

TRANSPAC TAC MEETING NOTICE AND AGENDA
THURSDAY, NOVEMBER 20, 2025
9:00 A.M. to 11:00 A.M.

In the LARGE COMMUNITY ROOM at City of Pleasant Hill City Hall
100 GREGORY LANE
PLEASANT HILL

Public Comments: Public Comment may be provided in person during the public comment period on items not on the agenda or during the comment period of each agenda item. Comments are limited to 3 minutes. Please begin by stating your name and indicate whether you are speaking for yourself or an organization. Members of the public may also submit written comments to irina@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.

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 irina@graybowenscott.com or (925) 937-0980 during regular business hours at least 48 hours prior to the time of the meeting.

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

ACTION ITEMS

3. **MINUTES OF THE OCTOBER 30, 2025, MEETING.** 🌸 **Page 5**

Attachments: TAC minutes from the October 30, 2025, meeting.

ACTION RECOMMENDATION: Approve Minutes.

4. **TRANSPAC MEETING SCHEDULE FOR 2026.** The TRANSPAC TAC is requested to review and comment on the proposed meeting schedule. 🌸 **Page 9**

ACTION RECOMMENDATION: Approve the TRANSPAC Meeting Schedule for 2026.

Attachment: Staff Report

5. **TRANSPAC TAC APPOINTMENTS TO CCTA COMMITTEES.** TRANSPAC is represented on the Contra Costa Transportation Authority (CCTA) Countywide Bicycle and Pedestrian Advisory Committee (CBPAC) by one primary, one alternate and one citizen representative. The current terms will expire on December 31, 2025. The TAC is requested to provide recommendations to fill the CBPAC seats for the term January 1, 2026 – December 31, 2027. 🌀 **Page 11**

ACTION RECOMMENDATION: Appoint TRANSPAC TAC representatives to fill the primary and alternate CCTA CBPAC seats for the term January 1, 2026 - December 31, 2027.

Attachment: Staff Report

6. **MEASURE J LINE 20A FUNDS PROGRAM POLICIES – FY 2026/2027 - FY 2027/2028.** 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 2026/2027 and FY 2027/2028 Draft funds program policy for final review and comment. 🌀 **Page 13**

ACTION RECOMMENDATION: Approve the Draft call for projects and application material for the Measure J Line 20a Program for FY 2026/2027 and FY 2027/2028.

Attachment: Staff Report

INFORMATION ITEMS

7. **Committee UPDATES:**

- a. **TECHNICAL COORDINATING COMMITTEE (TCC).** The TCC Meeting Scheduled for Thursday, November 20, 2025, has been cancelled. The next regular meeting will be held on December 18, 2025.
- b. **COUNTYWIDE BICYCLE & PEDESTRIAN ADVISORY COMMITTEE (CBPAC):** The last CBPAC Meeting was held on November 17, 2025. The next regular meeting will be held on January 26, 2026.
- c. **PARATRANSIT COORDINATING COUNCIL (PCC):** PCC Meeting Scheduled for Monday, November 17, 2025, was cancelled. The next regular meeting will be held on January 26, 2026.

8. **TRANSPAC SUBREGIONAL TRANSPORTATION MITIGATION PROGRAM – DEVELOPMENT PROJECT TRACKING.** This agenda item is intended to provide an opportunity to review and discuss the general plan amendments and development proposals, that have issued environmental notices, with potential impacts to TRANSPAC jurisdictions. (INFORMATION) 🌀 **Page 61**
9. **INFORMATION ITEMS:**
 - a. **GRANT FUNDING OPPORTUNITIES.** This agenda item is intended to provide an opportunity to review and discuss grant opportunities. (INFORMATION).
(No report available)
 - b. **CONTRA COSTA TRANSPORTATION AUTHORITY (CCTA) MEETING CALENDAR:** The CCTA Calendar for November 2025 through February 2026 may be downloaded using the following link: [Click to View Meeting Schedule](#)
10. **MEMBER COMMENTS.**
11. **NEXT MEETING: JANUARY 29, 2026.**

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TRANSPAC TAC Meeting Summary Minutes

Meeting Date: October 30, 2025

Staff Present: Matt Todd, TRANSPAC Managing Director; Tiffany Gephart, TRANSPAC; Henry Road, Walnut Creek; Matt Redmond, Walnut Creek; Anthony Nuti, Pleasant Hill; Samantha Harris, Contra Costa County; Trevor McGuire, Martinez; Pranjal Dixit, County Connection

Guests/Presenters: Matt Kelly, Contra Costa Transportation Authority; Danielle Elkins, Contra Costa Transportation Authority

Minutes Prepared By: Tiffany Gephart

1. Convene Meeting/Self-Introductions

Managing Director Todd called the meeting to order at approximately 9:00 a.m. Committee members and guests introduced themselves.

2. Public Comment

Managing Director Matt Todd opened the public comment period. No members of the public were present. The public comment period was closed.

3. Minutes of the September 25, 2025, Meeting

Mr. Todd asked if there were any comments on the minutes from the September 25, 2025, meeting. Mr. Redmond noted one correction needed in Item 8, Committee Updates. The reference to the Technical Coordinating Committee meeting incorrectly stated San Ramon Street classification, when it should have stated Orinda.

Staff noted a correction to Item 8, Committee Updates, to change the TCC meeting location from San Ramon to Orinda. With the correction noted, the minutes of the September 25, 2025, TRANSPAC TAC meeting were approved by consensus.

4. Countywide Youth Transit Programs

A. Summer Youth Ride Free Program Update

Mr. Dixit presented results from County Connection's Youth Ride Free pilot program that ran from June 1 to July 31, 2025. The program provided free transit access to youth ages 6-18 with no sign-up requirements, passes, or identification needed in partnership with Tri Delta Transit and WestCAT. The program demonstrated a 6% increase in total system-wide ridership year-over-year. Survey results showed youth trips on transit increased from 42% to 59% during the program period, while trips provided by family decreased from 44% to 18%. Parents reported saving at least five car trips per week and eliminating more than 11 miles of driving per week. Key lessons learned included that eliminating barriers increased ridership significantly, strong brand identity was important, and the program demonstrated noticeable behavior change. School ridership in August and September 2025 showed an increase compared to the previous year, suggesting youth continued using transit after the program ended.

Mr. Redmond asked whether County Connection saw any change in revenue in August and September, and whether the increased school route ridership was from the Pass2Class program. Mr. Dixit explained that County Connection's farebox recovery is less than 10% of the total budget, so the

agency did not add any new service and having more rides on existing buses was considered a win. The program exceeded its \$25,000 budget due to higher-than-expected ridership.

Ms. Elkins asked whether County Connection had general youth ridership data from last year beyond Clipper youth and Summer Youth Pass to compare to this year to see the actual increase. Mr. Dixit clarified that County Connection compared last year's youth Clipper and Summer Youth Pass ridership to this year, but there was no reliable way to identify youth who paid cash fares since cash payments do not distinguish between youth and adults.

B. 2026 Draft TRANSPAC Youth Transit Program

Ms. Gephart explained that CCTA is developing a unified pilot model combining Pass2Class with a summer youth ridership component. Transportation Fund for Clean Air (TFCA) funding has been approved for Pass2Class in August and September 2026, but the summer component for June and July 2026 requires separate funding. TRANSPAC receives approximately \$600,000 annually in Measure J Line 21A funds for youth transit, with an estimated \$4.2 million currently available. The proposed four-month pilot would include a summer component operating similar to the County Connection's summer Youth Ride Free program with no enrollment or passes required for youth 6-18, and Pass2Class in August and September for enrolled students.

Based on estimated ridership increases, TRANSPAC would need \$41,000 in Measure J Line 21A funding for the summer component to cover approximately 25,000 trips. Southwest Area Transportation Committee (SWAT) will present a similar funding request to their board for approximately \$10,000 (for roughly 25% of total estimated trips, which comprises the southwest regional share of County Connection's total ridership).

By consensus, the TAC approved the programming of Measure J Line 21A funds in the amount of \$41,000 to fund the TRANSPAC portion of the countywide summer youth transit program for June-July 2026.

5. Contra Costa Congestion Management Program

Mr. Kelly provided an overview of the Draft 2025 Congestion Management Program (CMP). The CMP is a state-required biennial program established under Proposition 111 in 1990. CCTA was designated as the Congestion Management Agency for Contra Costa County and defers to the Growth Management Program to satisfy most CMP requirements. The CMP requires managing congestion through performance monitoring, implementing trip reduction ordinances, and analyzing impacts of land use developments on the transportation system. CCTA monitors level of service on county freeways and 65 intersections every two years, with approximately 25-30 intersections in Central County.

Mr. Kelly outlined CMA services funded through annual dues including 511 Contra Costa, Countywide Transportation Plan implementation, OBAG grants, Safe Routes to School, countywide Bicycle and Pedestrian Plan implementation, smart signals development, maintaining the countywide travel demand model, and SB 743 VMT implementation support. The 2025 update is a technical update demonstrating consistency with Plan Bay Area 2050. Level of service monitoring was conducted in April and May 2025 with results published online. The seven-year Capital Improvement Program incorporates project updates. Local agencies should review the project list and notify CCTA by early November if projects need to be added or updated. Comments are due November 20, 2025, with adoption planned for the December CCTA board meeting.

Mr. Todd clarified that the seven-year CIP is financially unconstrained. Mr. Kelly confirmed this and noted that the Transportation Expenditure Plan will be the constrained list. Ms. Do asked if transit agencies should review performance measures documented in the CMP. Mr. Kelly requested that

transit providers review the relevant chapter and provide any needed updates. Board action is not required for the CMP as it is a technical exercise for staff.

6. Committee Updates

There were no comments from the TAC.

7. TRANSPAC Subregional Transportation Mitigation Program – Development Project Tracking

Mr. Todd reviewed the development project tracking report. A new project, FSRE Industrial Concord located in the industrial area around the airport, has been added to the list. Ms. Gephart noted that project documents are available on the county-hosted site and requested that jurisdictions share any comments submitted on tracked projects with TRANSPAC. Mr. Nuti indicated that Pleasant Hill submitted comments on the project and agreed to share them. The development project tracker will also be presented to the TRANSPAC Board.

8. Information Items

Mr. Todd noted that the CCTA meeting calendar for October 2025 through January 2026 is available through a link in the agenda.

9. Member Comments

There were no comments from the TAC.

10. Next Meeting and Adjournment

Mr. Todd announced that the next TAC meeting will be held on November 20, 2025. Mr. Kelly announced that CCTA is holding a board workshop on November 20-21, 2025, in Oakland. The meeting adjourned at approximately 10:20 a.m.

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TRANSPAC TAC Meeting *STAFF REPORT*

Meeting Date: November 20, 2025

Subject:	2026 TRANSPAC MEETING CALENDAR
Summary of Issues	The TRANSPAC TAC is requested to review the proposed 2026 schedule of meetings for the TRANSPAC Board and TAC.
Recommendations	Approve the TRANSPAC Meeting Schedule for 2026
Financial Implications	None
Options	Defer the action.
Attachment(s)	A. Draft 2026 Meeting Schedule

TRANSPAC Transportation Partnership and Cooperation

2026 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).

TRANSPAC Meetings

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

January (No meeting)
February 12
March 12
April 9
May 14
June 11

July 9
August (No meeting)
September 10
October 8
November 12
December 10

TAC Meetings

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

January 29*
February 26
March 26
April 30*
May 28
June 25

July (No Meeting)
August 27
September 24
October 29*
November 19**
December (No meeting)

* 5th Thursday of the Month

** 3rd Thursday of the Month

TRANSPAC TAC Meeting *STAFF REPORT*

Meeting Date: November 20, 2025

Subject:	TRANSPAC COMMITTEE APPOINTMENTS
Summary of Issues	TRANSPAC is represented on the Contra Costa Transportation Authority (CCTA) Countywide Bicycle and Pedestrian Advisory Committee (CBPAC) by one primary, one alternate and one citizen representative. The current terms are set to expire December 31, 2025. The TAC is requested to provide recommendations to fill the CBPAC seats for the term January 1, 2026 – December 31, 2027.
Recommendation	Appoint TRANSPAC TAC representatives to fill the primary and alternate CCTA CBPAC seats for the term January 1, 2026 - December 31, 2027.
Financial Implications	No TRANSPAC financial implications.
Option(s)	Defer the recommendation.

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.

Currently, Briana Byrne, (Walnut Creek), is the primary representative, Aaron Elias (Concord) is the alternate representative, and Scott Simmons is the citizen representative on the CBPAC for the term ending December 31, 2025. The TAC is requested to recommend TRANSPAC representatives to fill the CBPAC seats for the term January 1, 2026 – December 31, 2027.

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TRANSPAC TAC Meeting **STAFF REPORT**

Meeting Date: November 20, 2025

Subject:	MEASURE J LINE 20A FUNDS PROGRAM POLICIES – FY 2026/2027 - FY 2027/2028
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 2023 for a two-year cycle and approved a program of projects for FY 2024/2025 and FY 2025/2026 in June 2024. 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 2026.</p> <p>At the November 13, 2025 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/release 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	TRANSPAC is responsible for recommendations on how Measure J Line 20a funds are to be used in the TRANSPAC subregion. The program resulting from the above process will commit Measure J revenue dedicated to projects that support transportation for seniors and people with disabilities for the two-year period in the TRANSPAC subregion.
Attachment(s)	<ul style="list-style-type: none">A. DRAFT TRANSPAC Measure J Line20A Policy and Application Package (FY 2026-2027 & FY 2027-2028)B. Measure J TEP Program DescriptionC. 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% 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 year. TRANSPAC last issued a call for projects at the end of 2023 and approved a program of projects for FY 2024/2025 and FY 2025/2026 in June 2024. The previous Line 20A program awarded approximately \$1.4 million to nine programs. Staff anticipates presenting a new draft program for approval in June 2026. A fund estimate for the FY 2026/2027 and FY 2027/2028 cycle will be available at the meeting.

Evaluation Criteria and Fund Program Policies

The following is a summary of TRANSPAC Line 20A Program guidance used for the prior cycle:

- 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
 - \$139.26. (FY 2025)
 - Per Passenger
 - \$85 (FY 2025)
- 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 maps on pages X).
- Specific services may be evaluated based on prior pilot program information (such as transportation network company (TNC) service).

New Criteria

- Use of funds in prior programming cycles including:
 - Whether applicant used all allocated money in previous grants
 - Accuracy of reporting in prior grant cycles

- Compliance with previous grant requirements (including reporting requirements)

Additional Policies

In June 2024, the TRANSPAC Board approved Measure J 20a timely use of funding policies which are now outlined in the application material as follows:

Section 8: Post-Award Requirements and Timeline

All successful applicants must comply with the following TRANSPAC requirements and deadlines:

A. Funding Agreement and Reimbursement Schedule

- Execute funding agreement within 120 days of CCTA program approval
- Submit reimbursement requests to CCTA at minimum every 6 months
 - For example, all project sponsors must submit a reimbursement request to CCTA by December 31st and June 30th of each fiscal year
- Submit an electronic copy of your CCTA funding agreement, purchase orders, and copies of all reimbursement requests to TRANSPAC staff

B. Project End Dates and Expenditure Deadlines

- Project sponsors will not be eligible to incur reimbursable expenses after the project end date
- TRANSPAC will establish a project end date/expenditure deadline for each project
- For the 2024-2025 and 2025-2026 Measure J Program 20a cycle:
 - Project End Date / Expenditure deadline: June 30, 2026

C. Final Invoice Requirements

- Submit final invoices within 120 days of the expenditure deadline
- For example, reimbursement requests should be submitted by October 31, 2026, for projects ending June 30, 2026

D. Additional Evaluation Criteria

- Use of funds in prior programming cycles, including:
 - Whether applicant used all allocated money in previous grants
 - Accuracy of reporting in prior grant cycles
 - Compliance with previous grant requirements

E. Reports to TRANSPAC: All grantees will be required to submit:

- Progress Report: Will require information about program implementation status, challenges, outcomes, ridership data, cost data, operational metrics, and program effectiveness. Progress reporting will be collected on an annual basis. TRANSPAC reserves the right to request more frequent reporting on a case-by-case basis.
- Additionally, all grantees must participate in semi-annual status check-ins with TRANSPAC staff to review program progress and address any implementation issues. The format of these check-ins will be determined by TRANSPAC staff and may include written updates, presentations, or informal meetings as appropriate.

Staff recommends the following policy to be added to enhance timely use of funds practices.

F. Expenditure Pacing Requirements

- Project sponsors should adhere to the expenditure timeline proposed in their funding application. Significant deviations from the proposed Year 1/Year 2 spending plan must be reported to TRANSPAC staff and include written justification and updated budget showing Year 2 planned expenditures
- Expenditure pacing will be considered in future funding decisions and monitored during semi-annual check-ins

Other Topics for Consideration

Funding Source Reporting – At the November meeting, the Board commented on the importance of understanding applicants’ overall funding picture, including any reliance on federal funding. In response, staff made a minor enhancement to the application to more clearly prompt applicants to itemize their funding sources, including federal funds.

Formulation of a Scoring Committee – In the previous cycle, the TAC established a 3-member scoring committee to evaluate applications. At the September meeting, the TAC requested to continue this approach for the upcoming grant cycle. TRANSPAC staff will coordinate with jurisdictions to create a scoring committee in January.

Establishing Maintenance of Effort Criteria – TRANSPAC previously discussed establishing maintenance of effort criteria for future funding cycles. This criteria could evaluate:

- How other funding sources complement Measure J 20a funding to ensure consistent levels of local investment
- Funding priorities for new service launches and service expansions
- Programs that meet defined local match requirements

At the September TAC meeting, maintenance of effort criteria was discussed with no recommendation to add formal criteria to the current policies.

The TAC is requested to review and approve the final draft policies and application package for the FY 2026/2027 - FY 2027/2028 cycle of the Measure J 20a Grant Program.

Anticipated Programming Schedule for FY 2026-2027 – FY 2027-2028

December 2025	Release Call for Projects (for 2026/2027 and 2027/2028)
January 2026	Application Workshop Applications Due
February – April 2026	Review Project Applications / <i>Potential Scoring Committee Meeting(s)</i>
March-April 2026	Program Presentations - TRANSPAC Board
May 2026	Review Draft Program
June 2026	Approve Final Program
July 2026	CCTA Programming Action
July - November 2026	Execute Funding Agreements (120 days following CCTA action)

2026-2027 and 2027-2028**Call for Projects****TRANSPAC Measure J Line 20a Funds****Additional Transportation Services for Seniors and People with Disabilities**

- **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 2026-2027 and 2027-2028.
- **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 Disabilities*¹. 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.
- **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.
- **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>

- **Funding Available:** The total funding available for this two-year grant/project period is estimated to be \$1,200,000 (\$600,000 annually).
- **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
 - \$139.26. (FY 2025)
 - Per Passenger
 - \$85 (FY 2025)
 - 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 maps on pages 21-23).
 - Specific services may be evaluated based on prior pilot program information (such as transportation network company (TNC) service).
 - Use of funds in prior programming cycles including:
 - Whether applicant used all allocated money in previous grants
 - Accuracy of reporting in prior grant cycles
 - Compliance with previous grant requirements (including reporting requirements)
- **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 emailed to:
Tiffany Gephart, TRANSPAC Clerk
tiffany@graybowenscott.com
 - b. **Applications must be received by 3:00 pm on Friday, January 16, 2026.**

- c. Electronic copies of the application will be available by download or email. Please contact Tiffany Gephart at tiffany@graybowenscott.com for the electronic version.
- d. Late applications will not be accepted.

- **Post-Award Requirements and Timeline**

All successful applicants must comply with the following TRANSPAC requirements and deadlines:

- a. **Funding Agreement and Reimbursement Schedule**

- **Execute funding agreement within 120 days** of CCTA program approval
- **Submit reimbursement requests to CCTA at minimum every 6 months**
 - For example, all project sponsors must submit a reimbursement request to CCTA by December 31st and June 30th of each fiscal year
- **Submit an electronic copy** of your CCTA funding agreement, purchase orders, and copies of all reimbursement requests to TRANSPAC staff

- b. **Project End Dates and Expenditure Deadlines**

- **Project sponsors will not be eligible** to incur reimbursable expenses after the project end date
- TRANSPAC will establish a project end date for each project
- For the 2024-2025 and 2025-2026 Measure J Program 20a cycle:
 - Expenditure deadline: June 30, 2026

- c. **Final Invoice Requirements**

- **Submit final invoices within 120 days** of the expenditure deadline
- For example, reimbursement requests should be submitted by October 31, 2026, for projects ending June 30, 2026

- d. **Reports to TRANSPAC:** All grantees will be required to submit:

- **Progress Report:** Will require information about program implementation status, challenges, outcomes, ridership data, cost data, operational metrics, and program effectiveness. Progress reporting will be collected on an annual basis. TRANSPAC reserves the right to request more frequent reporting on a case-by-case basis.
- Additionally, all grantees must participate in **semi-annual status check-ins** with TRANSPAC staff to review program progress and address any implementation issues. The format of these check-ins will be determined by TRANSPAC staff and may include written updates, presentations, or informal meetings as appropriate.

e. **Expenditure Pacing Requirements**

- Project sponsors should adhere to the expenditure timeline proposed in their funding application. Significant deviations from the proposed Year 1/Year 2 spending plan must be reported to TRANSPAC staff and include written justification and updated budget showing Year 2 planned expenditures
 - Expenditure pacing will be considered in future funding decisions and monitored during semi-annual check-ins
-
- **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.

TRANSPAC

Transportation Partnership and Cooperation

Applications must be received by

3:00 pm on Friday, January 16, 2026.

Applications may be emailed to

Tiffany Gephart, TRANSPAC Clerk at:

tiffany@graybowenscott.com

APPLICATION

Call for Projects

TRANSPAC Measure J Line 20a Funds

Additional Transportation Services for

Seniors and People with Disabilities

-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 16, 2026. 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. What percentage of users cannot afford to pay for the service?
 - e. Provide information about trips provided that serve areas identified as Equity Priority Communities by MTC (see Equity Priority Maps on pages 21-23).
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 2025; or specify other time period below)		FY 2026/2027 (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 2025; or		FY 2026/2027	
	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 2025; or specify other time period below)		Projected for FY 2026/2027 (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 2025
 - b. Projection for FY 2026/27

	Last 12 Month Period (Assume Calendar Year 2025; or specify other time period below)		Projected for FY 2026/2027 (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.
- Please itemize funding sources below as indicated.
- Add lines as needed.

TABLE 3

Funding Source	(\$)			Percent of Funding
	FY 26/27	FY 27/28	TOTAL	
Line 20a funds				
Fare revenue (if applicable)				
Federal funds (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 26/27	FY 27/28	TOTAL	
TOTAL				

TNC Programs

Program:[] Budget Line Item Description	(\$)			Amount of Line 20a Funds
	FY 26/27	FY 27/28	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 2026/27 and FY 2027/28 are not proposed to be balanced over the two-year period.

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

- Please itemize funding sources below as indicated.
- Add lines as needed

TABLE 5

Funding Source	(\$)			Percent of Funding
	FY 26/27	FY 27/28	TOTAL	
Line 20a funds				
Federal funds (if applicable)				
Others				
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

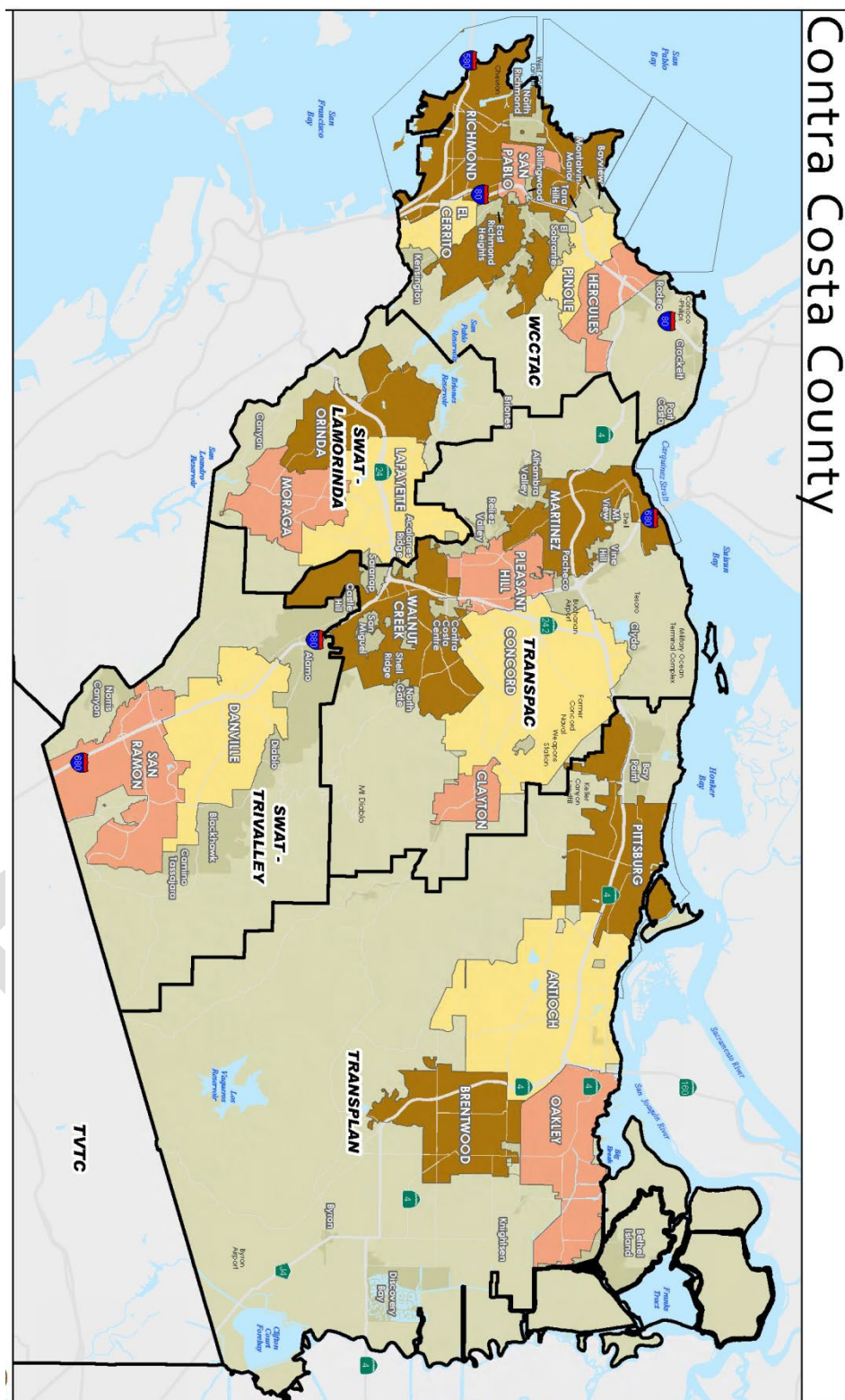
Budget Line Item Description	(\$)			Amount of Line 20a Funds
	FY 26/27	FY 27/28	TOTAL	
TOTAL				

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)

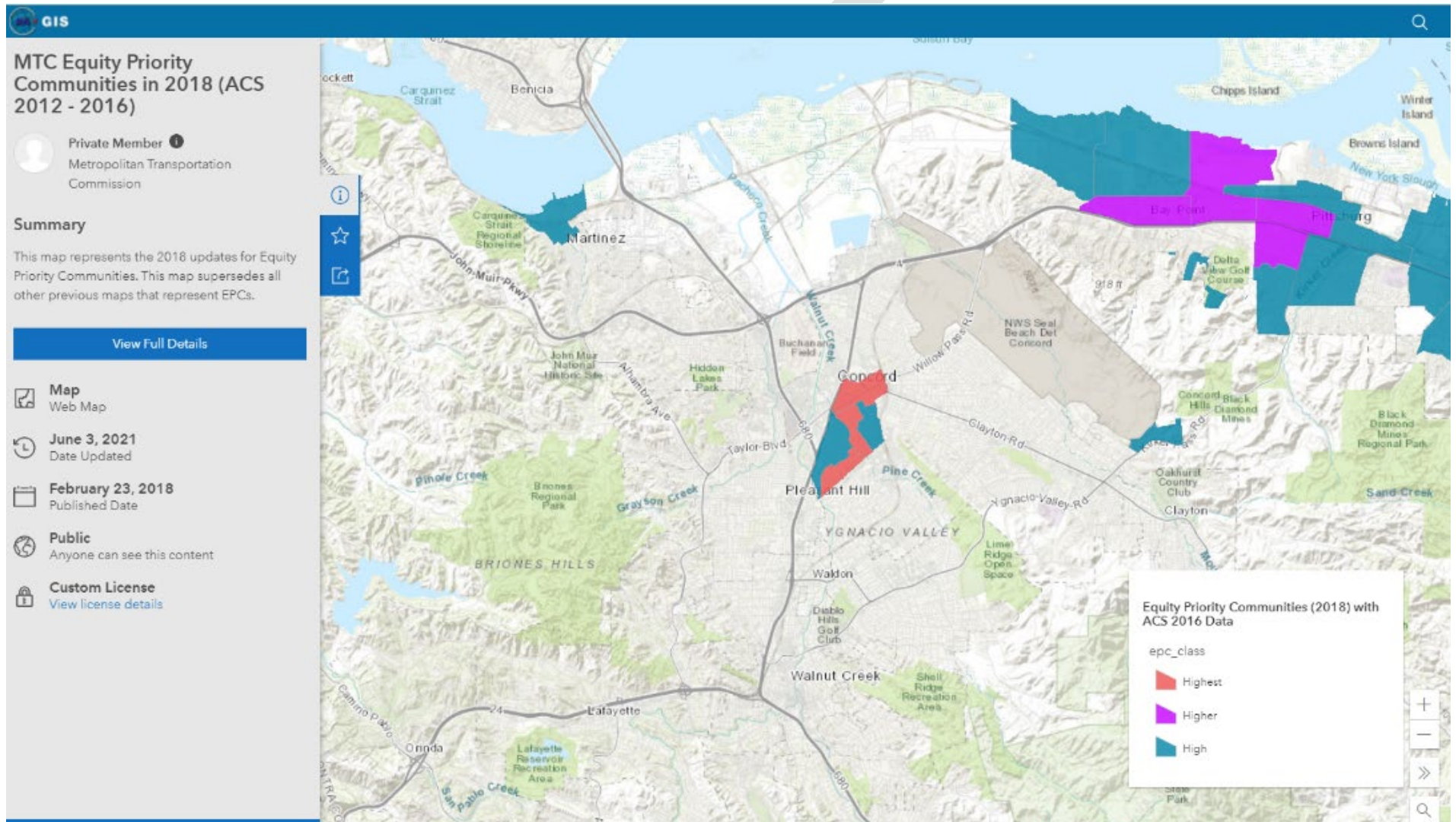
DRAFT

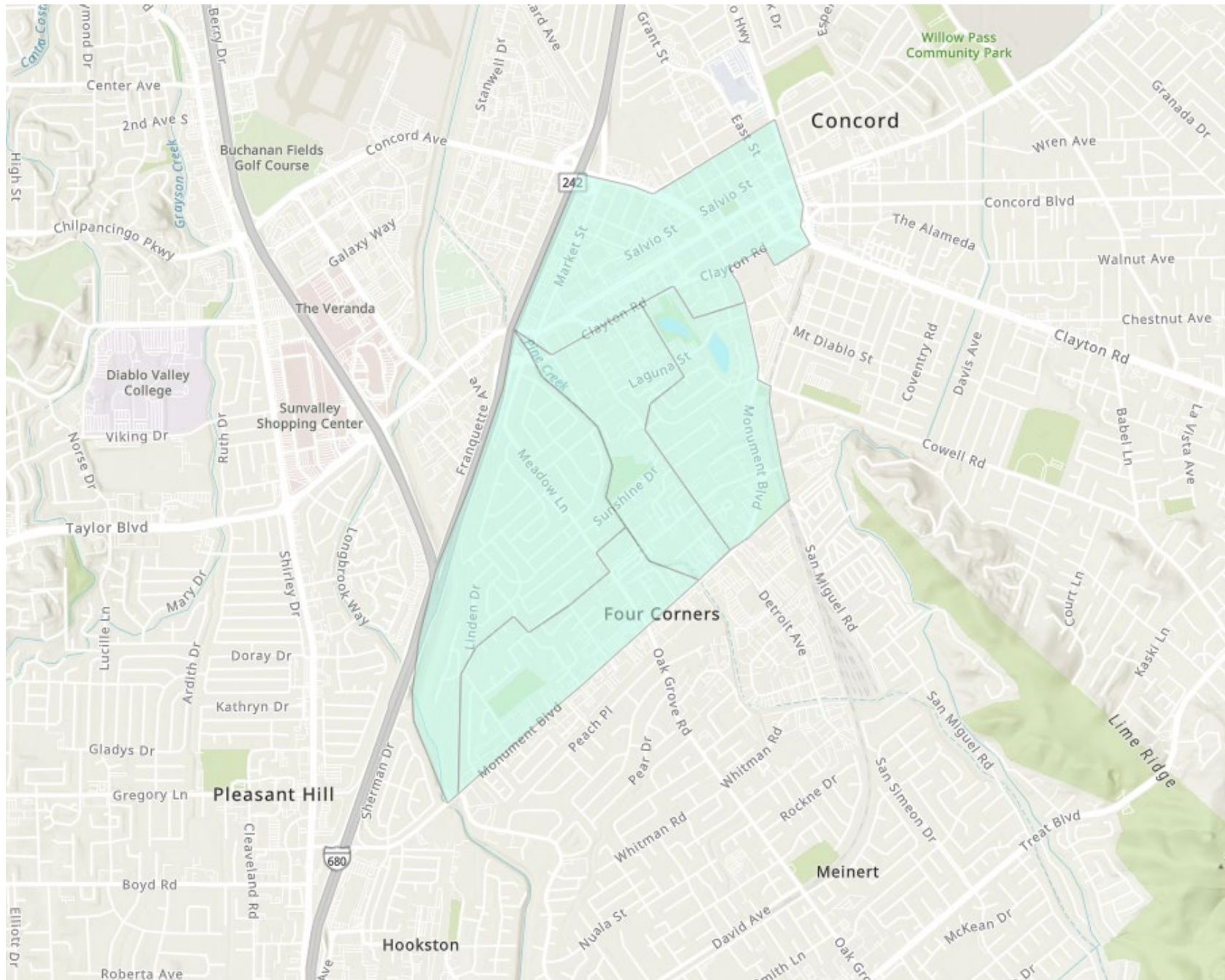
TRANSPAC Area Map

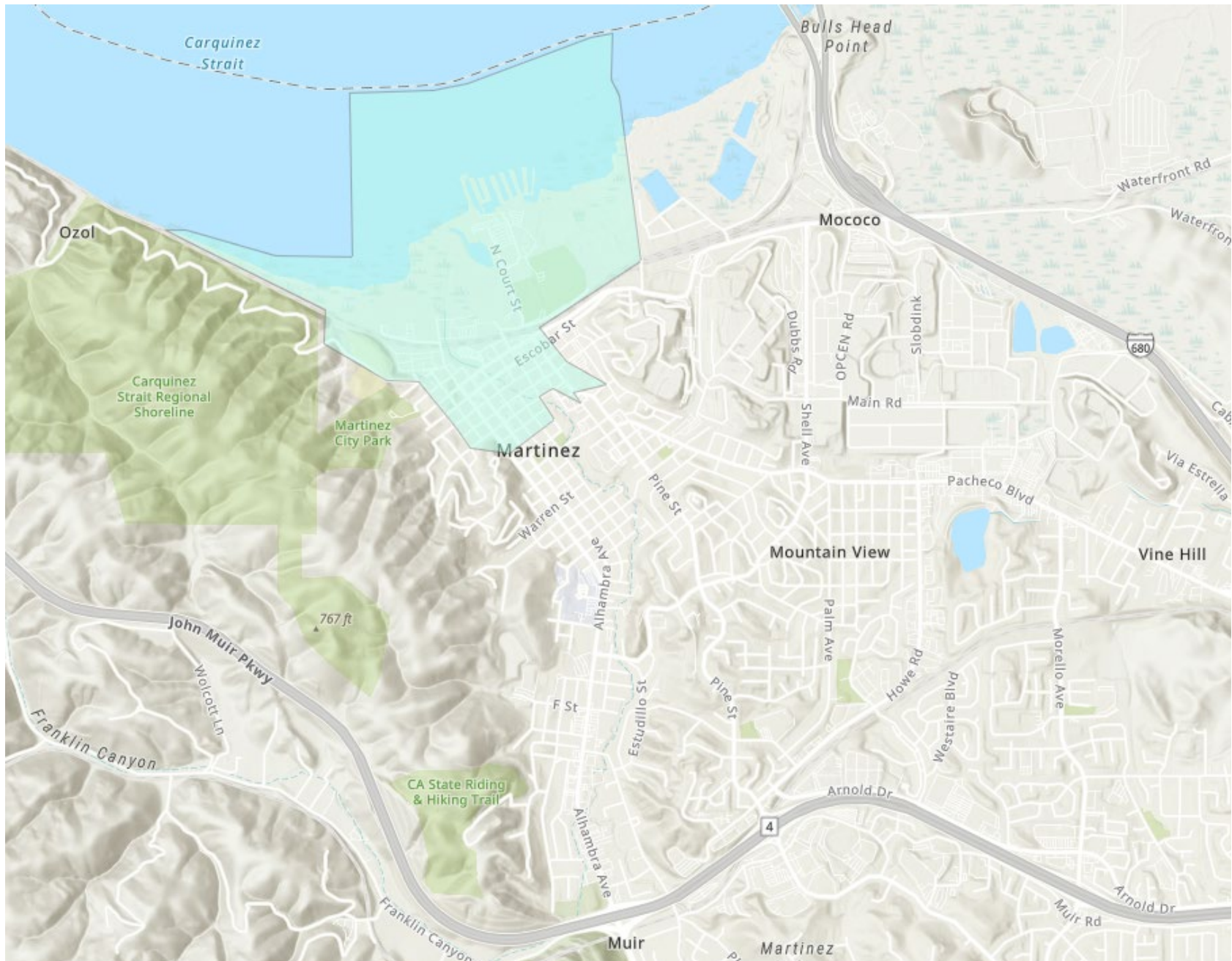


Equity Priority Community Maps

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 Measure J Line 20a Funds
Progress Report for July 1, 2026, to June 30, 2027 Period**

SUBMISSION INSTRUCTIONS:

This progress report consists of two parts that must both be submitted:

1. **Service data** entered in the attached Excel spreadsheet
2. **Narrative responses** completed in this document

Submit to: Tiffany Gephart, TRANSPAC Clerk

Email: tiffany@graybowenscott.com

DEADLINE: [Date]

Questions? Contact Tiffany Gephart by email (above) or phone at (925) 450-7521 before the submission deadline.

Funded Projects Overview

Project Name	Sponsor	Funds Approved
XXXX	XXXX	\$XXX,XXX

Agency Information

Name of Agency:

Line 20a Grant Funded Project Name:

Amount of Grant:

Progress Report Period: July 1, 2026 – June 30, 2027

Primary Project Contact

Name:

Phone:

Email:

Contact for Report Completion (if different)

Name:

Phone:

Email:

DRAFT

Reporting Requirements

All data should reflect services provided between July 1, 2026, and June 30, 2027

1. Summary of Activities and Impact

Provide a comprehensive summary of activities, services, and impact made possible by grant funds. Include any significant program modifications or challenges encountered during the reporting period. *(Limit: 300 words)*

2. Individuals Served

Enter the total number of unique individuals who received services during the reporting period in the attached spreadsheet.

Narrative: Explain any significant changes from your original grant application projections and the reasons for these changes. *(Limit: 200 words)*

3. Trips Provided

Enter total trip information in the attached spreadsheet.

Narrative: Explain any significant changes from your original grant application projections and the reasons for these changes. *(Limit: 200 words)*

4. Vehicle Hours of Service

Enter vehicle service hours in the attached spreadsheet.

- a. **Vehicle Service Hour Definition:** Define how your organization calculates "vehicle service hours" (e.g., from first pickup to last drop-off, total time vehicle is in service, scheduled hours, etc.)
- b. **Program Changes:** Explain any significant changes from your original grant application projections and the reasons for these changes. *(Limit: 200 words)*

5. Program Expenses

Enter all program expenses **incurred** during the reporting period (July 1, 2026 – June 30, 2027) in the attached spreadsheet. Include expenses that have been incurred but not yet invoiced or paid.

Narrative: Explain any significant changes from your original grant application budget and the reasons for these changes. *(Limit: 200 words)*

6. Service Costs

Enter service cost data in the attached spreadsheet. Cost per hour and cost per trip will be calculated automatically using your entries.

Narrative: If there is a discrepancy between the Excel calculations and your actual costs, please explain below. Also explain any significant changes from your original grant application projections and the reasons for these changes. *(Limit: 200 words)*

Program Changes: Explain any significant changes from your original grant application projections and the reasons for these changes. *(Limit: 200 words)*

7. Trip Characteristics

Enter trip characteristic data in the attached spreadsheet.

Narrative: Complete questions below.

- a. **Central County Destinations:** List the top 5 most common trip destinations within Central County.
- b. **Outside TRANSPAC Area:** List the top 3 most common destinations outside the TRANSPAC service area. *(See map at <https://transpac.us/> for TRANSPAC service boundaries)*
- c. **Cross Transit Service Areas:** List common trip destinations that cross transit service areas (i.e., those that serve areas outside the County Connection service area).
- d. **Program Changes:** Explain any significant changes from your original grant application projections and the reasons for these changes. *(Limit: 200 words)*

8. Current Program Status

- a. **Program Capacity:** Describe your program's current operational capacity (maximum trips per day/week, number of vehicles available, staffing levels, etc.)
- b. **Waitlist and Barriers:** How many people are currently on your waitlist? What are the main barriers preventing you from serving more people? What additional resources would help expand services?

9. Trip Documentation

- a. **First and Second Year Grantees:** Attach driver logs or other documentation of trips/routes.
- b. **All Grantees:** Maintain trip records for 3 years per grant requirements.

10. Coordination Activities

Describe any coordination activities with other transportation providers or mobility management functions, including sharing resources such as vehicles, facility space, or passenger referrals.

(Limit: 200 words)

DRAFT

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 XXXXXXXXXX, 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/or 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

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
Clerk of the Board

Date

APPROVED as to legal form:

By: _____
Fennemore Wendel
General Counsel

Date

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TRANSPAC DEVELOPMENT PROJECT TRACKER

LEAD AGENCY	GEOGRAPHIC LOCATION (City, Region, etc.)	NOTICE / DOCUMENT	PROJECT NAME	DESCRIPTION	COMMENT DEADLINE	NOTES
City of Walnut Creek	Walnut Creek	Environmental Impact Report (EIR) Link	Mitchell Townhomes	400+ townhomes at Shadelands/Mitchell [October 2025]	10/6/2025	Notice
Contra Costa County	Discovery Bay	General Plan Amendment, Traffic Impact Analysis (TBA)	Cecchini Ranch	545 acres of agricultural lands to be developed into 2,000 units of Adult Residential Living, light industrial space, sports parks, community park with community center, boat and RV storage, open space, preserved wetlands, and a fire station. (February 2025)		
City of Walnut Creek	Walnut Creek	Traffic Study (TBA)	Mitchell Townhomes	400+ townhomes at Shadelands/Mitchell [March 2025]		

NEW PROJECTS/NOTICES						
LEAD AGENCY	GEOGRAPHIC LOCATION (City, Region, etc.)	NOTICE / DOCUMENT	PROJECT NAME	DESCRIPTION	COMMENT DEADLINE	NOTES
Contra Costa County	Concord	Notice of Availability of a Draft Environmental Impact Report (EIR) link	FSRE Industrial Concord Project link	The project involves constructing a 223,145-square-foot single-story concrete tilt-up logistics warehouse (213,962 sq ft warehouse, 9,183 sq ft office) with 3.11 acres of stormwater treatment. Site improvements include 223 auto parking stalls, 38 trailer stalls, 24 bicycle spaces, and 36 truck docks. Off-site work includes roadway improvements, a new intersection at Marsh Drive/Sally Ride Drive with crosswalk and Pedestrian Hybrid Beacon, plus landscaping, security lighting and fencing [October 2025]	10/21/2025	City of Pleasant Hill Provided Comment