees - please attach drivers log or other substantiation of trips/routes. Subsequent year grantees must retain records for 3 years.**

10. **Please list any coordination activities with other transportation providers or mobility management functions (for example, sharing resources such as vehicles or facility space).**

TRANSPAC 20A Program Grant Progress Report FY 2024/2025

| |
|--------------|
| Instructions |
|--------------|

Question 1: Overview

- Please provide a general description of your program and operations funded by the Measure J, Line 20a grant program. If there were no COVID-19 impacts in FY 2022-2023, please state so.

Question 2: Individuals Served

- **Individuals Served (annual and monthly):** Please only include unique individuals served by the funded project/program.
- **All Individuals:** if your program provided (10) people with a total of 100 trips over the reporting period, the program has (10) unique individuals served over the period.
- **Individuals within TRANSPAC:** If (2) of the people reside in Lafayette, (4) in Walnut Creek, and (4) in Concord, then there are (8) unique individuals in the TRANSPAC area. The TRANSPAC area of Contra Costa County includes Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek, and the unincorporated areas within Central County (see map at <https://transpac.us/>).

Question 3: Trips

- Enter annual and monthly trips for each section.
- **One-way passenger trips:** If your program has provided 10 people a total of 40 round trips (or 80 one-way trips) and 20 one-way trips, a total of 100 one-way trips should be reported for the reporting period.
- **One-way trips where origin AND destination are entirely within TRANSPAC:** (see map at <https://transpac.us/>) regardless of the residence of the individual, these trips can be included.
- **One-way trips where origin OR destination is within TRANSPAC:** If the origin of the trip is outside of TRANSPAC but the end destination is within TRANSPAC or visa versa, those trips can be counted in this section.
- **One-way trips with more than one passenger:** Passenger A is picked up at a location 1, Passenger B is picked up at location 2, Passenger A and B are dropped of at location 3. This is an example of a shared vehicle trip.

TRANSPAC 20A Program Grant Progress Report FY 2024/2025

Question 4: Vehicle Hours

- **Vehicle hours monthly and annual ALL:** Input the annual and monthly vehicle hours of service provided in FY 2022-2023 for all trips.
- **Vehicle hours monthly and annual TRANSPAC:** Input the annual and monthly vehicle hours of service provided in the TRANSPAC area of central county (see map at <https://transpac.us/>).

Question 5: Program Expenses

- Projected expenses should reflect what was reported in the initial grant application.
- Projected, Actual expenses as well as Line 20a funds expended should be for the period July 1, 2022 through June 30, 2023.

Question 6: Trip Costs

- **Cost per hour of service:** This will be calculated automatically (annual cost of the transportation program divided by the number of total vehicle hours of service provided).
- **Cost per passenger trip:** This will be calculated automatically (annual cost of the transportation program divided by the number of total one-way passenger trips provided).
- If there is a discrepancy between the excel calculations and your actual costs, please explain in question 6.

Question 7: Trip characteristics

- **Total ADA Participants:** Input how many program participants are certified to use ADA Paratransit services (i.e. County Connection LINK Paratransit).
- **Total Participants from TRANSPAC area:** How many ADA participants are from the TRANSPAC area?
- **One-way trips for ADA Participants:** How many one-way trips does your service provide for any/all ADA participants?
- **One-way trips for ADA Participants (TRANSPAC Area):** How many one-way trips does your service provide for ADA participants within the TRANSPAC area (see map at <https://transpac.us/>)?

Operations

- **Days of Operation:** e.g. Monday-Friday
- **Hours of Operation:** e.g. 24/7, 9am-5pm, etc. If hours vary by day please input that information, e.g. Monday -Friday 9-5, Saturday-Sunday 10-4.

Questions 8-10: Instructions for questions 8-10 are outlined in their respective sections.

EQUITY PRIORITY COMMUNITIES

AMERICAN COMMUNITY SURVEY 2014-2018

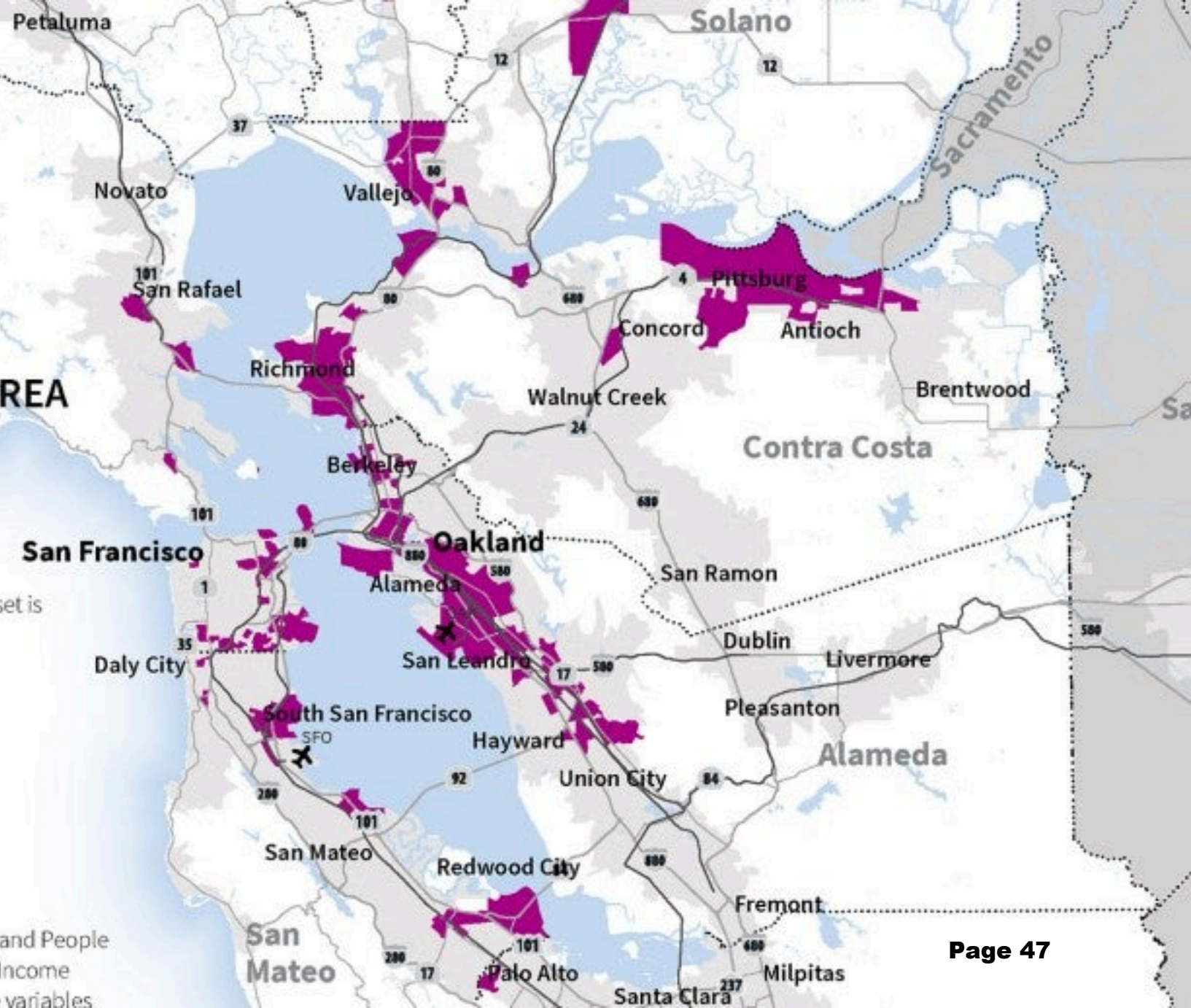
TRACTS WITHIN URBANIZED AREA



The Equity Priority Communities (tract geography) dataset is based upon eight demographic variables:

1. People of Color (70% threshold)
2. Low-Income (28% threshold)
3. Limited English Proficiency (12% threshold)
4. Seniors 75 Years and Over (8% threshold)
5. Zero-Vehicle Households (15% threshold)
6. Single Parent Families (18% threshold)
7. People with a Disability (12% threshold)
8. Rent-Burdened Households (14% threshold)

If a tract exceeds both threshold values for Low-Income and People of Color shares OR exceeds the threshold value for Low-Income AND also exceeds the threshold values for three or more variables



MEASURE J TRANSPORTATION SALES TAX EXPENDITURE PLAN

15 *Transportation for Seniors & People With Disabilities*..... 5% (\$100 million)

Transportation for Seniors & People With Disabilities or “Paratransit” services can be broadly divided into two categories: (1) services required to be provided by transit operators under the Americans with Disabilities Act (ADA) to people with disabilities; and (2) services not required by law but desired by community interests, either for those with disabilities beyond the requirements of the ADA (for example, extra hours of service or greater geographic coverage), or for non-ADA seniors.

All current recipients of Measure C funds will continue to receive their FY 2008–09 share of the “base” Measure C allocation to continue existing programs if desired, subject to Authority confirmation that services are consistent with the relevant policies and procedures adopted by the Authority. Revenue growth above the base allocations will be utilized to expand paratransit services and providers eligible to receive these funds.

Paratransit funding will be increased from the current 2.97% to 3.5% of annual sales tax revenues for the first year of the new program, FY 2009–10. Thereafter, the percentage of annual sales tax revenues will increase by 0.10 % each year, to 5.9% in 2034 (based on a 25-year program). In 2003 dollars, this averages to 4.7% over the life of the program, which has been rounded to 5% to provide some flexibility and an opportunity to maintain a small reserve to offset the potential impact of economic cycles. The distribution of funding will be as follows:

- West County paratransit program allocations will start at 1.225% of annual sales tax revenues in FY 2009–10, and grow by 0.035% of annual revenues each year thereafter to 2.065% of annual revenues in FY 2033–34. (An additional increment of 0.65% of annual revenues is available for West County under its subregional program category.) In addition to the current providers, paratransit service provided by AC Transit and BART (East Bay Paratransit Consortium) in West County is an eligible recipient of program funds.
- Central County paratransit program allocations will start at 0.875% of annual sales tax revenues in FY 2009–10 and grow by 0.025% of annual revenues each year thereafter to 1.475% of annual revenues in FY 2033–34. (An additional increment of 0.5% of annual revenues is available for Central County under its subregional program category.)
- Southwest County paratransit program allocations will start at 0.595% of annual sales tax revenues in FY 2009–10 and grow by 0.017% of annual revenues each year thereafter to 1.003% of annual revenues in FY 2033–34.

MEASURE J TRANSPORTATION SALES TAX EXPENDITURE PLAN

- East County paratransit program allocations will start at 0.805% of annual sales tax revenues, and increase by 0.023% of annual revenues thereafter to 1.357% of annual revenues in FY 2033–34.

Transportation for Seniors & People with Disabilities funds shall be available for (a) managing the program, (b) retention of a mobility manager, (c) coordination with non-profit services, (d) establishment and/or maintenance of a comprehensive paratransit technology implementation plan, and (e) facilitation of countywide travel and integration with fixed route and BART specifically, as deemed feasible.

Additional funding to address non-ADA services, or increased demand beyond that anticipated, can be drawn from the “Subregional Transportation Needs Funds” category, based on the recommendations of individual subregions and a demonstration of the financial viability and stability of the programs proposed by prospective operator(s).

16 Express Bus..... 4.3% (\$86 million)

Provide express bus service and Bus Rapid Transit (BRT) service to transport commuters to and from residential areas, park & ride lots, BART stations/transit centers and key employment centers. Funds may be used for bus purchases, service operations and/or construction/management/operation of park & ride lots and other bus transit facilities. Reserves shall be accumulated for periodic replacement of vehicles consistent with standard replacement policies.

17 Commute Alternatives..... 1% (\$20 million)

This program will provide and promote alternatives to commuting in single occupant vehicles, including carpools, vanpools and transit.

Eligible types of projects may include but are not limited to: parking facilities, carpooling, vanpooling, transit, bicycle and pedestrian facilities (including sidewalks, lockers, racks, etc.), Guaranteed Ride Home, congestion mitigation programs, SchoolPool, and clean fuel vehicle projects. Program and project recommendations shall be made by each subregion for consideration and funding by the Authority.

18 Congestion Management, Transportation Planning, Facilities and Services..... 3% (\$60 million)

Implementation of the Authority’s GMP and countywide transportation planning program; the estimated incremental costs of performing the Congestion Management Agency (CMA) function currently billed to local jurisdictions; costs for programming federal and state funds; project monitoring; and the facilities and services needed to support the Authority and CMA functions.

Subregional Projects and Programs

The objective of the Subregional Projects and Programs category is to recognize the diversity of the county by allowing each subregion to propose projects and programs critical to addressing its local transportation needs. There are four subregions within Contra Costa: Central, West, Southwest and East County, each represented by a Regional Transportation Planning Committee (RTPC). Central County (the TRANSPAC subregion) includes Clayton, Concord, Martinez, Pleasant Hill, Walnut Creek and the unincorporated portions of Central County. West County (the WCCTAC subregion) includes El Cerrito, Hercules, Pinole, Richmond, San Pablo and the unincorporated portions of West County. Southwest County (the SWAT subregion) includes Danville, Lafayette, Moraga, Orinda, San Ramon and the unincorporated portions of Southwest County. East County (the TRANSPLAN subregion) includes Antioch, Brentwood, Oakley, Pittsburg and the unincorporated portions of East County.

Each subregion has identified specific projects and programs which include: school bus programs, safe routes to school activities, pedestrian and bicycle facilities, incremental transit services over the base program, incremental transportation services for seniors and people with disabilities over the base program, incremental local street and roads maintenance using the population and road-miles formula, major streets traffic flow, safety, and capacity improvements, and ferry services.

With respect to the Additional Bus Service Enhancements and Additional Transportation Services for Seniors and People with Disabilities Programs, the Authority will allocate funds on an annual basis. The relevant RTPC, in cooperation with the Authority, will establish subregional guidelines so that the additional revenues will fund additional service in Contra Costa. The guidelines may require reporting requirements and provisions such as maintenance of effort, operational efficiencies including greater coordination promoting and developing a seamless service, a specified minimum allowable farebox return on sales tax extension funded services, and reserves for capital replacement, etc. The relevant RTPC will determine if the operators meet the guidelines for allocation of the funds.

For an allocation to be made by the Authority for a subregional project and program, it must be included in the Authority’s Strategic Plan.

CENTRAL COUNTY (TRANSPAC)

19a Additional Bus Service Enhancements..... 1.2% (\$24 million)

Funds will be used to enhance bus service in Central County, with services to be jointly identified by TRANSPAC and County Connection.

In years when revenues have declined from the previous year, funds may be used for enhanced, existing, additional and/or modified bus service; in years when funding allows for growth in service levels, these funds would be used

MEASURE J TRANSPORTATION SALES TAX EXPENDITURE PLAN

for bus service enhancements; and if County Connection’s funding levels are restored to 2008 levels, these funds shall be used to enhance bus service. TRANSPAC will determine if the use of funds by County Connection or other operators meets these guidelines for the allocation of these funds.

20a Additional Transportation Services for Seniors and People & Disabilities..... 0.5% (\$10 million)

Funds will be used to supplement the services provided by the countywide transportation program for seniors & people with disabilities and may include provision of transit services to programs and activities. Funds shall be allocated annually as a percentage of total sales tax revenues, and are in addition to funds provided under the base program as described above.

In years when revenues have declined from the previous year, funds may be used for supplemental, existing, additional or modified service for seniors and people with disabilities; in years where funding allows for growth in service levels, these funds would be used for service enhancements for seniors and people with disabilities; and if funding levels are restored to 2008 levels, these funds shall be used to enhance services for seniors and people with disabilities. TRANSPAC will determine if the use of funds proposed by operators meets these guidelines for the allocation of these funds.

21a Safe Transportation for Children..... 0.5% (\$10 million)

TRANSPAC will identify specific projects which may include the SchoolPool and Transit Incentive Programs, pedestrian and bicycle facilities, sidewalk construction and signage, and other projects and activities to provide transportation to schools.

23a Additional Local Streets Maintenance and Improvements..... 1% (\$20 million)

These funds will be used to supplement the annual allocation of the 18% “Local Streets Maintenance & Improvements” program funds for jurisdictions in Central County. Allocations will be made to jurisdictions in TRANSPAC on an annual basis in June of each fiscal year for that ending fiscal year, without regard to compliance with the GMP. Each Jurisdiction shall receive an allocation using a formula of 50% based on population and 50% based on road miles.

24a Major Streets: Traffic Flow, Safety and Capacity Improvements..... 2.4% (\$48 million)

Improvements to major thoroughfares including but not limited to installation of bike facilities, traffic signals, widening, traffic calming and pedestrian safety improvements, shoulders, sidewalks, curbs and gutters, bus transit facility enhancements such as bus turnouts and passenger amenities, etc.

**MASTER COOPERATIVE AGREEMENT NO. 20C.XX
BETWEEN
CONTRA COSTA TRANSPORTATION AUTHORITY
AND
XXXXXXXXXXXXXXXXXX**

THIS MASTER COOPERATIVE AGREEMENT NO. 20C.11 (“AGREEMENT”) is made and entered into as of this 1st day of July 2023, by and between XXXXXXXXX, hereinafter referred to as “SPONSOR,” and the CONTRA COSTA TRANSPORTATION AUTHORITY, hereinafter referred to as “AUTHORITY.” SPONSOR and AUTHORITY are sometimes individually referred to as “Party” and collectively as “Parties” in this AGREEMENT.

RECITALS

A. Pursuant to the Measure C Sales Tax Renewal Ordinance (#88-01 as amended by #04-02), hereinafter referred to as “Measure J”, the AUTHORITY is authorized to expend funds for the provision of transportation programs for seniors and people with disabilities.

B. SPONSOR desires to implement one or more programs, to enhance mobility for seniors and/or people with disabilities, hereinafter referred to as “PROGRAM,” eligible under the Central Contra Costa Additional Transportation Services for Seniors and People with Disabilities Program (Measure J Expenditure Plan Program 20a, as amended).

C. The SPONSOR seeks a commitment from the AUTHORITY for Measure J funds for the purpose of providing services and programs as described in the Measure J expenditure plan programs listed in paragraph B above.

D. The SPONSOR understands that the AUTHORITY shall only provide such commitment described in paragraph C above after a request for allocation to SPONSOR is made by the Transportation Partnership and Cooperation (TRANSPAC) through action at a regular meeting of the TRANSPAC Board. Such request shall be made in writing from TRANSPAC to the Authority.

NOW, THEREFORE, in consideration of the foregoing, the AUTHORITY and SPONSOR do hereby agree as follows:

SECTION I

SPONSOR AGREES:

1. Application of Funding.

For PROGRAM approved and funded by AUTHORITY, to apply the funds received under this AGREEMENT to PROGRAM in accordance with the terms and conditions specified in funding resolutions at the AUTHORITY’s full discretion; and consistent with the information contained in the funding resolution attached to this AGREEMENT as EXHIBIT A and incorporated herein by this reference (“Funding Resolution”). The

specific PROGRAM to be implemented by the SPONSOR is identified in the Funding Resolution.

2. Invoices.

To provide invoices requesting reimbursement of eligible expenditures incurred in the form and detail sufficient to show delivery of the program described in the Funding Resolution along with supporting documentation as required by AUTHORITY. Invoices will be submitted monthly or bi-monthly at the discretion of SPONSOR.

3. Record Keeping and Audits.

a. To maintain complete, accurate and clearly identifiable records with respect to all costs and expenses incurred under this AGREEMENT. To allow AUTHORITY or any independent auditor selected by any of these parties, to audit all expenditures relating to each PROGRAM funded through this AGREEMENT. For the duration of each PROGRAM, and for five (5) years following completion of the PROGRAM, or earlier discharge of the AGREEMENT, SPONSOR shall make available all records relating to expenses incurred in performance of this AGREEMENT upon request by AUTHORITY.

b. To maintain sufficient records demonstrating SPONSOR's compliance with the terms of the Measure J Expenditure Plan, including amendments, and the Measure J Strategic Plan, as periodically updated, and this AGREEMENT for a period of five (5) years from the date of this AGREEMENT and to allow the AUTHORITY and its duly authorized representatives, agents and consultants access to such records and be audited. SPONSOR shall ensure that audit working papers are made available to the AUTHORITY or its designee upon request for a period of three (3) years from the date the audit report is issued, unless extended in writing by the AUTHORITY.

4. Reporting.

To submit to AUTHORITY and/any of its partners a quarterly written report indicating, as applicable, number of passenger trips provided, trip origin by community, if the trip would have been an ADA trip on the public system if not provided, milestones reached during the quarter, milestones for next quarter, or any other data or measure as deemed appropriate by the AUTHORITY.

5. Management.

To provide overall management of PROGRAM(s) including responsibility for schedule, budget, and oversight of services performed by others and to be responsible for evaluation, selection, and management of consultants and contractors.

6. Signage.

If PROGRAM involves construction or capital acquisition, to install a sign approved by the AUTHORITY that identifies Measure J and AUTHORITY as a funding source, if applicable. If PROJECT involves the production of promotional materials, including but not limited to brochures, signage, displays or give-away items used in connection with promotional events, to include AUTHORITY's logo thereon.

7. Surplus Personal Property.

To comply with AUTHORITY's Policy on *Disposition of Surplus Personal Property Acquired by a Project Sponsor or Recipient of Program Funds and No Longer Required* for the Project or Program with respect to the disposal of any surplus property acquired in whole or part with Measure J Funds.

8. Compliance with Local, State and Federal Requirements

If PROGRAM requires SPONSOR to enter into a contract with a contractor and/or consultant, SPONSOR shall ensure that such contract complies with this AGREEMENT and all applicable local, state and federal requirements and shall give all notices required by law. Additionally, any contractor and/or consultant is responsible for ensuring that subcontractors, at as many tiers of PROGRAM as required, perform in accordance with the terms, conditions and specifications of such contract, including local, state and/or federal requirements. Upon request of AUTHORITY and/or SPONSOR, any contractor and/or consultant shall provide evidence of the steps it has taken to ensure its compliance with this AGREEMENT and the local, state and/or federal requirements, as well as the evidence of the subcontractor's compliance, at all tiers.

9. Insurance

SPONSOR shall maintain the following insurance in force during the entire term of this AGREEMENT, and in the case of Commercial General Liability Insurance and Professional Liability Insurance for at least five years after the conclusion of all services provided by SPONSOR pursuant to this AGREEMENT. SPONSOR's contractors and consultants shall be subject to the same insurance provisions as stated herein unless specified otherwise:

- a. Workers' Compensation Insurance covering SPONSOR's employees in accordance with statutory requirements of all jurisdiction(s) in which any and all Services are being performed, and Employer's Liability Insurance in the amount of \$1,000,000 per occurrence for injuries incurred in providing services under this AGREEMENT. This policy shall include a waiver of subrogation stating that the insurer waives all rights of subrogation against the AUTHORITY, its officials, employees, or successors in interest.

- b. Comprehensive or Commercial General Liability Insurance including contractual liability, premises and operations, personal injury, completed operations, and independent contractors liability, with limits of not less than \$1,000,000 each occurrence for bodily injury and not less than \$1,000,000 each occurrence for property damage. (Aggregate is \$3,000,000 bodily injury and property damage)

A combined single limit policy is acceptable provided the combined single limit is not less than \$1,000,000. The policy shall contain an aggregate limit not less than \$3,000,000. The required limits may be satisfied by a combination of a primary policy and an excess or umbrella policy with terms at least as broad as the primary policy.

The policy shall contain no endorsements or provisions limiting coverage for (1) products and completed operations; (2) contractual liability; (3) third party action over claims; or (4) cross liability exclusion for claims or suits by one insured against another.

- c. Automobile Liability Insurance covering owned, non-owned, uninsured motorists, leased and hired vehicles with limits not less than \$1,000,000 each person and \$1,000,000 each occurrence for bodily injury, and \$1,000,000 each occurrence for property damage. A combined single limit of not less than \$1,000,000 will meet this requirement. AUTHORITY shall be added by SPONSOR as an additional insured on this policy. SPONSOR'S insurance policy shall be primary insurance with respect to the AUTHORITY and its employees, agents, officers and directors and any insurance maintained by AUTHORITY shall be excess of SPONSOR'S insurance.
- d. Professional Liability Insurance (covering errors and omissions), with limits not less than \$1,000,000 per claim and a deductible not to exceed \$2,000,000 Aggregate, and a retroactive date no later than the commencement date of this AGREEMENT as first shown above.

SPONSOR's subcontractors and subconsultants providing professional services under this AGREEMENT shall be added to SPONSOR's policy as additional insureds, or shall provide evidence of their own professional liability insurance which is acceptable to AUTHORITY's Executive Director.

The policy or policies of insurance required by Section 10.b Comprehensive or General Commercial General Liability Insurance and 10.c Automobile Liability Insurance shall conform to or include the following:

- 1) A provision or endorsement naming AUTHORITY, its officials, employees,

and successors in interest as additional insureds with respect to the liability arising out of the performance of the Services by SPONSOR under this AGREEMENT, including completed operations coverage.

2) Provisions that the insurance is primary insurance with respect to AUTHORITY, its officials, employees, and successors in interest. Any insurance or self-insurance maintained by AUTHORITY, its officials, employees, or successors in interest shall be excess of SPONSOR's insurance and shall not contribute with it.

3) Provisions or endorsements stating that the coverage contains no special limitations on the scope of protection afforded to AUTHORITY, its officials, employees, or successors in interest.

4) Provisions or endorsements stating that insurance shall apply separately to each insured against whom claim is made or suit is brought, subject to the limits of the insurer's liability.

5) Provisions or endorsements providing a waiver of subrogation in favor of AUTHORITY, its officials, employees, or successors in interest or shall specifically allow SPONSOR to waive their right of recovery prior to a loss. SPONSOR hereby waives its own right of recovery against AUTHORITY.

All policies shall be issued by insurance companies which are licensed carriers in the State of California and maintain a Secure Best's rating of "A-" or higher unless otherwise approved by AUTHORITY.

Prior to commencing Services under this AGREEMENT, SPONSOR shall furnish to AUTHORITY a copy of each policy of insurance required by this AGREEMENT. Such policies shall provide that not less than thirty (30) calendar days advance notice in writing will be given to AUTHORITY prior to cancellation, termination, or material alteration of said policies of insurance, except 10 calendar days in the event of non-payment of premium.

The requirements contained herein as to types and limits of insurance to be maintained by SPONSOR are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by SPONSOR under this AGREEMENT.

SECTION II

AUTHORITY AGREES:

1. Reimbursement

Consistent with the procedures specified in Section I, paragraph 2 above, to reimburse SPONSOR for eligible expenses incurred in conducting the PROGRAM within 45 days of receipt of invoice, up to the amounts stated in Exhibit A of this AGREEMENT.

2. Notice of Audit

To provide timely notice if an audit is to be conducted.

SECTION III

IT IS MUTUALLY AGREED:

1. Term and Discharge of AGREEMENT.

a. This AGREEMENT is effective as of July 1, 2023 and will remain in effect until discharged as provided below. Under this AGREEMENT no expenditures prior to July 1, 2022 are eligible for reimbursement.

b. This AGREEMENT shall be subject to discharge as follows:

(i) Either party may terminate this AGREEMENT at any time for cause pursuant to a power created by the AGREEMENT, or by law, other than for breach, by giving written notice of termination to the other party which shall specify both the cause and the effect of termination. Notice of termination under this provision shall be given at least ninety (90) days before the effective date of such termination. Except as provided in Section III, paragraph 14 below, on termination all obligations which are still executory on both sides are discharged, but any right based on prior breach or performance survives.

(ii) This AGREEMENT may be canceled or terminated by a party for breach of any obligation, covenant or condition hereof by the other party upon notice to the breaching party. Except as provided in Paragraph 5 below, with respect to any breach which is reasonably capable of being cured, the breaching party shall have thirty (30) days from the date of the notice to initiate steps to cure. If the breaching party diligently pursues cure, such party shall be allowed a reasonable time to cure, not to exceed sixty (60) days from the date of the initial notice, unless a further extension is granted by the non-breaching party. On cancellation, the non-breaching party retains the same rights as a party exercising its right to terminate under the provisions of (i) above, except that the canceling or terminating party also retains any remedy for breach of the whole contract or any unperformed balance.

(iii) By mutual consent of the parties, this AGREEMENT may be terminated at any time.

(iv) Except as to any rights or obligations which survive discharge, as provided herein, this AGREEMENT shall be discharged, and the parties shall have no further obligation to each other upon the disbursement of the amount set forth in Section II, paragraph 2 above.

c. In the event that SPONSOR ceases operation, upon termination of

operation, any unexpended Measure J funding will be promptly reimbursed to the AUTHORITY.

3. Indemnity

It is understood and agreed that neither AUTHORITY, nor any officer, employee, agent or contractor thereof, shall be responsible for, and SPONSOR shall indemnify and hold AUTHORITY and its officers, employees, agents and contractors harmless from, any damage or liability occurring by reason of anything done or omitted to be done by SPONSOR, its officers, employees, consultants or contractors, under or in connection with the services, authority or jurisdiction of SPONSOR or delegated to SPONSOR under this AGREEMENT. Without limiting the generality of the foregoing, it is further specifically understood and agreed that, pursuant to California Government Code Section 895.4, SPONSOR shall fully indemnify and hold AUTHORITY and its officers, employees, agents and contractors harmless from any liability or damages imposed for injury as defined by California Government Code Section 810.8 occurring by reason of anything done or omitted to be done by SPONSOR, its officers, employees, agents or contractors under this AGREEMENT or in connection with any services, authority or jurisdiction of SPONSOR or delegated to SPONSOR under this AGREEMENT.

5. Notices

Any notice which may be required under this AGREEMENT shall be in writing, effective when received, and given by personal service, certified or registered mail (return receipt requested), or courier service to the addresses set forth below, or to such addresses which may be specified in writing by the parties hereto.

Notices to SPONSOR:

Name
Title
Agency
Address
email

Notices to AUTHORITY:

Brian Kelleher
Chief Financial Officer
Contra Costa Transportation
Authority
2999 Oak Road, Suite 100
Walnut Creek, CA 94597
bkelleher@ccta.net

By executing this AGREEMENT, each of the parties acknowledges and agrees that the persons identified above, or any other person designated by either party to AGREEMENT by notice to the other party, is authorized to execute documents and to bind the party with respect to this AGREEMENT.

6. Additional Acts and Documents

Master Agreement 20C.XX

Each party agrees to do all such things and take all such actions and to make, execute, and deliver such other documents and instruments as shall be reasonably requested to carry out the provisions, intent, and purpose of the AGREEMENT.

7. Counterparts

This AGREEMENT may be signed in counterparts, each of which shall constitute an original.

8. Amendment

SPONSOR may, at any time, request an amendment to the work scope or budget of any PROGRAM funded under this AGREEMENT with Measure J by submitting a revised EXHIBIT A, indicating the proposed amendment in redline/strikeout format, together with a signed transmittal letter indicating the reason for the proposed change. Submittal of these documents shall be construed as SPONSOR's consent to amend this AGREEMENT as specified. AUTHORITY will evaluate SPONSOR's request on the basis of consistency with applicable policies and, if approved, will convey notice of approval to SPONSOR in writing. Upon approval by AUTHORITY, this AGREEMENT will be considered amended per SPONSOR's request.

This AGREEMENT may otherwise be amended by written amendment executed by the parties and shall not be changed, modified, or rescinded except as provided herein. Any attempt at oral modification of this AGREEMENT shall be void and of no effect.

9. Independent Agency

SPONSOR renders its services under this AGREEMENT as an independent agency. None of the SPONSOR's agents or employees shall be agents or employees of AUTHORITY.

10. Assignment

This AGREEMENT may not be assigned, transferred, hypothecated, or pledged by any party without the express written consent of the other party.

11. Binding on Successors

This AGREEMENT shall be binding upon the successor(s), assignee(s), or transferee(s) of AUTHORITY or SPONSOR(s) as the case may be. This provision shall not be construed as an authorization to assign, transfer, hypothecate, or pledge this AGREEMENT other than as provided above.

12. Severability

Should any part of this AGREEMENT be determined to be unenforceable, invalid, or beyond the authority of either party to enter into or carry out, such determination shall not affect the validity of the remainder of this AGREEMENT which shall continue in full force and effect, provided that the remainder of this AGREEMENT can, absent the excised portion, be reasonably interpreted to give effect to the intentions of the parties.

13. Limitation

All obligations of AUTHORITY under the terms of this AGREEMENT with respect to Measure J funds are expressly subject to AUTHORITY's continued authorization to collect and expend the sales tax proceeds provided by Measure J. If for any reason AUTHORITY's right to collect or expend such sales tax proceeds is terminated or suspended in whole or part, AUTHORITY shall promptly notify SPONSOR, and the parties shall consult on a course of action. If, after twenty-five (25) working days, a course of action is not agreed upon by the parties, this AGREEMENT shall be deemed terminated by mutual consent, provided that any future obligation to fund from the date of the notice shall be expressly limited by and subject to (i) the lawful ability of AUTHORITY to expend sales tax proceeds for the purposes of this AGREEMENT; and (ii) the availability, taking into consideration all the obligations of AUTHORITY under all outstanding contracts, agreements and other obligations of AUTHORITY, of funds for such purposes.

14. Scope of Work

The Scope of work or description of the PROGRAM is incorporated into the funding resolution attached as Exhibit A. Work performed must be consistent with the program described to be eligible for reimbursement. Any amendments to the PROGRAM as described require written approval from TRANSPAC and the AUTHORITY.

15. Attorney's Fees

The parties agree to select a mediator to assist in resolving conflict. The parties will share in the cost of the mediator. By participating in mediation, the parties do not waive any judicial remedies that may be available.

If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this AGREEMENT, the prevailing party shall be entitled to have and recover from the losing party reasonable attorney's fees and all other costs of such action.

16. Waiver

No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel or otherwise.

17. Integration

This AGREEMENT represents the entire AGREEMENT of the parties with respect to the subject matter hereof. No representations, warranties, inducements, or oral agreements have been made by any of the parties except as expressly set forth herein or in other contemporaneous written agreements.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT as of the day and year above written.

**CONTRA COSTA TRANSPORTATION SPONSOR
AUTHORITY**

By: _____
Chair

Date:

By: _____
Name

Title

Date:

ATTEST:

By: _____
Tarienne Grover Date
Clerk of the Board

APPROVED as to legal form:

By: _____
Fennemore Wendel Date
General Counsel

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TRANSPAC TAC Meeting *STAFF REPORT*

Meeting Date: November 30, 2023

| | |
|-------------------------------|---|
| Subject: | FUTURE MEETINGS OF THE TRANSPAC BOARD AND SUBCOMMITTEES. |
| Summary of Issues | <p>Beginning in March of 2020, the Governor issued a series of Executive Orders relaxing certain provisions of the Brown Act in response to the COVID-19 pandemic. Those orders allowed local agencies such as TRANSPAC to conduct their public meetings remotely. In June 2021, the Governor issued an Executive Order that rescinded the aforementioned relaxations of the Brown Act, and signed into law AB 361 which essentially continued the Executive Orders that eased certain Brown Act provisions, allowing for remote meetings without observing the normal Brown Act rules.</p> <p>TRANSPAC has been conducting meetings under the guidance of AB361 since October 2021. In May 2023, TRANSPAC moved to a in person meetings for the Board (and also provided for remote participation for non-Board participants). Other TRANSPAC bodies including the TRANSPAC TAC, special and/or ad-hoc committees were allowed to continue meeting virtually.</p> <p>The AB361 legislation is scheduled to sunset on December 31, 2023. New legislation was introduced to replace AB361 (AB557), however, the legislation requires a state of emergency to be in place to continue the familiar relaxations of AB361. In light of the boundaries of the new legislation, at the November 9, 2023 meeting, the TRANSPAC Board took action to return to in-person meetings for all legislative bodies of TRANSPAC effective January 1, 2024 and forward. TRANSPAC Board meetings will continue to offer a virtual meeting option for individuals not on the committee.</p> |
| Recommendation | For information only. |
| Financial Implications | None. |
| Option(s) | None. |

Background

Beginning in March of 2020, the Governor issued a series of Executive Orders relaxing certain provisions of the Brown Act in response to the COVID-19 pandemic. Those orders allowed local agencies such as TRANSPAC to conduct their public meetings remotely. In June 2021, the Governor issued an Executive Order that rescinded the aforementioned relaxations of the Brown Act, and signed into law AB 361 which essentially continued the Executive Orders that eased certain Brown Act provisions, allowing for remote meetings without observing the normal Brown Act rules.

TRANSPAC has been conducting meetings under the guidance of AB361 since October 2021. In May 2023, TRANSPAC moved to in-person meetings for the Board (and also provided for remote participation for non-Board-participants). Other TRANSPAC bodies including the TRANSPAC TAC, special and/or ad-hoc committees have been allowed to continue meeting virtually.

Meetings of TRANSPAC bodies have continued to meet in compliance with AB361 authorization to date. This approach has been consistent with the CCTA Board's approach to the AB361 legislation.

December 31, 2023 marks the sunset date of the current AB361 legislation. Additional legislation, AB557, signed by the Governor on October 8, 2023, replaces AB361 and authorizes teleconferencing when a declared state of emergency is in effect. The legislation extends the required reauthorization timeline (beyond the existing 30-day AB361 requirement) to 45 days. However, this legislation includes a number of restrictions in cases where there is no State or County declared state of emergency present including:

- a. a requirement to post all teleconference locations and make these locations available to the public, and
- b. that a quorum of the members participate from locations within the boundaries of the agency jurisdiction, and
- c. that remote meetings cannot exceed 20% of the regular scheduled meetings

We understand that the CCTA Board are proposed to take action in December on the conduct of meetings in 2024. Staff have been in communication with CCTA staff and understand the intention is to resume in-person meetings since there is no state of emergency in place and due to the subsequent restrictions of AB557 under the current circumstances. In light of the aforementioned factors, on November 9, 2023, the TRANSPAC Board took action to resume in-person meetings of the legislative bodies of TRANSPAC effective January 1, 2024 and forward. TRANSPAC Board meetings will continue to offer a virtual meeting option for individuals not on the committee. If circumstances change, and in-person meetings pose a significant health risk to committee members and the public, the TRANSPAC Board may elect to reconsider

teleconference meetings under AB557. Staff will continue to monitor this issue and will present any relevant legislation or County health guidelines to the TRANSPAC Board for consideration.