



Meeting of the
Madera County Transportation Commission
Policy Board

LOCATION

Madera County Transportation Commission
2001 Howard Road, Suite 201
Madera, California 93637

or via ZOOM

<https://us06web.zoom.us/j/88261187752?pwd=zw7POk5sPFEVVarGIbwUQv0UDERH4K.1>

Webinar ID: 882 6118 7752

Passcode: 366141

Telephone: US: +1 669 900 6833

DATE

February 19, 2025

TIME

3:00 PM

Policy Board Members

The Policy Board meets simultaneously as the Transportation Policy Committee, Madera County Transportation Commission, and Madera County 2006 Transportation Authority.

Commissioner Robert Poythress, Vice Chair
Commissioner Waseem Ahmed
Commissioner Robert Macaulay
Commissioner Jose Rodriguez
Commissioner David Rogers
Commissioner Rohi Zacharia
Caltrans District 6

Madera County Supervisor
Councilmember, City of Chowchilla
Madera County Supervisor
Councilmember, City of Madera
Madera County Supervisor
Councilmember, City of Madera
Policy Committee, Participating Agency

REASONABLE ACCOMMODATIONS AND ADA

MCTC has adopted a Reasonable Accommodations Policy that provides a procedure for receiving and resolving requests for accommodation to participate in this meeting (see <https://www.maderactc.org/administration/page/reasonable-accommodations-policy>). If you need assistance in order to attend the meeting, or if you require auxiliary aids or services, e.g., listening devices or signing services to make a presentation to the Board, MCTC is happy to assist you. Please contact MCTC offices at (559) 675-0721 so such aids or services can be arranged. Requests may also be made by email to sandy@maderactc.org, or mailed to 2001 Howard Road, Suite 201, Madera, CA 93637. Accommodations should be requested as early as possible as additional time may be required in order to provide the requested accommodation; 72 hours in advance is suggested.

AGENDA

At least 72 hours prior to each regular MCTC Policy Board meeting, a complete agenda packet is available for review on the [MCTC website](#) or at the MCTC office, 2001 Howard Road, Suite 201, Madera, California 93637. All public records relating to an open session item and copies of staff reports or other written documentation relating to items of business referred to on the agenda are on file at MCTC. Persons with questions concerning agenda items may call MCTC at (559) 675-0721 to make an inquiry regarding the nature of items described in the agenda.

INTERPRETING SERVICES

Interpreting services are not provided at MCTC's public meeting unless requested at least three (3) business days in advance. Please contact MCTC at (559) 675-0721 during regular business hours to request interpreting services.

Servicios de interprete no son ofrecidos en las juntas públicas de MCTC al menos de que se soliciten con tres (3) días de anticipación. Para solicitar estos servicios por favor contacte a Evelyn Espinosa at (559) 675-0721 x 5 durante horas de oficina.

MEETING CONDUCT

If this meeting is willfully interrupted or disrupted by one or more persons rendering orderly conduct of the meeting unfeasible, the Chair may order the removal of individuals who are willfully disrupting the meeting. Such individuals may be arrested. If order cannot be restored by such removal, the members of the Board may direct that the meeting room be cleared (except for representatives of the press or other news media not participating in the disturbance), and the session may continue.

RECORD OF THE MEETING

Board meetings are recorded. Copies of recordings are available upon request, or recordings may be listened to at the MCTC offices by appointment.

PUBLIC COMMENT

If you are participating remotely and wish to make a comment on a specific agenda item during the meeting, please use the “Raise Hand” feature in Zoom and you will be called on by the chair during the meeting. You can also submit your comments via email to publiccomment@maderactc.org. Comments will be shared with the Policy Board and placed into the record at the meeting. Every effort will be made to read comments received during the meeting into the record, but some comments may not be read due to time limitations. Comments received after an agenda item will be made part of the record if received prior to the end of the meeting.

Regarding any disruption that prevents the Policy Board from broadcasting the meeting to members of the public, then (1) if public access can be restored quickly, the meeting will resume in five (5) minutes to allow the re-connection of all members of the Board, staff, and members of the public; or (2) if service cannot be restored quickly, the meeting shall stop, no further action shall be taken on the remaining agenda items, and notice of the continued meeting will be provided.

Agenda

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ELECTION OF OFFICERS**

[3-A.](#) Election of Officers

Enclosure: No

Action: Elect a Chairperson and Re-affirm Vice Chairperson

4. **PUBLIC COMMENT**

This time is made available for comments from the public on matters within the Board’s jurisdiction that are not on the agenda. Each speaker will be limited to three (3) minutes. Attention is called to the fact that the Board is prohibited by law from taking any substantive action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the Board does not respond to the public comment at this time. It is requested that no comments be made during this period on items that are on today’s agenda. Members of the public may comment on any item that is on today’s agenda when the item is called and should notify the Chairperson of their desire to address the Board when that agenda item is called.

MCTC SITTING AS THE TRANSPORTATION POLICY COMMITTEE

5. **TRANSPORTATION CONSENT ITEMS**

All items on the consent agenda are considered routine and non-controversial by MCTC staff and will be approved by one motion if no member of the Committee or public wishes to comment or ask questions. If comment or discussion is desired by anyone, the item will be removed from the consent agenda and will be considered in the listed sequence with an opportunity for any member of the public to address the Committee concerning the item before action is taken.

[5-A.](#) Notice of Funding Opportunities

Enclosure: No

Action: Information and Discussion Only

[5-B.](#) RAISE Grant Solicitation renamed to “BUILD” by U.S. Department of Transportation

Enclosure: No

Action: Information and Discussion Only

5-C. Performance Measure 1: Safety Target Acceptance

Enclosure: Yes

Action: Adopt the statewide targets for all five Safety Performance Measures for 2025

5-D. 2025 San Joaquin Valley Regional Policy Conference

Enclosure: No

Action: Information and Discussion Only

5-E. MCTC 2025 Federal Transportation Improvement Program (FTIP) Amendment No. 2 – (Type 2 and 3 – Formal)

Enclosure: Yes

Action: Ratify

5-F. 2026 Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS) – March Workshops

Enclosure: No

Action: Information and Discussion Only

6. TRANSPORTATION ACTION/DISCUSSION ITEMS

6-A. Michael Navarro Appointed Director of Caltrans District 6

Enclosure: No

Action: Information and Discussion Only

6-B. State Legislative Outlook, Draft MCTC State Legislative Platform, and Draft San Joaquin Valley Regional Policy Council Legislative Platform

Enclosure: Yes

Action: Information and Discussion Only. Direction May Be Provided

6-C. Initiate FY 2025-26 Unmet Transit Needs Process

Enclosure: Yes

Action: Information and Discussion Only

6-D. Social Services Transportation Advisory Council (SSTAC) Meetings Update

Enclosure: Yes

Action: Information and Discussion Only

6-E. Transportation Funding Programs Update

Enclosure: No

Action: Information and Discussion Only

MCTC SITTING AS THE MADERA COUNTY TRANSPORTATION COMMISSION

7. REAFFIRM ALL ACTIONS TAKEN WHILE SITTING AS THE TRANSPORTATION POLICY COMMITTEE

8. ADMINISTRATIVE CONSENT ITEMS

All items on the consent agenda are considered routine and non-controversial by MCTC staff and will be approved by one motion if no member of the Committee or public wishes to comment or ask questions. If comment or discussion is desired by anyone, the item will be removed from the consent agenda and will be considered in the listed sequence with an opportunity for any member of the public to address the Committee concerning the item before action is taken.

8-A. Executive Minutes – January 22, 2025

Enclosure: Yes

Action: Approve January 22, 2025, Meeting Minutes

8-B. Revised Accounting & Financial Policies and Procedures Manual

Enclosure: Yes

Action: Approve Revised Accounting & Financial Manual

8-C. Transportation Development Act (TDA): Local Transportation Fund (LTF), State Transit Assistance (STA), and State of Good Repair (SGR) FY 2025-26 Estimates

Enclosure: Yes

Action: Information and Discussion Only

9. ADMINISTRATIVE ACTION/DISCUSSION ITEMS

9-A. FY 2025-26 Draft Overall Work Program & Budget

Enclosure: No

Action: Authorize circulation of Draft 2025-26 Overall Work Program and Budget for agency review

MCTC SITTING AS THE MADERA COUNTY 2006 TRANSPORTATION AUTHORITY

10. AUTHORITY – ADMINISTRATIVE CONSENT ITEMS

All items on the consent agenda are considered routine and non-controversial by MCTC staff and will be approved by one motion if no member of the Authority or public wishes to comment or ask questions. If comment or discussion is desired by anyone, the items will be removed from the consent agenda and will be considered in the listed sequence with an opportunity for any member of the public to address the Authority concerning the item before action is taken.

NONE

11. AUTHORITY – ACTION/DISCUSSION ITEMS

NONE

OTHER ITEMS

12. MISCELLANEOUS

12-A. Items from Staff

12-B. Items from Caltrans

12-C. Items from Commissioners

13. CLOSED SESSION

NONE

14. ADJOURNMENT

***Items listed above as information still leave the option for guidance/direction actions by the Board.**



STAFF REPORT
Board Meeting of February 19, 2025

AGENDA ITEM: 3-A
PREPARED BY: Patricia Taylor, Executive Director

SUBJECT:

Election of Officers

Enclosure: No

Action: Elect a Chairperson and Re-affirm Vice Chairperson

SUMMARY:

Chair Gallegos has formally withdrawn from the MCTC Policy Board, requiring the election of a new Chairperson for the 2025 calendar year, with the term concluding on December 31, 2025.

Following past precedence, the position of Chairperson has traditionally rotated between city and county representatives. Given this, the position should be offered to the City of Madera.

Additionally, the MCTC Policy Board, at its January 22, 2025, meeting, elected Supervisor Poythress as Vice-Chairperson. Given this prior action, staff recommends reaffirming the Policy Board's decision from January 22, 2025, for Vice-Chairperson.

FISCAL IMPACT:

No fiscal impact to the approved 2024-25 Overall Work Program and Budget.



STAFF REPORT
Board Meeting of February 19, 2025

AGENDA ITEM: 5-A

PREPARED BY: Sandy Ebersole, Administrative Analyst

SUBJECT:

Notice of Funding Opportunities

Enclosure: No

Action: Information and Discussion Only

SUMMARY:

All Federal grants, including transportation grants, can be found at [grants.gov](https://www.grants.gov). To find transportation related funding opportunities select “All Department of Transportation” under the “Agency” menu on the left-hand side.

The programs listed in the table below have released a Notice of Funding Opportunity (NOFO). This timeline is subject to change.

Active & Upcoming Notices of Funding Opportunities (NOFOs)

Program	Due Date
Bridge Investment Program	8/1/25
Bridge Projects	11/1/25
Planning and other Bridge Projects	10/1/25
Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation (PROTECT)	2/24/25
Rural and Tribal Assistance Pilot Program	4/30/25
Bus Programs: Buses and Bus Facilities Competitive Grants; Low or No Emissions (Bus) Grants (Spring 2025)	
All Stations Accessibility Program (Spring 2025)	

[Safe Streets and Roads for All](#) (Summer 2025)

[Pilot Program for Transit Oriented Development](#)
(Summer 2025)

[Congestion Relief Program](#) (Summer 2025)

[Strengthening Mobility & Revolutionizing Transportation](#)
(SMART) (Summer 2025)

[Charging & Fueling Infrastructure Grants \(Community &](#)
[Corridor charging\) & NEVI](#) (Fall 2025)

FISCAL IMPACT:

No fiscal impact to the approved 2024-25 Overall Work Program and Budget.



STAFF REPORT
Board Meeting of February 19, 2025

AGENDA ITEM: 5-B

PREPARED BY: Sandy Ebersole, Administrative Analyst

SUBJECT:

RAISE Grant Solicitation renamed to “BUILD” by U.S. Department of Transportation

Enclosure: No

Action: Information and Discussion Only

SUMMARY:

The U.S. Department of Transportation (DOT) amended its Notice of Funding Opportunity (NOFO) for the Fiscal Year (FY) 2025 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program that was originally released in November 2024. See the [Amended NOFO](#), an [Amended NOFO with Redlined Changes](#), and the updated [Program Website](#). Below is a brief review of the amendments to the solicitation.

The program known as the RAISE Grant Program during the Biden Administration will now once again be known as the Better Utilizing Investments to Leverage Development (BUILD) Grant Program as it was during the first Trump Administration. The DOT awarded \$1.32 billion in grants under Round 1 of the program on January 10, 2025, to support 109 projects from a pool of Projects of Merit that were evaluated as Highly Rated, but not previously selected for a grant under the prior FY 2024 solicitation. DOT continues to accept applications through Round 2 of the FY 2025 solicitation. Project sponsors may submit new applications as well as revised proposals for Projects of Merit that were not selected for Round 1 awards. Selections for Round 2 awards are expected to be announced no later than June 28, 2025.

There is \$150 million in funding remaining for Round 2 awards that was authorized by the *Infrastructure Investment and Jobs Act* (P.L. 117-58). The Amended NOFO maintains that additional funding beyond that authorized funding could be provided for awards if Congress appropriates additional funding for the program in any eventual bicameral agreement on the FY 2025 Transportation, Housing and Urban Development, and Related Agencies (T-HUD) spending bill. However, the NOFO states that “DOT cannot guarantee that Congress will appropriate additional funding to BUILD via a future FY 2025 appropriation.”

The amended NOFO removes references to Executive Orders (EOs) and related Departmental priorities from the Biden Administration that were rescinded by President Donald Trump. It aligns the BUILD solicitation with new Executive Orders issued by President Trump with corresponding updates to the merit criteria rating rubric found on pages 30 to 38. The rubric and descriptions of Departmental priorities remove references to equity and benefits to underserved communities, climate change and decarbonization, environmental justice, electrification and zero-emission vehicle infrastructure, active transportation, and certain workforce development and contracting initiatives. Additionally, the amended NOFO affirms that all grant agreements or contracts must include terms that are in compliance with Section 3(C)(iv) of the EO entitled [Ending Illegal Discrimination and Restoring Merit-Based Opportunity](#) issued by President Trump on January 21, 2025.

Regarding other portions of the amended NOFO, please note that eligible planning projects no longer include equity analysis, zero emissions planning for transit fleets, and planning activities related to zero emissions goods movement. Additionally, for the purposes of the solicitation, an Area of Persistent Poverty (APP) maintains the same statutory definition, but the definition of a Historically Disadvantaged Community (HDC) now holds the same definition as an APP.

The Deadline for Round 2 funding remained Thursday, **January 30, 2025 at 11:59 p.m. Eastern Time (ET).**

FISCAL IMPACT:

No fiscal impact to the approved 2024-25 Overall Work Program and Budget.



STAFF REPORT
Board Meeting of February 19, 2025

AGENDA ITEM: 5-C

PREPARED BY: Evelyn Espinosa, Senior Regional Planner

SUBJECT:

Performance Measure 1: Safety Target Acceptance

Enclosure: Yes

Action: Adopt the statewide targets for all five Safety Performance Measures for 2025

SUMMARY:

The Moving Ahead for Progress in the 21st Century (MAP-21) and the Fixing America’s Surface Transportation Act (FAST Act) require metropolitan planning organizations (MPOs) to set targets for a series of transportation-related performance measures. Since it is an annual target, MCTC’s 2025 safety performance targets need to be set by February 27, 2025, for the following five performance measures:

1. Number of fatalities
2. Rate of fatalities per 100 million vehicle miles traveled (VMT)
3. Number of serious injuries
4. Rate of serious injuries per 100 million VMT
5. Number of non-motorized fatalities and serious injuries

The statewide target aims for a -2.84% percent annual reduction for fatalities, and -3.69 percent annual reduction for serious injuries. Included is the California Safety Performance Management Targets for 2025 background, with detailed methodology used by the State for the statewide targets.

Staff recommends adopting the statewide targets for all five safety performance measures for 2025.

Performance Target	FY 2025 Target (5- Yr. Average)	FY 2025 Target (Actual Annual Number)	Percent Reduction (2025)
Number of Fatalities	35.8	35	-2.84%

Rate of Fatalities (per 100M VMT)	1.95	1.9	-4.61%
Number of Serious Injuries	114.3	110.1	-3.69%
Rate of Serious Injuries (per 100M VMT)	6.2	6.0	-3.69%
Number of Non-Motorized Fatalities and Non-Motorized Severe Injuries	14.7	14.2	-2.84% for fatalities and -3.69% for serious injuries

FISCAL IMPACT:

No fiscal impact to the approved 2024-25 Overall Work Program and Budget.

California Safety Performance Management Targets for 2025

Item 5-5-C.

The California Department of Transportation (Caltrans), in cooperation with the Office of Traffic Safety (OTS), is required to set five annual Safety Performance Management Targets (SPMTs) for all public roads in the State of California by August 31 of each year. This is pursuant to the Moving Ahead for Progress in the 21st Century Act (MAP-21, P.L. 112-141). The Safety Performance Management Final Rule adds Part 490 to Title 23 of the Code of Federal Regulations to implement the performance management requirements in 23 U.S.C. 150.

Caltrans set SPMTs for the 2025 calendar year by August 31, 2024. Caltrans and OTS have adopted the following performance measures shown in Table 1.

TABLE 1. PERFORMANCE MEASURE AND TARGET BASED ON 5-YEAR ROLLING AVERAGE

Performance Measure	FY 2025 Target (5-Year Average)	FY 2025 Target (Actual Annual Number)	Average Annual Reduction
Number of Fatalities	4,048.6	3,818	2.84%
Fatality Rate (per 100M VMT)	1.26	1.14	4.61%
Number of Serious Injuries	16,630.5	15,404	3.69%
Serious Injury Rate (per 100M VMT)	4.77	4.42	3.69%
Number of Non-Motorized Fatalities and Serious Injuries	4,373.3	4,071	2.84% (F) 3.69% (SI)

Note: The fatalities, fatality rate, and serious injuries targets are set in coordination with OTS.

Federal Guidance and Requirements

The Highway Safety Improvement Program (HSIP) is a core Federal-aid program with the purpose to achieve a significant reduction in fatalities and serious injuries on all public roads. The HSIP requires a data-driven, strategic approach to improving highway safety on all public roads and focuses on performance. The HSIP regulation under 23 CFR 924 establishes the Federal Highway Administration’s (FHWA) HSIP policy, as well as program structure, planning, implementation, evaluation and reporting requirements for States to successfully administer the HSIP.

The Safety Performance Management (PM) Final Rule supports the data-driven performance focus of the HSIP. The Safety PM Final Rule establishes five performance measures as five-year rolling averages to carry out the HSIP. The performance measures include:

- (1) Number of Fatalities,
- (2) Rate of Fatalities per 100 million Vehicle Miles Traveled (VMT),
- (3) Number of Serious Injuries,
- (4) Rate of Serious Injuries per 100 million VMT, and
- (5) Number of Non-motorized Fatalities and Non-motorized Serious Injuries.

These safety performance measures are applicable to all public roads regardless of ownership or functional classification.

California Safety Planning and Target Setting

The overarching highway safety plan for the State of California is the Strategic Highway Safety Plan (SHSP). In January 2023, California updated its SHSP, which is a statewide, coordinated traffic safety plan that provides a comprehensive framework for reducing roadway fatalities and serious injuries on California's public roads. The SHSP is a multi-disciplinary effort involving Federal, tribal, State, and local representatives from the 5Es who dedicate countless hours to improve safety and partnerships across disciplines where the 5Es represent education, enforcement, engineering, emergency response, and emerging technologies.

States must establish statewide targets for each of the federal safety performance measures. States also have the option to establish any number of urbanized area targets and one non-urbanized area target for any, or all, of the measures. Targets are established annually. For three performance measures (number of fatalities, rate of fatalities, and number of serious injuries), targets must be identical to the targets established for the National Highway Traffic Safety Administration (NHTSA) Highway Safety Grants program that is administered by OTS. The State Departments of Transportation (DOTs) must also coordinate with their Metropolitan Planning Organizations (MPOs) in their States on establishment of targets, to the maximum extent practicable. States will report targets to the FHWA in the HSIP report due in August of each year.

However, NHTSA and FHWA released a final rule on May 6, 2024 amending the uniform procedures for State Highway Safety Grant Programs (88 FR 36472) waiving the requirement to have identical common performance targets for FY 2025. Despite the waiver, Caltrans and OTS collaborated to set matching targets for both the HSP and HSIP for FY 2025.

When developing the FY 2024 – 2026 Highway Safety Plan (HSP), Caltrans and OTS coordinated to develop a target setting methodology that is consistent and meets both NHTSA and FHWA targets for the three common performance measures.

Caltrans and OTS agreed on a method for the performance measures for FY 2024, 2025, and 2026 that builds upon trends during COVID and other impacts that are causing fatalities and serious injuries to increase. The State ensured that targets provide a reduction or remain constant compared to the 2021 five-year rolling average, aligned with the NHTSA rulemaking. Therefore, OTS set the 2026 five-year rolling average target equal to the 2021 five-year rolling average and used the average annual change to calculate the annual 2022, 2023, 2024 and 2025 values.

Each MPO will establish targets for the same five safety performance measures for all public roads in the MPO's planning area within 180 days after the State establishes each target. The targets will be established in coordination with the State, to the maximum extent practicable. The MPO can either agree to support the State DOT target or establish a numerical target specific to the MPO planning area. MPOs' targets are reported to the State DOT, which must be able to provide the targets to FHWA, upon request.

A State is considered to have met, or made significant progress toward meeting, its safety targets when at least four of the five targets are met or the outcome for the performance measure is better

than the baseline performance the year prior to the target being set. Optional urbanized area or non-urbanized area targets will not be evaluated. Each year that FHWA determines a State has not met or made significant progress toward meeting its performance targets, the State will be required to use obligation authority equal to the baseline year HSIP apportionment for safety projects. States must also develop a HSIP Implementation Plan.

Target Selection Methodology

There are three steps to setting safety performance targets, which are:

- (1) estimating the existing trend to determine where the State is,
- (2) determining what external factors will impact the target in order to adjust the trend for demographic and socioeconomic changes, and
- (3) estimating targets based on forecasted fatality reductions from safety plans.

Since SPMTs are applicable to all public roads in California, regional and local jurisdictions should be notified of the safety target setting process. On September 10, 2024, a virtual outreach meeting was held to discuss the SPMTs with the MPOs and other vested stakeholders. During this meeting, the 2025 SPMTs were presented along with the methodology, which extrapolates the annual decrease of fatalities and serious injuries into the future.

Statewide Number of Fatalities

The 2025 target for the number of fatalities is a five-year rolling average of **4,048.6**. NHTSA's Fatality Analysis Reporting System (FARS) data was used from 2012 through 2021. In California, traffic fatalities generally increased between 2012 to 2017 as shown in Figure 1, but there was a 2.2% reduction in traffic fatalities in 2017 from 3,884 to 3,798 in 2018 and a 2.1% reduction in traffic fatalities in 2018 from 3,798 to 3,719 in 2019. Traffic fatalities then jumped by 7.0% in 2020 and 7.7% in 2021.

Caltrans and OTS considered several options while reviewing the various trends for the 2025 target. Some options included and excluded COVID-impacted years and the expected projections. Another option was a vision zero target where the necessary annual reductions were determined to reach zero fatalities by 2050. These various methods either resulted in an increasing target from the 2021 five-year rolling average or provided inconsistencies as to which data or years to include to determine the target.

In Figure 1, the green bars reflect the data that was available in FARS at the time of the target setting process and the gray bars reflect the projected annual decrease of 2.84%. The dark green line represents the 5-year rolling average of the annual number of fatalities.

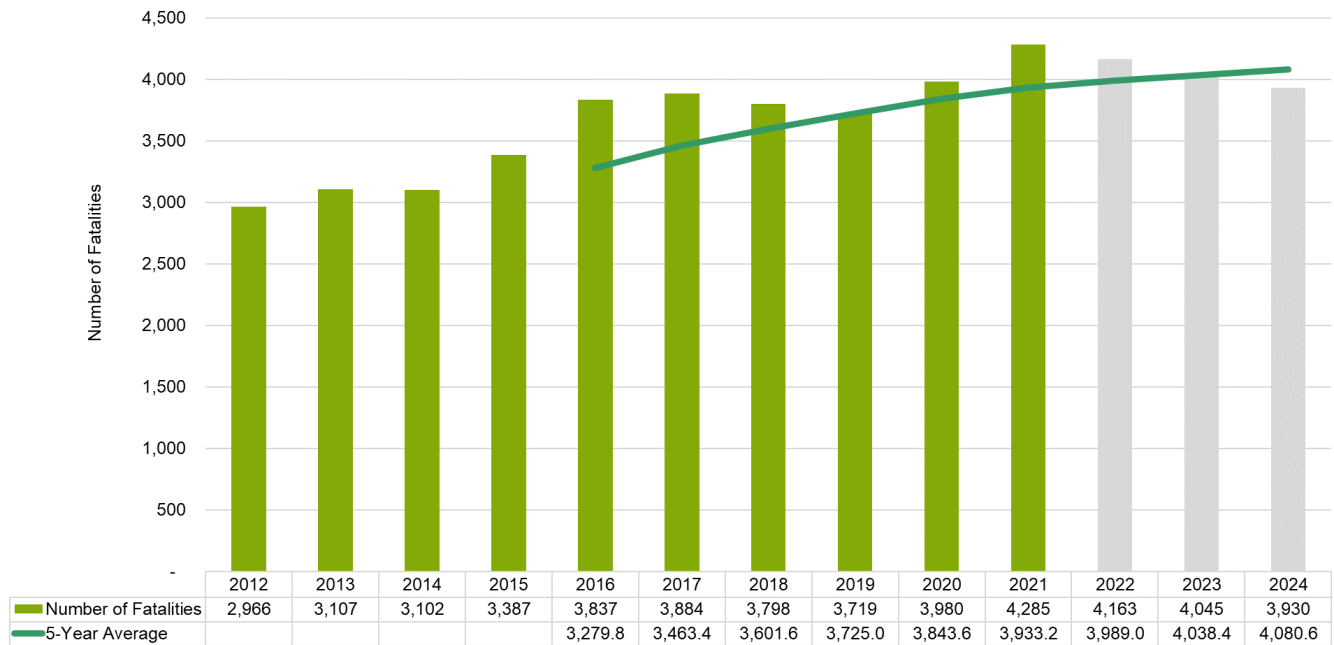


FIGURE 1 – STATEWIDE NUMBER OF FATALITIES

Through assistance with the HSIP, many California agencies have or are developing Local Roadway Safety Plans that put a focus on reducing fatal and serious injury crashes throughout their respective jurisdictions. This coupled along with an increase in the number of OTS grants from the prior year will assist California in continuing this downward trend in fatalities.

Statewide Number of Serious Injuries

The 2025 target for the number of serious injuries is a five-year rolling average of **16,630.5**. CHP’s Statewide Integrated Traffic Records System (SWITRS) data was used from 2012 through 2021; however, the final data for 2021 was not available and considered preliminary at the time of 2024 target setting. In California, serious injuries due to traffic crashes generally increased between 2012 to 2016, and then in 2018, the first full year when the serious injury definition included suspected serious injury, resulted in a significant 13.8% increase. There was a 6.8% reduction in 2019 from 16,443 to 15,392 in 2020, but then there was another significant 16.3% increase in 2021.

To comply with NHTSA’s new requirements, Caltrans and OTS agreed on a target-setting method where the 2026 five-year rolling average target will be equal to the 2021 five-year rolling average and using the average annual change to calculate the annual 2022, 2023, 2024, 2025 and 2026 values. Since Caltrans continues to report performance measures and targets annually, the expected projections will be shown through 2024 only.

In Figure 2, the green bars reflect the data that was available in SWITRS at the time of the target setting process and the gray bars reflect the projected annual decrease of 3.69%. The dark green line represents the 5-year rolling average of the annual number of serious injuries.

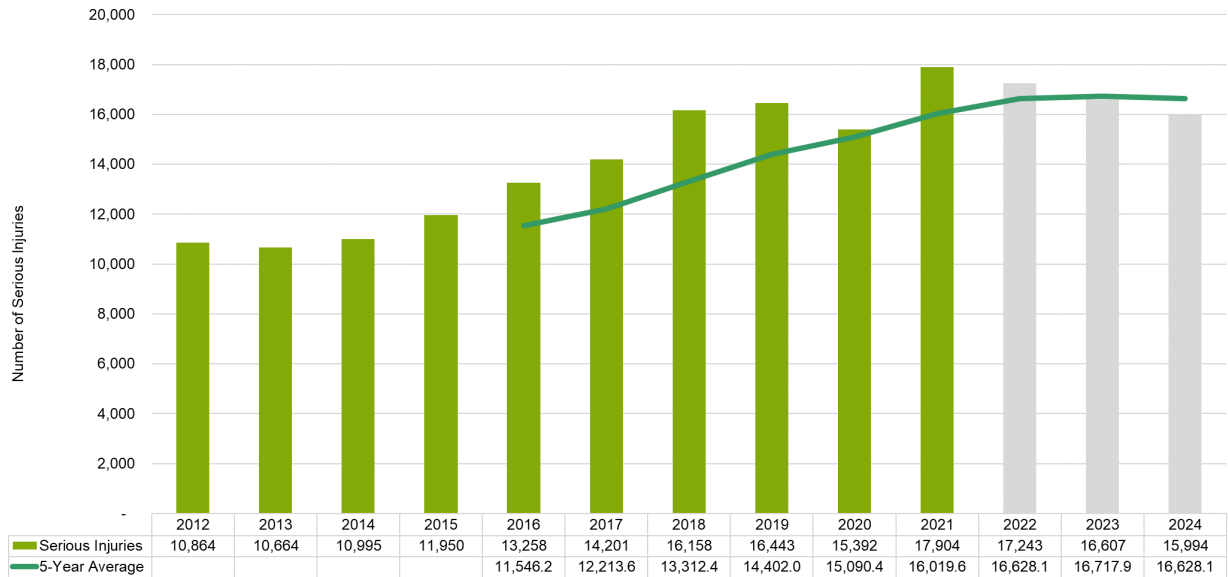


FIGURE 2 – STATEWIDE NUMBER OF SERIOUS INJURIES

Statewide Fatality Rate

The 2025 target for the fatality rate is a five-year rolling average of **1.26**. NHTSA used the Crash Data Acquisition Network to share the fatality rate per 100 million vehicle miles driven. In California, the fatality rate generally increased between 2012 to 2017, and there was a 3.7% reduction in 2018 and 2019 only to have a 22% increase occur in 2020 and then a 3.8% increase in 2021.

To comply with NHTSA’s new requirements, Caltrans and OTS agreed on a target-setting method where the 2026 five-year rolling average target will be equal to the 2021 five-year rolling average and using the average annual change to calculate the annual 2022, 2023, 2024, 2025 and 2026 values. Since Caltrans continues to report performance measures and targets annually, the expected projections will be shown through 2024 only.

In Figure 3, the green bars reflect the data that was available through NHTSA at the time of the target setting process and the gray bars reflect the projected annual decrease of 4.61%. The dark green line represents the 5-year rolling average of the annual fatality rates.

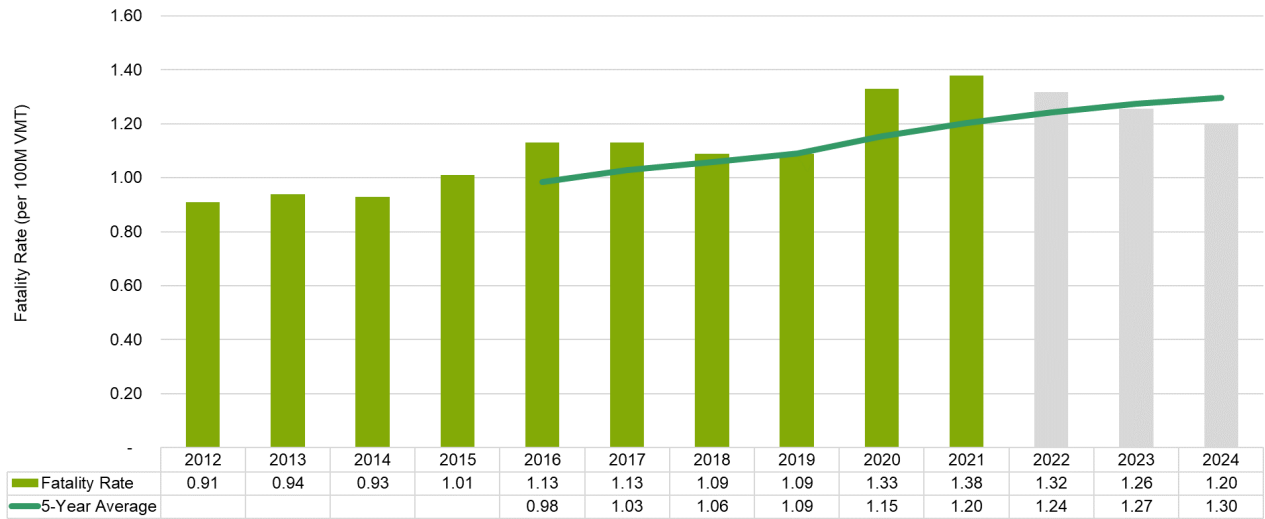


FIGURE 3 – STATEWIDE FATALITY RATE (PER 100M VMT)

Statewide Serious Injury Rate

The 2025 target for the serious injury rate is a five-year rolling average of **4.77**. CHP’s Statewide Integrated Traffic Records System (SWITRS) data was used from 2012 through 2021; however, the final data for 2021 was not available and considered preliminary at the time of 2024 target setting. In California, the serious injury rate due to traffic crashes generally increased between 2012 to 2017, and then in 2018, the suspected serious injury inclusion resulted in a 12.1% increase. There was another 9.8% increase in 2020.

In Figure 4, the green bars reflect the data that was available through SWITRS at the time of the target setting process and the gray bars reflect the projected annual decrease of 3.69%. The dark green line represents the 5-year rolling average of the annual serious injury rate.

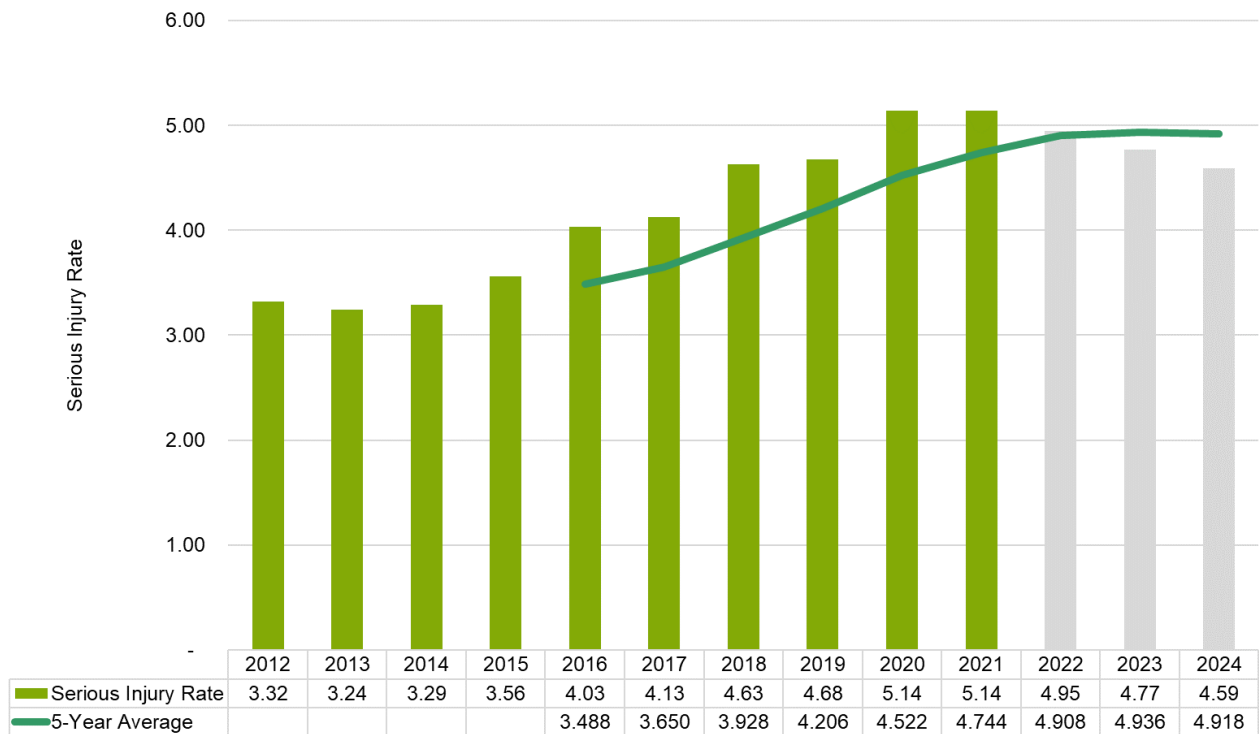


FIGURE 4 – STATEWIDE SERIOUS INJURY RATE (PER 100M VMT)

Statewide Non-Motorized Fatalities and Non-Motorized Serious Injuries (Pedestrians and Bicyclists)

The 2025 target for non-motorized fatalities and non-motorized serious injuries is a five-year rolling average of **4,373.3**. In Figure 5, the light green bars reflect the number of fatalities from FARS and the dark green bars reflect the number of serious injuries from SWITRS at the time of target setting for pedestrians and bicyclists combined. The gray bars reflect the annual decrease of 2.84% for non-motorized fatalities and the dark gray bars reflect the annual decrease of 3.69% for non-motorized serious injuries. The dark green line represents the 5-year rolling average of the annual non-motorized fatalities and non-motorized serious injuries.

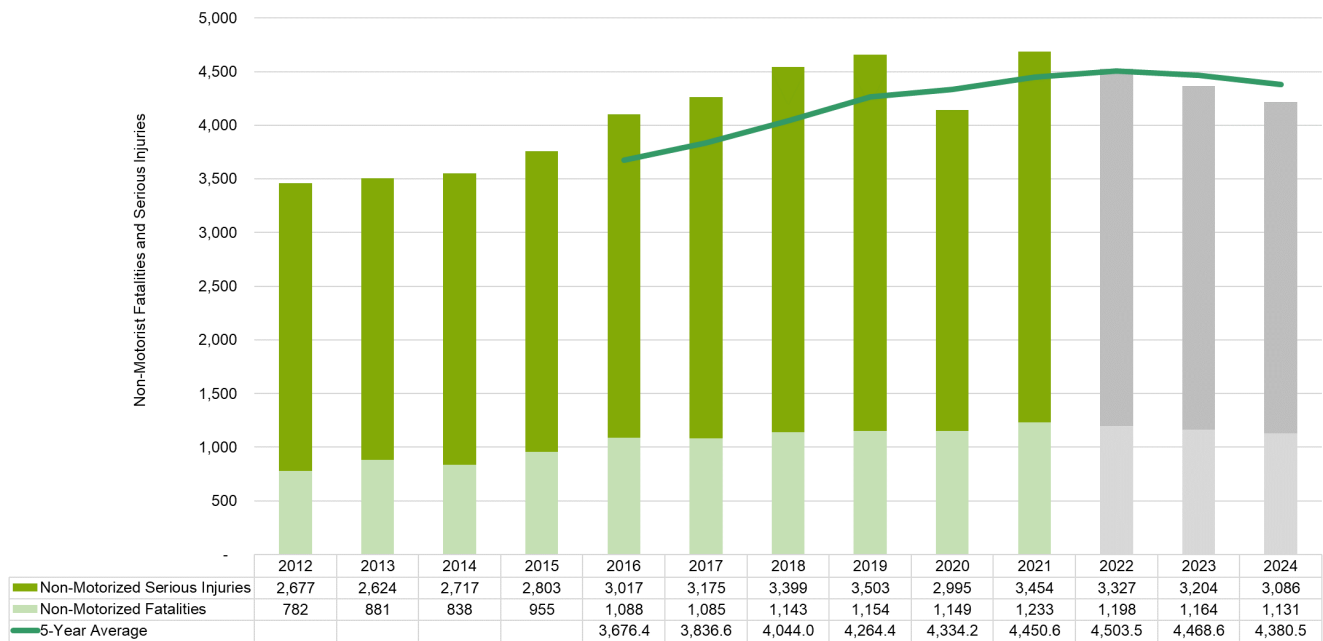


FIGURE 5 – STATEWIDE NON-MOTORIZED FATALITIES AND SERIOUS INJURIES (COMBINED)

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STAFF REPORT
Board Meeting of February 19, 2025

AGENDA ITEM: 5-D

PREPARED BY: Sandy Ebersole, Administrative Analyst

SUBJECT:

2025 San Joaquin Valley Regional Policy Conference

Enclosure: No

Action: Information and Discussion Only

SUMMARY:

Save the date for the annual [San Joaquin Valley Regional Policy Conference](#). This year's conference is being held in Merced April 9, 2025 – April 11, 2025. This event will open in the heart of Merced's downtown district at the newly renovated El Capitan hotel with a lively networking reception. The conference center at UC Merced will host the conference and Blueprint Awards on the second day and feature tours of local housing developments, a few transportation infrastructure projects, and the UC Merced campus. Attendees will gather at the historic Merced Theatre on the closing day where dynamic sessions will engage them on the latest policy and political updates regarding transportation planning at the regional, state, and federal level.

FISCAL IMPACT:

No fiscal impact to the approved 2024-25 Overall Work Program and Budget.



STAFF REPORT
Board Meeting of February 19, 2025

AGENDA ITEM: 5-E

PREPARED BY: Jeff Findley, Principal Regional Planner

SUBJECT:

MCTC 2025 Federal Transportation Improvement Program (FTIP) Amendment No. 2 – (Type 2 and 3 – Formal)

Enclosure: Yes

Action: Ratify

SUMMARY:

The Executive Director of the Madera County Transportation Commission (MCTC), as authorized by the Policy Board, approved Amendment No. 2 to the 2025 FTIP on February 11, 2025. State and Federal approval is required for this amendment. The amendment includes the following:

- Adjusted CMAQ Apportionment for FY 24/25.
- Added carryover CMAQ Projects from 2023 FTIP that were not obligated prior to Federal approval of the 2025 FTIP.
- Adjusted funding years for CMAQ projects due to available apportionment.
- Added funding from INFRA MEGA Grant to MAD 118003.
- Adjusted fiscal years and component changes for MAD 417008.
- Added Railroad Crossing Elimination Program Project - MAD 219000.
- Added CRP Project - MAD 500004.

Amendment No. 2 to the 2025 FTIP may be found on the [MCTC Website](#).

FISCAL IMPACT:

No fiscal impact to the approved 2024-25 Overall Work Program and Budget.

February 11, 2025

Mr. Kien Le, Office Chief
California Department of Transportation
Division of Financial Programming, MS 82
Office of Federal Programming and Data Management
P.O. Box 942873
Sacramento, CA 94273-0001

Attention: Peter Kang

Subject: Submittal of the Madera County Amendment No. 2 (Type 2/3 – Formal) to the 2025 Federal Transportation Improvement Program

Enclosed for your approval is Amendment No. 2 (Type 2 and 3 – Formal) to the 2025 Federal Transportation Improvement Program (FTIP). The Executive Director of the Madera County Transportation Commission (MCTC) as authorized by the Policy Board hereby approves Amendment No. 2 to the 2025 FTIP. State and Federal approval is required.

Documentation associated with this amendment is provided as indicated below:

- **Project List:** Attachment 1 includes a summary of programming changes that result from Amendment No. 2 to the 2025 FTIP. The projects and/or project phases are consistent with the 2022 Regional Transportation Plan (RTP). The attachment also includes the CTIPs printouts for the project changes to the 2025 FTIP via Amendment No. 2.
- **Updated Financial Plan:** Attachment 2. The Financial Plan from the 2025 FTIP has been updated to include the project list as provided in Attachment 1. Additionally, the 2025 FTIP Formal Amendment No. 2 addresses the following changes:
 - Adjusted CMAQ Apportionment for FY 24/25.
 - Added carryover CMAQ Projects from 2023 FTIP that were not obligated by local agencies prior to Federal approval of the 2025 FTIP.
 - Adjusted funding years for CMAQ projects due to available apportionment.
 - Added funding from INFRA MEGA Grant to MAD 118003.

- Adjusted fiscal years and component changes for MAD 417008.
- Added Railroad Crossing Elimination Program Project - MAD 219000.
- Added CRP Project - MAD 500004.

The financial plan confirms that, with this amendment, the 2025 FTIP remains financially constrained.

- Public Involvement: Attachment 3 includes the Public Notice.
- Conformity Requirements: The proposed project changes have been determined to be exempt from the requirement that a conformity determination and/or regional emissions analysis be performed per 40 CFR 93.126, 93.127, or 93.128. Because the projects are exempt, no further conformity determination is required.

In addition, the projects and/or project phases contained in Amendment No. 2 do not interfere with the timely implementation of any approved Transportation Control Measures (TCMs).

A 7-day public review and interagency consultation period was completed on February 10, 2025. The public participation process for Amendment No. 2 to the 2025 FTIP is consistent with the MCTC Board adopted Public Participation Plan.

An electronic copy of the four-year financial plan will be sent via email. Amendment No. 2 to the 2025 FTIP is also available on the [MCTC Website](#) and the California Transportation Improvement Program System (CTIPS).

If you have any questions regarding this document, please contact Jeff Findley at jeff@maderactc.org.

Sincerely,



Patricia Taylor, Executive Director
Madera County Transportation Commission

ATTACHMENT 1
PROJECT LISTING

Summary of Changes

MCTC 2025 FTIP Amendment No. 2 (Formal, Type 2/ 3)

Existing / New	MPO FTIP ID	PROJECT TITLE	DESCRIPTION OF CHANGE	Phase	PRIOR CTIPS Entry	CURRENT CTIPS Entry	FFY	FINANCIAL TABLE Fund Source Category	Net Increase/ Decrease	Total Change to Project Cost	Comments
Existing	MAD 417008 221-0000-00406	In the County of Madera; Madera SR 41 Expressway Phase 1 - from Ave 10.5 to Ave 12, widen to 4 lane expressway. From Ave 12 to 0.4 miles north of Ave 15, widen to 4 lane conventional highway.	COST DECREASE	ROW	\$24,000,000	\$31,000,000	24/25	Developer Fees	\$7,000,000	\$21,100,000	Per County of Madera request
			NO CHANGE	ROW	\$0	\$0	24/25	Local	\$0		
			COST INCREASE	CON	\$0	\$74,100,000	24/25	Developer Fees	\$74,100,000		
			NO CHANGE	CON	\$0	\$0	24/25	Local	\$0		
			COST DECREASE	CON	\$60,000,000	\$0	25/26	Developer Fees	(\$60,000,000)		
			NO CHANGE	CON	\$0	\$0	25/26	Local	\$0		
			COST DECREASE	ROW	\$1,950,000	\$0	23/24	CPFCD	(\$1,950,000)		
			NO CHANGE	ROW	\$0	\$0	23/24	Local	\$0		
			COST INCREASE	CON	\$0	\$1,950,000	24/25	CPFCD	\$1,950,000		
			NO CHANGE	CON	\$0	\$0	24/25	Local	\$0		
			COST INCREASE	CON	\$0	\$25,000,000	24/25	INFRA - Rural	\$25,000,000		
			NO CHANGE	CON	\$0	\$0	24/25	Local	\$0		
			COST DECREASE	CON	\$25,000,000	\$0	25/26	INFRA - Rural	(\$25,000,000)		
			NO CHANGE	CON	\$0	\$0	25/26	Local	\$0		
Amended / New	MAD 102060 221-0000-00286	County of Madera; Road 23 Shoulder Paving - Shoulder paving of 4 feet on each side of the roadway on Road 23 from Ave 8 1/2 to Ave 9 1/2. Shoulder paving results in the reduction of PM 2.5.	COST INCREASE	CON	\$0	\$159,000	24/25	CMAQ	\$159,000	\$180,000	Carryover project per County of Madera Request.
			COST INCREASE	CON	\$0	\$21,000	24/25	Local	\$21,000		
Amended / New	MAD 102061 221-0000-00288	County of Madera; Ave 9 Shoulder Paving - Shoulder paving of 4 feet on each side of the roadway on Avenue 9 from Road 23 to Road 23 1/2 - Shoulder Paving results in the reduction of PM 2.5.	COST INCREASE	CON	\$0	\$84,000	24/25	CMAQ	\$84,000	\$95,000	Carryover project per County of Madera Request.
			COST INCREASE	CON	\$0	\$11,000	24/25	Local	\$11,000		
Amended / New	MAD 102073 221-0000-00370	County of Madera; Shoulder Paving - Shoulder paving of 4 feet on each side of the roadway on Road 36 from Avenue 9 to Avenue 12. Shoulder Paving results in the reduction of PM 2.5.	COST INCREASE	CON	\$0	\$438,000	24/25	CMAQ	\$438,000	\$495,000	Carryover project per County of Madera Request.
			COST INCREASE	CON	\$0	\$57,000	24/25	Local	\$57,000		
Amended / New	MAD 102074 221-0000-00371	County of Madera; Shoulder Paving - Shoulder paving of 4 feet on each side of the roadway on Road 36 from Avenue 12 1/2 to Avenue 15. Shoulder Paving results in the reduction of PM 2.5.	COST INCREASE	CON	\$0	\$365,000	24/25	CMAQ	\$365,000	\$412,000	Carryover project per County of Madera Request.
			COST INCREASE	CON	\$0	\$47,000	24/25	Local	\$47,000		
Amended / New	MAD 102076 221-0000-00373	County of Madera; Shoulder Paving - Shoulder paving of 4 feet on each side of the roadway on Road 209 from State Route 41 to 4.6 miles North. Shoulder Paving results in the reduction of PM 2.5.	COST INCREASE	CON	\$0	\$672,000	24/25	CMAQ	\$672,000	\$759,000	Carryover project per County of Madera Request.
			COST INCREASE	CON	\$0	\$87,000	24/25	Local	\$87,000		
Amended / New	MAD 102077 221-0000-00374	County of Madera; Shoulder Paving - Shoulder paving of 4 feet on each side of the roadway on Road 23 from Avenue 14 to Avenue 15 1/2 (1.5 miles), 18 1/2 south 2,000 linear feet. Shoulder Paving results in the reduction of PM 2.5.	COST INCREASE	CON	\$0	\$278,000	24/25	CMAQ	\$278,000	\$314,000	Carryover project per County of Madera Request.
			COST INCREASE	CON	\$0	\$36,000	24/25	Local	\$36,000		
Amended / New	MAD 102079 221-0000-00376	County of Madera; Shoulder Paving - Shoulder paving of 4 feet on each side of the roadway on Road 25 from Avenue 12 to City Limits (1 mile). Shoulder Paving results in the reduction of PM 2.5.	COST INCREASE	CON	\$0	\$146,000	24/25	CMAQ	\$146,000	\$165,000	Carryover project per County of Madera Request.
			COST INCREASE	CON	\$0	\$19,000	24/25	Local	\$19,000		
Existing	MAD 116000 221-0000-00462	County of Madera; Shoulder Paving Ave 7 Canal Rd to Canal Road - Avenue 7 from Chowchilla Canal Road to 2 miles east Shoulder Paving - Add 5 feet to the existing unpaved shoulder to achieve PM 2.5 reductions. Shoulder paving results in the reduction of PM 2.5.	NO CHANGE	PE	\$41,000	\$41,000	24/25	CMAQ	\$0	\$0	Shift in Fiscal Year to accommodate Apportionment capacity per County of Madera Request.
			NO CHANGE	PE	\$5,000	\$5,000	24/25	Local	\$0		
			COST DECREASE	CON	\$471,000	\$0	27/28	CMAQ	(\$471,000)		
			COST DECREASE	CON	\$61,000	\$0	27/28	Local	(\$61,000)		
			COST INCREASE	CON	\$0	\$471,000	28/29	CMAQ	\$471,000		
			COST INCREASE	CON	\$0	\$61,000	28/29	Local	\$61,000		
Existing	MAD 116001 221-0000-00463	County of Madera; Shoulder Paving - Road 26 from Avenue 18 to Avenue 21 - Add 6.5 feet to the existing unpaved shoulder to achieve PM 2.5 reductions. Shoulder paving results in the reduction of PM 2.5.	NO CHANGE	PE	\$100,000	\$100,000	24/25	CMAQ	\$0	\$0	Shift in Fiscal Year to accommodate Apportionment capacity per County of Madera Request.
			NO CHANGE	PE	\$13,000	\$13,000	24/25	Local	\$0		
			COST DECREASE	ROW	\$54,000	\$0	24/25	CMAQ	(\$54,000)		
			COST DECREASE	ROW	\$7,000	\$0	24/25	Local	(\$7,000)		
			COST INCREASE	ROW	\$0	\$54,000	25/26	CMAQ	\$54,000		
			COST INCREASE	ROW	\$0	\$7,000	25/26	Local	\$7,000		

			COST DECREASE	CON	\$1,154,000	\$0	27/28	CMAQ	(\$1,154,000)		
			COST DECREASE	CON	\$150,000	\$0	27/28	Local	(\$150,000)		
			COST INCREASE	CON	\$0	\$1,154,000	28/29	CMAQ	\$1,154,000		
			COST INCREASE	CON	\$0	\$150,000	28/29	Local	\$150,000		
Existing	MAD 116004 221-0000-00466	County of Madera; Shoulder Paving Santa Fe RR to Rd 12 - Avenue 21 from Santa Fe Railroad Tracks to Road 12 - Add 6.5 feet to the existing unpaved shoulder to achieve PM 2.5 reductions. Shoulder paving results in the reduction of PM 2.5.	NO CHANGE	PE	\$55,000	\$55,000	24/25	CMAQ	\$0	\$0	Shift in Fiscal Year to accommodate Apportionment capacity per County of Madera Request.
			NO CHANGE	PE	\$7,000	\$7,000	24/25	Local	\$0		
			COST DECREASE	CON	\$418,000	\$0	26/27	CMAQ	(\$418,000)		
			COST DECREASE	CON	\$54,000	\$0	26/27	Local	(\$54,000)		
			COST INCREASE	CON	\$0	\$418,000	27/28	CMAQ	\$418,000		
			COST INCREASE	CON	\$0	\$54,000	27/28	Local	\$54,000		
Existing	MAD 116005 221-0000-00467	County of Madera; Shoulder Paving Rd 23 from Ave 12 to 14 - Road 23 from Avenue 12 to Avenue 14 - Add 5 feet to the existing unpaved shoulder to achieve PM 2.5 reductions. Shoulder paving results in the reduction of PM 2.5.	NO CHANGE	PE	\$45,000	\$45,000	24/25	CMAQ	\$0	\$0	Shift in Fiscal Year to accommodate Apportionment capacity per County of Madera Request.
			NO CHANGE	PE	\$6,000	\$6,000	24/25	Local	\$0		
			COST DECREASE	CON	\$517,000	\$0	26/27	CMAQ	(\$517,000)		
			COST DECREASE	CON	\$67,000	\$0	26/27	Local	(\$67,000)		
			COST INCREASE	CON	\$0	\$517,000	28/29	CMAQ	\$517,000		
			COST INCREASE	CON	\$0	\$67,000	28/29	Local	\$67,000		
Existing	MAD 116006 221-0000-00468	County of Madera; Shoulder Paving Ave 17 from Rd 26 to 27 - Avenue 17 from Road 26 to Road 27 - Add 6.5 feet to the existing unpaved shoulder to achieve PM 2.5 reductions. Shoulder paving results in the reduction of PM 2.5.	NO CHANGE	PE	\$30,000	\$30,000	24/25	CMAQ	\$0	\$0	Shift in Fiscal Year to accommodate Apportionment capacity per County of Madera Request.
			NO CHANGE	PE	\$4,000	\$4,000	24/25	Local	\$0		
			COST DECREASE	CON	\$350,000	\$0	27/28	CMAQ	(\$350,000)		
			COST DECREASE	CON	\$45,000	\$0	27/28	Local	(\$45,000)		
			COST INCREASE	CON	\$0	\$350,000	28/29	CMAQ	\$350,000		
			COST INCREASE	CON	\$0	\$45,000	28/29	Local	\$45,000		
Existing	MAD 118003 221-0000-00408	Madera High-Speed Rail Project - The project site is located a mile north of Avenue 12 in Madera County, between the BNSF Railroad tracks to the east and the California High Speed Rail Project Corridor (under construction) to the west. The first phase will build relocate the current Amtrak station, the second phase will construct a HSR station for initial HSR service between Merced and Bakersfield, the final phase will expand the HSR station for the full HSR system service.	COST INCREASE	PE	\$0	\$4,430,000	24/25	INFRA MEGA	\$4,430,000	\$54,530,000	Per SJJPA Request
			NO CHANGE	PE	\$0	\$0	24/25	Local	\$0		
			COST INCREASE	CON	\$0	\$100,000	24/25	INFRA MEGA	\$100,000		
			NO CHANGE	CON	\$0	\$0	24/25	Local	\$0		
			COST INCREASE	PE	\$0	\$5,138,000	25/26	INFRA MEGA	\$5,138,000		
			NO CHANGE	PE	\$0	\$0	25/26	Local	\$0		
			COST INCREASE	ROW	\$0	\$719,000	25/26	INFRA MEGA	\$719,000		
			NO CHANGE	ROW	\$0	\$0	25/26	Local	\$0		
			COST INCREASE	CON	\$0	\$44,143,000	25/26	INFRA MEGA	\$44,143,000		
			NO CHANGE	CON	\$0	\$0	25/26	Local	\$0		
Amended / New	MAD 202072 221-0000-00314	City of Madera; Shoulder Paving - Raymond Road. Shoulder paving results in the reduction of PM 2.5.	COST INCREASE	CON	\$0	\$214,000	24/25	CMAQ	\$214,000	\$253,000	Carryover project per City of Madera Request.
			COST INCREASE	CON	\$0	\$39,000	24/25	Local	\$39,000		
Existing	MAD 202074 221-0000-00315	City of Madera; Construct Bike/Pedestrian Facilities - Cleveland Avenue to Fresno River on MID	COST DECREASE	CON	\$300,000	\$0	25/26	CMAQ	(\$300,000)	\$0	Shift in Fiscal Year to accommodate Apportionment capacity per City of Madera Request. Project included for Environmental Clearance.
			COST DECREASE	CON	\$39,000	\$0	25/26	Local	(\$39,000)		
			COST INCREASE	CON	\$0	\$300,000	28/29	CMAQ	\$300,000		
			COST INCREASE	CON	\$0	\$39,000	28/29	Local	\$39,000		
Amended / New	MAD 202079 221-0000-00333	City of Madera; Shoulder Paving, Curb and Gutter Around Sports Complex. Shoulder paving results in the reduction of PM 2.5.	COST INCREASE	CON	\$0	\$244,000	24/25	CMAQ	\$244,000	\$275,000	Carryover project per City of Madera Request.
			COST INCREASE	CON	\$0	\$31,000	24/25	Local	\$31,000		
Existing	MAD 202081 221-0000-00335	City of Madera; Intersection Improvements at the Intersections of 4th Street, Lake Street, and Central Avenue. Five leg intersection with an all-way stop. Installation of a roundabout or a traffic signal.	NO CHANGE	CON	\$434,000	\$434,000	24/25	CMAQ	\$0	\$0	Per City of Madera request. Correction to actual PE obligated.
			NO CHANGE	CON	\$57,000	\$57,000	24/25	Local	\$0		
Amended / New	MAD 202083 221-0000-00335	City of Madera; Pedestrian facilities - Sidewalk Construction Along Schnoor Avenue Between Sunset Avenue and Fresno River	COST INCREASE	CON	\$0	\$113,000	24/25	CMAQ	\$113,000	\$128,000	Carryover project per City of Madera Request.

			COST INCREASE	CON	\$0	\$15,000	24/25	Local	\$15,000		
Existing	MAD 202086 221-0000-00340	City of Madera; Bicycle/Pedestrian Facilities - Fresno River Trail Between North-South Trail Behind Montecito Park and Granada Drive (Phase II)	COST DECREASE	ROW	\$18,000	\$0	24/25	CMAQ	(\$18,000)	\$0	Shift in Fiscal Year to accommodate Apportionment capacity per City of Madera Request.
			COST DECREASE	ROW	\$3,000	\$0	24/25	Local	(\$3,000)		
			COST DECREASE	CON	\$97,000	\$0	24/25	CMAQ	(\$97,000)		
			COST DECREASE	CON	\$13,000	\$0	24/25	Local	(\$13,000)		
			COST INCREASE	ROW	\$0	\$18,000	27/28	CMAQ	\$18,000		
			COST INCREASE	ROW	\$0	\$3,000	27/28	Local	\$3,000		
			COST INCREASE	CON	\$0	\$97,000	28/29	CMAQ	\$97,000		
			COST INCREASE	CON	\$0	\$13,000	28/29	Local	\$13,000		
Amended / New	MAD 217036 221-0000-00411	City of Madera; Pedestrian facilities around Washington School.	COST INCREASE	CON	\$0	\$290,000	24/25	CMAQ	\$290,000	\$328,000	Carryover project per City of Madera Request.
			COST INCREASE	CON	\$0	\$38,000	24/25	Local	\$38,000		
Amended	MAD 217038 221-0000-00418	City of Madera; Granada Avenue Pedestrian Bridge over the Fresno River.	NO CHANGE	PE	\$309,000	\$309,000	24/25	CMAQ	\$0	\$51,000	Shift in Fiscal Year to accommodate Apportionment capacity per City of Madera Request.
			COST INCREASE	PE	\$0	\$41,000	24/25	Local	\$41,000		
			COST DECREASE	ROW	\$70,000	\$0	24/25	CMAQ	(\$70,000)		
			NO CHANGE	ROW	\$0	\$0	24/25	Local	\$0		
			COST DECREASE	CON	\$1,834,000	\$0	24/25	CMAQ	(\$1,834,000)		
			COST DECREASE	CON	\$236,000	\$0	24/25	Local	(\$236,000)		
			COST INCREASE	ROW	\$0	\$70,000	25/26	CMAQ	\$70,000		
			COST INCREASE	ROW	\$0	\$10,000	25/26	Local	\$10,000		
			COST INCREASE	CON	\$0	\$1,834,000	27/28	CMAQ	\$1,834,000		
			COST INCREASE	CON	\$0	\$236,000	27/28	Local	\$236,000		
Amended	MAD 218001 221-0000-00460	City of Madera; Alley Paving at Various Locations - South West Quadrant (currently unpaved). This project will result in the reduction of PM 2.5.	COST DECREASE	PE	\$98,000	\$0	24/25	CMAQ	(\$98,000)	\$0	Shift in Fiscal Year to accommodate Apportionment capacity per City of Madera Request.
			COST DECREASE	PE	\$13,000	\$0	24/25	Local	(\$13,000)		
			COST INCREASE	PE	\$0	\$98,000	25/26	CMAQ	\$98,000		
			COST INCREASE	PE	\$0	\$13,000	25/26	Local	\$13,000		
			COST DECREASE	CON	\$542,000	\$0	26/27	CMAQ	(\$542,000)		
			COST DECREASE	CON	\$72,000	\$0	26/27	Local	(\$72,000)		
			COST INCREASE	CON	\$0	\$542,000	28/29	CMAQ	\$542,000		
			COST INCREASE	CON	\$0	\$72,000	28/29	Local	\$72,000		
New	MAD 219000 221-0000-00479	City of Madera; Project Planning and includes activities to study seven at-grade crossings along the Union Pacific Railroad (UPRR) in Madera, California. The project will conduct a rail safety planning study, engage stakeholders, and perform an alternatives analysis. The project aligns with the selection criteria by enhancing safety, as the project will improve traffic flow and accommodate multimodal traffic at crossings with high traffic volumes and frequent train activity.	COST INCREASE	CON	\$0	\$1,600,000	24/25	RRCEG	\$1,600,000	\$2,471,000	New project per City of Madera request.
			COST INCREASE	CON	\$0	\$320,000	24/25	Local	\$320,000		
Amended	MAD 302058 221-0000-00419	City of Chowchilla; Pedestrian Improvements Project - Riverside Avenue, 8th Street, & Kings Avenue Pedestrian Improvements Project.	COST DECREASE	CON	\$1,300,000	\$0	24/25	CMAQ	(\$1,300,000)	\$551,000	Shift in Fiscal Year to accommodate Apportionment capacity per City of Chowchilla Request.
			COST DECREASE	CON	\$168,000	\$0	24/25	Local	(\$168,000)		
			COST INCREASE	CON	\$0	\$1,300,000	26/27	CMAQ	\$1,300,000		
			COST INCREASE	CON	\$0	\$168,000	26/27	Local	\$168,000		
New	MAD 500004 221-0000-00480	City of Madera; Pine Street Pedestrian Facilities, from Sunset to 4th Street	COST INCREASE	CON	\$0	\$487,000	27/28	CRP	\$487,000	\$551,000	New project per City of Madera request.
			COST INCREASE	CON	\$0	\$64,000	27/28	Local	\$64,000		

	24/25	25/26	26/27	27/28	28/29	Totals
CMAQ	(\$468,000)	(\$78,000)	(\$177,000)	(\$123,000)	\$2,960,000	\$2,114,000
Developer Fees	\$81,100,000	(\$60,000,000)	\$0	\$0	\$0	\$21,100,000
CPFCD	\$1,950,000	\$0	\$0	\$0	\$0	\$1,950,000
INFRA RURAL	\$25,000,000	(\$25,000,000)	\$0	\$0	\$0	\$0
INFRA MEGA	\$4,530,000	\$50,000,000	\$0	\$0	\$0	\$54,530,000
RRCEG	\$1,600,000	\$0	\$0	\$0	\$0	\$1,600,000
CRP	\$0	\$0	\$0	\$487,000	\$0	\$487,000
Local	\$322,000	(\$9,000)	(\$25,000)	\$101,000	\$402,000	\$791,000
Total	\$114,034,000	(\$35,087,000)	(\$202,000)	\$465,000	\$3,362,000	\$82,572,000

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
State Highway System**

Item 5-5-E.

Amended

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0406	TITLE (DESCRIPTION): Madera SR 41 Expressway Phase 1 (In the County of Madera, from Ave 10.5 to Ave 12, widen to 4 lane expressway. From Ave 12 to 0.4 miles north of Ave 15, widen to 4 lane conventional highway.)	MPO Aprv: State Aprv: Federal Aprv:
CT PROJECT ID:			MPO ID.: MAD417008		EPA TABLE II or III EXEMPT CATEGORY Null
COUNTY: Madera County	ROUTE:		PM:		

IMPLEMENTING AGENCY: Madera County
PROJECT MANAGER: Mike Dennison

PHONE: (559) 383-5175

EMAIL: michael.dennison@dot.ca.gov

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
7	Active	01/15/2025	JFINDLEY	Amendment - Cost/Scope/Sch. Change	2	101,050,000	32,000,000	11,750,000
6	Official	07/17/2024	JFINDLEY	Adoption - Carry Over	0	85,000,000	26,950,000	11,750,000
5	Official	05/10/2024	JFINDLEY	Amendment - Other (Explain ==>)	16	60,000,000	26,950,000	11,750,000
4	Official	04/25/2023	JFINDLEY	Amendment - Cost/Scope/Sch. Change	6	60,000,000	25,000,000	13,700,000
3	Official	08/31/2022	JFINDLEY	Adoption - Carry Over	0	60,000,000	25,000,000	13,700,000
2	Official	02/17/2021	JFINDLEY	Adoption - Carry Over	0	70,000,000	22,000,000	3,000,000
1	Official	03/20/2019	JFINDLEY	Amendment - New Project	3	70,000,000	22,000,000	3,000,000

* Local Funds -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 1 of 3	PE	11,750,000								11,750,000
	RW	1,000,000	31,000,000							32,000,000
* Fund Type: Developer Fees	CON		74,100,000							74,100,000
* Funding Agency:	Total:	12,750,000	105,100,000							117,850,000

* Federal Disc. -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 2 of 3	PE									
	RW									
* Fund Type: Community Project Funding/Congressionally Directed	CON		1,950,000							1,950,000
* Funding Agency:	Total:		1,950,000							1,950,000

* Federal Disc. -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 3 of 3	PE									
	RW									
* Fund Type: INFRA Grants - Rural Surface Transportation Grant	CON		25,000,000							25,000,000
* Funding Agency:	Total:		25,000,000							25,000,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	11,750,000								11,750,000
	RW	1,000,000	31,000,000							32,000,000
	CON		101,050,000							101,050,000
	Total:	12,750,000	132,050,000							144,800,000

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
State Highway System**

Item 5-5-E.

Comments:

Amendment requested by County of Madera.

No change to Open Year.

***** Version 7 - 01/13/2025 *****
2025 FTIP
2022 RTP, Table B-1

Performance Measure 1 and 2

***** Version 1 - 02/26/24 *****
Project data transfered from 2022 FTIP.
Adds Community Project Funded Congressional Directed Spending Program Funds from the Consolidated Appropriations Act, 2023(Public Law 117-328) Division L, Title I, Highway Infrastructure Programs.

***** Version 4 - 04/05/2023 *****
2023 FTIP
2022 RTP, Table B-1

***** Version 1 - 04/19/22 *****
Project data transferred from 2020 FTIP.
2021 FTIP
2018 RTP Table 5-2
***** DFTIP Version 1 - 09/22/2020*****
***** Version 1 - 11/19/2018 *****

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
State Highway System**

Item 5-5-E.
Prior

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0406	TITLE (DESCRIPTION): Madera SR 41 Expressway Phase 1 (In the County of Madera, from Ave 10.5 to Ave 12, widen to 4 lane expressway. From Ave 12 to 0.4 miles north of Ave 15, widen to 4 lane conventional highway.)	MPO Aprv: 07/17/2024 State Aprv: 11/15/2024 Federal Aprv: 12/16/2024
CT PROJECT ID:			MPO ID: MAD417008		
COUNTY: Madera County	ROUTE:		PM:		EPA TABLE II or III EXEMPT CATEGORY Null

IMPLEMENTING AGENCY: Madera County
PROJECT MANAGER: Eric Karlson

PHONE:

EMAIL: eric.karlson@dot.ca.gov

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
7	Active	01/15/2025	JFINDLEY	Amendment - Cost/Scope/Sch. Change	2	101,050,000	32,000,000	11,750,000
6	Official	07/17/2024	JFINDLEY	Adoption - Carry Over	0	85,000,000	26,950,000	11,750,000
5	Official	05/10/2024	JFINDLEY	Amendment - Other (Explain ==>)	16	60,000,000	26,950,000	11,750,000
4	Official	04/25/2023	JFINDLEY	Amendment - Cost/Scope/Sch. Change	6	60,000,000	25,000,000	13,700,000
3	Official	08/31/2022	JFINDLEY	Adoption - Carry Over	0	60,000,000	25,000,000	13,700,000
2	Official	02/17/2021	JFINDLEY	Adoption - Carry Over	0	70,000,000	22,000,000	3,000,000
1	Official	03/20/2019	JFINDLEY	Amendment - New Project	3	70,000,000	22,000,000	3,000,000

* Local Funds -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 1 of 3	PE	11,750,000								11,750,000
	RW	1,000,000	24,000,000							25,000,000
* Fund Type: Developer Fees	CON			60,000,000						60,000,000
* Funding Agency:	Total:	12,750,000	24,000,000	60,000,000						96,750,000

* Federal Disc. -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 2 of 3	PE									
	RW	1,950,000								1,950,000
* Fund Type: Community Project Funding/Congressionally Directed	CON									
* Funding Agency:	Total:	1,950,000								1,950,000

* Federal Disc. -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 3 of 3	PE									
	RW									
* Fund Type: INFRA Grants - Rural Surface Transportation Grant	CON			25,000,000						25,000,000
* Funding Agency:	Total:			25,000,000						25,000,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	11,750,000								11,750,000
	RW	2,950,000	24,000,000							26,950,000
	CON			85,000,000						85,000,000
	Total:	14,700,000	24,000,000	85,000,000						123,700,000

Comments:
2025 FTIP
2022 RTP, Table B-1

Performance Measure 1 and 2

***** Version 1 - 02/26/24 *****

Project data transferred from 2022 FTIP.
Adds Community Project Funded Congressional Directed Spending Program Funds from the Consolidated Appropriations Act, 2023(Public Law 117-328) Division L, Title I, Highway Infrastructure Programs.

***** Version 4 - 04/05/2023 *****

2023 FTIP
2022 RTP, Table B-1

***** Version 1 - 04/19/22 *****

Project data transferred from 2020 FTIP.
2021 FTIP
2018 RTP Table 5-2
***** DFTIP Version 1 - 09/22/2020*****

Item 5-5-E.

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

Amendment

Item 5-5-E.

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0286	TITLE (DESCRIPTION): CMAQ; Road 23 Shoulder Paving (County of Madera; Shoulder paving of 4 feet on each side of the roadway on Road 23 from Ave 8 1/2 to Ave 9 1/2. Shoulder paving results in the reduction of PM 2.5.)	MPO Aprv: State Aprv: Federal Aprv:
CT PROJECT ID:			MPO ID.: MAD102060		EPA TABLE II or III EXEMPT CATEGORY Shoulder Improvements.
COUNTY: Madera County	ROUTE:	PM:			

IMPLEMENTING AGENCY: Madera County
PROJECT MANAGER: Jared Carter

PHONE: (559) 675-7811

EMAIL: jrcarter@co.madera.ca.gov

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
10	Active	01/21/2025	JFINDLEY	Amendment - Carry Over	2	180,000		7,000
9	Official	08/31/2022	JFINDLEY	Adoption - Carry Over	0	180,000		7,000
8	Official	02/17/2021	JFINDLEY	Adoption - Carry Over	0	180,000		7,000
7	Official	09/19/2018	JFINDLEY	Adoption - Carry Over	0	180,000		7,000
6	Official	04/19/2017	JFINDLEY	Amendment - Cost/Scope/Sch. Change	2	180,000		7,000
5	Official	09/21/2016	JFINDLEY	Adoption - Carry Over	0	180,000		7,000
4	Official	07/23/2014	JFINDLEY	Adoption - Carry Over	0	180,000		7,000
3	Official	07/18/2012	DWINNING	Adoption - Carry Over	0	180,000		7,000
2	Official	03/21/2012	DWINNING	Amendment - Delete Project	9	1,000		

* CMAQ -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	6,000								6,000
* Fund Source 1 of 2	RW									
* Fund Type: Congestion Mitigation	CON		159,000							159,000
* Funding Agency: Madera County	Total:	6,000	159,000							165,000

* Local Funds -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	1,000								1,000
* Fund Source 2 of 2	RW									
* Fund Type: County Funds	CON		21,000							21,000
* Funding Agency: Madera County	Total:	1,000	21,000							22,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	7,000								7,000
	RW									
	CON		180,000							180,000
	Total:	7,000	180,000							187,000

Comments:

2023 FTIP Carryover CMAQ Project not obligated prior to the adoption of the 2025 FTIP.

Request per the County of Madera for CON funding.

***** Version 10 - 01/21/2025 *****
2023 FTIP
2022 RTP, Table B-3

***** Version 1 - 04/19/22 *****
Project data transferred from 2020 FTIP.
2021 FTIP
2018 RTP Table 5-9

***** Version 1 - 03/06/20 *****
Project data transferred from 2018 FTIP.
***** Version 1 - 02/27/18 *****

Project data transferred from 2016 FTIP.
Amendment to adjust funding years for financial constraint
***** Version 6 - 03/21/2017 *****

***** Version 1 - 05/20/16 *****
Project data transferred from 2014 FTIP.
***** Version 1 - 03/25/14 *****

Project data transferred from 2012 FTIP.
RTP ID: 2011 RTP, Page 4-48
***** DFTIP Version 1 - 05/24/2012 *****

Delete Project per Agency Request
***** Version 2 - 01/12/2012 *****
RTP ID: 2011 RTP, Page 4-48
***** Version 1 - 04/22/2010 *****

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

Amendment

Item 5-5-E.

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0288	TITLE (DESCRIPTION): CMAQ; Ave 9 Shoulder Paving (County of Madera; Shoulder paving of 4 feet on each side of the roadway on Avenue 9 from Road 23 to Road 23 1/2 - Shoulder Paving results in the reduction of PM 2.5.)	MPO Aprv: State Aprv: Federal Aprv:
CT PROJECT ID:			MPO ID.: MAD102061		EPA TABLE II or III EXEMPT CATEGORY Shoulder Improvements.
COUNTY: Madera County	ROUTE:		PM:		

IMPLEMENTING AGENCY: Madera County
PROJECT MANAGER: Jared Carter

PHONE: (559) 675-7811

EMAIL: jcarter@co.madera.ca.gov

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
8	Active	01/21/2025	JFINDLEY	Amendment - Carry Over	2	95,000		4,000
7	Official	08/31/2022	JFINDLEY	Adoption - Carry Over	0	95,000		4,000
6	Official	02/17/2021	JFINDLEY	Adoption - Carry Over	0	95,000		4,000
5	Official	09/19/2018	JFINDLEY	Adoption - Carry Over	0	95,000		4,000
4	Official	09/21/2016	JFINDLEY	Adoption - Carry Over	0	95,000		4,000
3	Official	07/23/2014	JFINDLEY	Adoption - Carry Over	0	95,000		4,000
2	Official	07/18/2012	DWINNING	Adoption - Carry Over	0	95,000		4,000
1	Official	07/21/2010	DWINNING	Adoption - New Project	0	95,000		4,000

* CMAQ -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 1 of 2	PE	3,000								3,000
	RW									
* Fund Type: Congestion Mitigation	CON		84,000							84,000
* Funding Agency: Madera County	Total:	3,000	84,000							87,000

* Local Funds -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 2 of 2	PE	1,000								1,000
	RW									
* Fund Type: County Funds	CON		11,000							11,000
* Funding Agency: Madera County	Total:	1,000	11,000							12,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	4,000								4,000
	RW									
	CON		95,000							95,000
	Total:	4,000	95,000							99,000

Comments:
2023 FTIP Carryover CMAQ Project not obligated prior to the adoption of the 2025 FTIP.

Request per the County of Madera for CON funding.

***** Version 8 - 01/21/2025 *****
2023 FTIP
2022, RTP Table B-3

***** Version 1 - 04/19/22 *****
Project data transferred from 2020 FTIP.
2021 FTIP
2018 RTP Table 5-9

***** Version 1 - 03/06/20 *****
Project data transferred from 2018 FTIP.
***** Version 1 - 02/27/18 *****

Project data transferred from 2016 FTIP.
***** Version 1 - 05/20/16 *****
Project data transferred from 2014 FTIP.

***** Version 1 - 03/25/14 *****
Project data transferred from 2012 FTIP.
RTP ID: 2011 RTP, Page 4-48

***** Version 2 - 05/24/2012 *****
***** Version 1 - 04/22/2010 *****

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

Item 5-5-E.

Amendment

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0370	TITLE (DESCRIPTION): CMAQ; Shoulder Paving (County of Madera; Shoulder paving of 4 feet on each side of the roadway on Road 36 from Avenue 9 to Avenue 12. Shoulder Paving results in the reduction of PM 2.5.)	MPO Aprv: State Aprv: Federal Aprv:
CT PROJECT ID:			MPO ID.: MAD102073		EPA TABLE II or III EXEMPT CATEGORY Shoulder Improvements.
COUNTY: Madera County	ROUTE:		PM:		

IMPLEMENTING AGENCY: Madera County
PROJECT MANAGER: Jared Carter

PHONE: (559) 675-7811

EMAIL: jcarter@co.madera.ca.gov

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
5	Active	01/21/2025	JFINDLEY	Amendment - Carry Over	2	495,000		68,000
4	Official	08/31/2022	JFINDLEY	Adoption - Carry Over	0	495,000		68,000
3	Official	02/17/2021	JFINDLEY	Adoption - Carry Over	0	495,000		68,000
2	Official	09/19/2018	JFINDLEY	Adoption - Carry Over	0	495,000		68,000
1	Official	09/21/2016	JFINDLEY	Adoption -	0	495,000		68,000

* CMAQ -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 1 of 2	PE	60,000								60,000
* Fund Type: Congestion Mitigation	RW									
	CON		438,000							438,000
* Funding Agency:	Total:	60,000	438,000							498,000

* Local Funds -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 2 of 2	PE	8,000								8,000
* Fund Type: County Funds	RW									
	CON		57,000							57,000
* Funding Agency:	Total:	8,000	57,000							65,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	68,000								68,000
	RW									
	CON		495,000							495,000
	Total:	68,000	495,000							563,000

Comments:
2023 FTIP Carryover CMAQ Project not obligated prior to the adoption of the 2025 FTIP.

Request per the County of Madera for CON funding.

***** Version 5 - 01/21/2025 *****
2023 FTIP
2022 RTP, Table B-3

***** Version 1 - 04/19/22 *****
Project data transferred from 2020 FTIP.
2021 FTIP
2018 RTP Table 5-9

***** Version 1 - 03/06/20 *****
Project data transferred from 2018 FTIP.
***** Version 1 - 02/27/18 *****
Project data transferred from 2016 FTIP.
***** Version 1 - 06/14/2016 *****

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

Amendment

Item 5-5-E.

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0371	TITLE (DESCRIPTION): CMAQ; Shoulder Paving (County of Madera; Shoulder paving of 4 feet on each side of the roadway on Road 36 from Avenue 12 1/2 to Avenue 15. Shoulder Paving results in the reduction of PM 2.5.)	MPO Aprv: State Aprv: Federal Aprv:
CT PROJECT ID:			MPO ID.: MAD102074		EPA TABLE II or III EXEMPT CATEGORY Shoulder Improvements.
COUNTY: Madera County	ROUTE:		PM:		

IMPLEMENTING AGENCY: Madera County
PROJECT MANAGER: Jared Carter

PHONE: (559) 675-7811

EMAIL: jcarter@co.madera.ca.gov

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
5	Active	01/21/2025	JFINDLEY	Amendment - Carry Over	2	412,000		57,000
4	Official	08/31/2022	JFINDLEY	Adoption - Carry Over	0	412,000		57,000
3	Official	02/17/2021	JFINDLEY	Adoption - Carry Over	0	412,000		57,000
2	Official	09/19/2018	JFINDLEY	Adoption - Carry Over	0	412,000		57,000
1	Official	09/21/2016	JFINDLEY	Adoption -	0	412,000		57,000

* CMAQ -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 1 of 2	PE	50,000								50,000
* Fund Type: Congestion Mitigation	RW									
	CON		365,000							365,000
* Funding Agency:	Total:	50,000	365,000							415,000

* Local Funds -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 2 of 2	PE	7,000								7,000
* Fund Type: County Funds	RW									
	CON		47,000							47,000
* Funding Agency:	Total:	7,000	47,000							54,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	57,000								57,000
	RW									
	CON		412,000							412,000
	Total:	57,000	412,000							469,000

Comments:
2023 FTIP Carryover CMAQ Project not obligated prior to the adoption of the 2025 FTIP.

Request per the County of Madera for CON funding.

***** Version 5 - 01/21/2025 *****
2023 FTIP
2022 RTP, Table B-3

***** Version 1 - 04/19/22 *****
Project data transferred from 2020 FTIP.
2021 FTIP
2018 RTP Table 5-9

***** Version 1 - 03/06/20 *****
Project data transferred from 2018 FTIP.
***** Version 1 - 02/27/18 *****
Project data transferred from 2016 FTIP.
***** Version 1 - 06/14/2016 *****

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

Item 5-5-E.

Amendment

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0373	TITLE (DESCRIPTION): CMAQ; Shoulder Paving (County of Madera; Shoulder paving of 4 feet on each side of the roadway on Road 209 from State Route 41 to 4.6 miles North. Shoulder Paving results in the reduction of PM 2.5.)	MPO Aprv: State Aprv: Federal Aprv:
CT PROJECT ID:			MPO ID.: MAD102076		EPA TABLE II or III EXEMPT CATEGORY Shoulder Improvements.
COUNTY: Madera County	ROUTE:		PM:		

IMPLEMENTING AGENCY: Madera County
PROJECT MANAGER: Jared Carter

PHONE: (559) 675-7811

EMAIL: jcarter@co.madera.ca.gov

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
5	Active	01/21/2025	JFINDLEY	Amendment - Carry Over	2	759,000		104,000
4	Official	08/31/2022	JFINDLEY	Adoption - Carry Over	0	759,000		104,000
3	Official	02/17/2021	JFINDLEY	Adoption - Carry Over	0	759,000		104,000
2	Official	09/19/2018	JFINDLEY	Adoption - Carry Over	0	759,000		104,000
1	Official	09/21/2016	JFINDLEY	Adoption -	0	759,000		104,000

* CMAQ -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 1 of 2	PE	92,000								92,000
* Fund Type: Congestion Mitigation	RW									
	CON		672,000							672,000
* Funding Agency:	Total:	92,000	672,000							764,000

* Local Funds -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 2 of 2	PE	12,000								12,000
* Fund Type: County Funds	RW									
	CON		87,000							87,000
* Funding Agency:	Total:	12,000	87,000							99,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	104,000								104,000
	RW									
	CON		759,000							759,000
	Total:	104,000	759,000							863,000

Comments:
2023 FTIP Carryover CMAQ Project not obligated prior to the adoption of the 2025 FTIP.

Request per the County of Madera for CON funding.

***** Version 5 - 01/21/2025 *****
2023 FTIP
2022 RTP, Table B-3

***** Version 1 - 04/19/22 *****
Project data transferred from 2020 FTIP.
2021 FTIP
2018 RTP Table 5-9

***** Version 1 - 03/06/20 *****
Project data transferred from 2018 FTIP.
***** Version 1 - 02/27/18 *****
Project data transferred from 2016 FTIP.
***** Version 1 - 06/14/2016 *****

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

Amendment

Item 5-5-E.

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0374	TITLE (DESCRIPTION): CMAQ; Shoulder Paving (County of Madera; Shoulder paving of 4 feet on each side of the roadway on Road 23 from Avenue 14 to Avenue 15 1/2 (1.5 miles), 18 1/2 south 2,000 linear feet. Shoulder Paving results in the reduction of PM 2.5.)	MPO Aprv: State Aprv: Federal Aprv:
CT PROJECT ID:			MPO ID.: MAD102077		EPA TABLE II or III EXEMPT CATEGORY Shoulder Improvements.
COUNTY: Madera County	ROUTE:		PM:		

IMPLEMENTING AGENCY: Madera County
PROJECT MANAGER: Jared Carter

PHONE: (559) 675-7811

EMAIL: jcarter@co.madera.ca.gov

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
5	Active	01/21/2025	JFINDLEY	Amendment - Carry Over	2	314,000		43,000
4	Official	08/31/2022	JFINDLEY	Adoption - Carry Over	0	314,000		43,000
3	Official	02/17/2021	JFINDLEY	Adoption - Carry Over	0	314,000		43,000
2	Official	09/19/2018	JFINDLEY	Adoption - Carry Over	0	314,000		43,000
1	Official	09/21/2016	JFINDLEY	Adoption -	0	314,000		43,000

* CMAQ -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 1 of 2	PE	38,000								38,000
* Fund Type: Congestion Mitigation	RW									
	CON		278,000							278,000
* Funding Agency:	Total:	38,000	278,000							316,000

* Local Funds -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 2 of 2	PE	5,000								5,000
* Fund Type: County Funds	RW									
	CON		36,000							36,000
* Funding Agency:	Total:	5,000	36,000							41,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	43,000								43,000
	RW									
	CON		314,000							314,000
	Total:	43,000	314,000							357,000

Comments:
2023 FTIP Carryover CMAQ Project not obligated prior to the adoption of the 2025 FTIP.

Request per the County of Madera for CON funding.

***** Version 5 - 01/21/2025 *****
2023 FTIP
2022 RTP, Table B-3

***** Version 1 - 04/19/22 *****
Project data transferred from 2020 FTIP.
2021 FTIP
2018 RTP Table 5-9

***** Version 1 - 03/06/20 *****
Project data transferred from 2018 FTIP.
***** Version 1 - 02/27/18 *****
Project data transferred from 2016 FTIP.
***** Version 1 - 06/14/2016 *****

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

Amendment

Item 5-5-E.

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0376	TITLE (DESCRIPTION): CMAQ; Shoulder Paving (County of Madera; Shoulder paving of 4 feet on each side of the roadway on Road 25 from Avenue 12 to City Limits (1 mile). Shoulder Paving results in the reduction of PM 2.5.)	MPO Aprv: State Aprv: Federal Aprv:
CT PROJECT ID:			MPO ID.: MAD102079		EPA TABLE II or III EXEMPT CATEGORY Shoulder Improvements.
COUNTY: Madera County	ROUTE:		PM:		

IMPLEMENTING AGENCY: Madera County
PROJECT MANAGER: Jared Carter

PHONE: (559) 675-7811

EMAIL: jcarter@co.madera.ca.gov

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
6	Active	01/21/2025	JFINDLEY	Amendment - Carry Over	2	165,000		23,000
5	Official	08/31/2022	JFINDLEY	Adoption - Carry Over	0	165,000		23,000
4	Official	02/17/2021	JFINDLEY	Adoption - Carry Over	0	165,000		23,000
3	Official	01/23/2019	JFINDLEY	Amendment - Other (Explain ==>)	2	165,000		23,000
2	Official	09/19/2018	JFINDLEY	Adoption - Carry Over	0	165,000		23,000
1	Official	09/21/2016	JFINDLEY	Adoption -	0	165,000		23,000

* CMAQ -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	20,000								20,000
* Fund Source 1 of 2	RW									
* Fund Type: Congestion Mitigation	CON		146,000							146,000
* Funding Agency:	Total:	20,000	146,000							166,000

* Local Funds -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	3,000								3,000
* Fund Source 2 of 2	RW									
* Fund Type: County Funds	CON		19,000							19,000
* Funding Agency:	Total:	3,000	19,000							22,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	23,000								23,000
	RW									
	CON		165,000							165,000
	Total:	23,000	165,000							188,000

Comments:
2023 FTIP Carryover CMAQ Project not obligated prior to the adoption of the 2025 FTIP.

Request per the County of Madera for CON funding.

***** Version 6 - 01/21/2025 *****
2021 FTIP
2022 RTP, Table B-3

***** Version 1 - 04/19/22 *****
Project data transferred from 2020 FTIP.
2021 FTIP
2018 RTP Table 5-9

***** Version 1 - 03/06/20 *****
Project data transferred from 2018 FTIP.
***** Version 2 - 11/20/2018 *****
***** Version 1 - 02/27/18 *****
Project data transferred from 2016 FTIP.
***** Version 1 - 06/14/2016 *****

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**



DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0462	TITLE (DESCRIPTION): CMAQ; Shoulder Paving Ave 7 Canal Rd to Canal Road (County of Madera; Avenue 7 from Chowchilla Canal Road to 2 miles east Shoulder Paving - Add 5 feet to the existing unpaved shoulder to achieve PM 2.5 reductions. Shoulder paving results in the reduction of PM 2.5.)	MPO Aprv: State Aprv: Federal Aprv:
CT PROJECT ID:			MPO ID.: MAD116000		EPA TABLE II or III EXEMPT CATEGORY Shoulder Improvements.
COUNTY: Madera County	ROUTE:		PM:		

IMPLEMENTING AGENCY: Madera County
PROJECT MANAGER: Jared Carter PHONE: (559) 675-7811 EMAIL: jcarter@co.madera.ca.gov

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
2	Active	01/23/2025	JFINDLEY	Amendment - Cost/Scope/Sch. Change	2	532,000		46,000
1	Official	07/17/2024	JFINDLEY	Adoption -	0	532,000		46,000

* CMAQ -		<u>PRIOR</u>	<u>24-25</u>	<u>25-26</u>	<u>26-27</u>	<u>27-28</u>	<u>28-29</u>	<u>29-30</u>	<u>BEYOND</u>	<u>TOTAL</u>
* Fund Source 1 of 2	PE		41,000							41,000
	RW									
* Fund Type: Congestion Mitigation	CON					471,000				471,000
* Funding Agency:	Total:		41,000			471,000				512,000

* Local Funds -		<u>PRIOR</u>	<u>24-25</u>	<u>25-26</u>	<u>26-27</u>	<u>27-28</u>	<u>28-29</u>	<u>29-30</u>	<u>BEYOND</u>	<u>TOTAL</u>
* Fund Source 2 of 2	PE		5,000							5,000
	RW									
* Fund Type: County Funds	CON					61,000				61,000
* Funding Agency:	Total:		5,000			61,000				66,000

Project Total:		<u>PRIOR</u>	<u>24-25</u>	<u>25-26</u>	<u>26-27</u>	<u>27-28</u>	<u>28-29</u>	<u>29-30</u>	<u>BEYOND</u>	<u>TOTAL</u>
	PE		46,000							46,000
	RW									
	CON					532,000				532,000
	Total:		46,000			532,000				578,000

Comments:
Shift in Fiscal Year to accommodate Apportionment capacity.

***** Version 2 - 01/23/2025 *****
2025 FTIP
2022 RTP, Table B-3

Performance Measure 1 and 3

***** Version 1 - 04/15/2024 *****

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

Item 5-5-E.
Prior

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0462	TITLE (DESCRIPTION): CMAQ; Shoulder Paving Ave 7 Canal Rd to Canal Road (County of Madera; Avenue 7 from Chowchilla Canal Road to 2 miles east Shoulder Paving - Add 5 feet to the existing unpaved shoulder to achieve PM 2.5 reductions. Shoulder paving results in the reduction of PM 2.5.)	MPO Aprv: 07/17/2024 State Aprv: 11/15/2024 Federal Aprv: 12/16/2024
CT PROJECT ID:			MPO ID.: MAD116000		EPA TABLE II or III EXEMPT CATEGORY Shoulder Improvements.
COUNTY: Madera County	ROUTE:		PM:		

IMPLEMENTING AGENCY: Madera County
PROJECT MANAGER: Jared Carter
PHONE: (559) 675-7811
EMAIL: jcarter@co.madera.ca.gov

PROJECT VERSION HISTORY (Printed Version is Shaded)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
2	Active	01/23/2025	JFINDLEY	Amendment - Cost/Scope/Sch. Change	2	532,000		46,000
1	Official	07/17/2024	JFINDLEY	Adoption -	0	532,000		46,000

		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* CMAQ -			41,000							41,000
* Fund Source 1 of 2	PE		41,000							41,000
	RW									
* Fund Type: Congestion Mitigation	CON					471,000				471,000
* Funding Agency:	Total:		41,000			471,000				512,000

		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Local Funds -			5,000							5,000
* Fund Source 2 of 2	PE		5,000							5,000
	RW									
* Fund Type: County Funds	CON					61,000				61,000
* Funding Agency:	Total:		5,000			61,000				66,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE		46,000							46,000
	RW									
	CON					532,000				532,000
	Total:		46,000			532,000				578,000

Comments:
2025 FTIP
2022 RTP, Table B-3

Performance Measure 1 and 3

***** Version 1 - 04/15/2024 *****

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

Item 5-5-E.

Amendment

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0463	TITLE (DESCRIPTION): CMAQ; Shoulder Paving Rd 26 from Rd 18 to 21 (County of Madera; Road 26 from Avenue 18 to Avenue 21 - Add 6.5 feet to the existing unpaved shoulder to achieve PM 2.5 reductions. Shoulder paving results in the reduction of PM 2.5.)	MPO Aprv: State Aprv: Federal Aprv:
CT PROJECT ID:			MPO ID.: MAD116001		EPA TABLE II or III EXEMPT CATEGORY Shoulder Improvements.
COUNTY: Madera County	ROUTE:		PM:		

IMPLEMENTING AGENCY: Madera County
PROJECT MANAGER: Jared Carter

PHONE: (559) 675-7811

EMAIL: jcarter@co.madera.ca.gov

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
2	Active	01/23/2025	JFINDLEY	Amendment - Cost/Scope/Sch. Change	2	1,304,000	61,000	113,000
1	Official	07/17/2024	JFINDLEY	Adoption -	0	1,304,000	61,000	113,000

* CMAQ -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 1 of 2	PE		100,000							100,000
	RW			54,000						54,000
* Fund Type: Congestion Mitigation	CON					1,154,000				1,154,000
* Funding Agency:	Total:		100,000	54,000		1,154,000				1,308,000

* Local Funds -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 2 of 2	PE		13,000							13,000
	RW			7,000						7,000
* Fund Type: County Funds	CON					150,000				150,000
* Funding Agency:	Total:		13,000	7,000		150,000				170,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE		113,000							113,000
	RW			61,000						61,000
	CON					1,304,000				1,304,000
	Total:		113,000	61,000		1,304,000				1,478,000

Comments:

Shift in Fiscal Year to accommodate Apportionment capacity.

***** Version 2 - 01/23/2025 *****

2025 FTIP
2022 RTP. Table B-3

Performance Measure 1 and 3

***** Version 1 - 04/15/2024 *****

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

Item 5-5-E.
Prior

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0463	TITLE (DESCRIPTION): CMAQ; Shoulder Paving Rd 26 from Rd 18 to 21 (County of Madera; Road 26 from Avenue 18 to Avenue 21 - Add 6.5 feet to the existing unpaved shoulder to achieve PM 2.5 reductions. Shoulder paving results in the reduction of PM 2.5.)	MPO Aprv: 07/17/2024 State Aprv: 11/15/2024 Federal Aprv: 12/16/2024
CT PROJECT ID:			MPO ID.: MAD116001		EPA TABLE II or III EXEMPT CATEGORY Shoulder Improvements.
COUNTY: Madera County	ROUTE:		PM:		

IMPLEMENTING AGENCY: Madera County
PROJECT MANAGER: Jared Carter

PHONE: (559) 675-7811

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PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
2	Active	01/23/2025	JFINDLEY	Amendment - Cost/Scope/Sch. Change	2	1,304,000	61,000	113,000
1	Official	07/17/2024	JFINDLEY	Adoption -	0	1,304,000	61,000	113,000

* CMAQ -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 1 of 2	PE		100,000							100,000
	RW		54,000							54,000
* Fund Type: Congestion Mitigation	CON					1,154,000				1,154,000
* Funding Agency:	Total:		154,000			1,154,000				1,308,000

* Local Funds -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 2 of 2	PE		13,000							13,000
	RW		7,000							7,000
* Fund Type: County Funds	CON					150,000				150,000
* Funding Agency:	Total:		20,000			150,000				170,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE		113,000							113,000
	RW		61,000							61,000
	CON					1,304,000				1,304,000
	Total:		174,000			1,304,000				1,478,000

Comments:
2025 FTIP
2022 RTP. Table B-3

Performance Measure 1 and 3

***** Version 1 - 04/15/2024 *****

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

Item 5-5-E.

Amendment

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0466	TITLE (DESCRIPTION): CMAQ; Shoulder Paving Santa Fe RR to Rd 12 (County of Madera; Avenue 21 from Santa Fe Railroad Tracks to Road 12 - Add 6.5 feet to the existing unpaved shoulder to achieve PM 2.5 reductions. Shoulder paving results in the reduction of PM 2.5.)	MPO Aprv: State Aprv: Federal Aprv:
CT PROJECT ID:			MPO ID.: MAD116004		EPA TABLE II or III EXEMPT CATEGORY Shoulder Improvements.
COUNTY: Madera County	ROUTE:		PM:		

IMPLEMENTING AGENCY: Madera County
PROJECT MANAGER: Jared Carter

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EMAIL: jcarter@co.madera.ca.gov

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
2	Active	01/23/2025	JFINDLEY	Amendment - Cost/Scope/Sch. Change	2	472,000		62,000
1	Official	07/17/2024	JFINDLEY	Adoption -	0	472,000		62,000

* CMAQ -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 1 of 2	PE		55,000							55,000
	RW									
* Fund Type: Congestion Mitigation	CON					418,000				418,000
* Funding Agency:	Total:		55,000			418,000				473,000

* Local Funds -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 2 of 2	PE		7,000							7,000
	RW									
* Fund Type: County Funds	CON					54,000				54,000
* Funding Agency:	Total:		7,000			54,000				61,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE		62,000							62,000
	RW									
	CON					472,000				472,000
	Total:		62,000			472,000				534,000

Comments:
Shift in Fiscal Year to accommodate Apportionment capacity.

***** Version 2 - 01/23/2025 *****
2025 FTIP
2022 RTP, Table B-3

Performance Measure 1 and 3

***** Version 1 - 04/17/2024 *****

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

Item 5-5-E.
Prior

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0466	TITLE (DESCRIPTION): CMAQ; Shoulder Paving Santa Fe RR to Rd 12 (County of Madera; Avenue 21 from Santa Fe Railroad Tracks to Road 12 - Add 6.5 feet to the existing unpaved shoulder to achieve PM 2.5 reductions. Shoulder paving results in the reduction of PM 2.5.)	MPO Aprv: 07/17/2024 State Aprv: 11/15/2024 Federal Aprv: 12/16/2024
CT PROJECT ID:			MPO ID.: MAD116004		
COUNTY: Madera County	ROUTE:		PM:		EPA TABLE II or III EXEMPT CATEGORY Shoulder Improvements.

IMPLEMENTING AGENCY: Madera County
PROJECT MANAGER: Jared Carter
PHONE: (559) 675-7811
EMAIL: jcarter@co.madera.ca.gov

PROJECT VERSION HISTORY (Printed Version is Shaded)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
2	Active	01/23/2025	JFINDLEY	Amendment - Cost/Scope/Sch. Change	2	472,000		62,000
1	Official	07/17/2024	JFINDLEY	Adoption -	0	472,000		62,000

		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* CMAQ -			55,000							55,000
* Fund Source 1 of 2	PE		55,000							55,000
	RW									
* Fund Type: Congestion Mitigation	CON				418,000					418,000
* Funding Agency:	Total:		55,000		418,000					473,000

		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Local Funds -			7,000							7,000
* Fund Source 2 of 2	PE		7,000							7,000
	RW									
* Fund Type: County Funds	CON				54,000					54,000
* Funding Agency:	Total:		7,000		54,000					61,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE		62,000							62,000
	RW									
	CON				472,000					472,000
	Total:		62,000		472,000					534,000

Comments:
2025 FTIP
2022 RTP, Table B-3

Performance Measure 1 and 3

***** Version 1 - 04/17/2024 *****

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

Item 5-5-E.

Amended

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0467	TITLE (DESCRIPTION): CMAQ; Shoulder Paving Rd 23 from Ave 12 to 14 (County of Madera; Road 23 from Avenue 12 to Avenue 14 - Add 5 feet to the existing unpaved shoulder to achieve PM 2.5 reductions. Shoulder paving results in the reduction of PM 2.5.)	MPO Aprv: State Aprv: Federal Aprv:
CT PROJECT ID:			MPO ID.: MAD116005		EPA TABLE II or III EXEMPT CATEGORY Shoulder Improvements.
COUNTY: Madera County	ROUTE:		PM:		

IMPLEMENTING AGENCY: Madera County
PROJECT MANAGER: Jared Carter

PHONE: (559) 675-7811

EMAIL: jcarter@co.madera.ca.gov

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
2	Active	01/31/2025	JFINDLEY	Amendment - Cost/Scope/Sch. Change	2	584,000		51,000
1	Official	07/17/2024	JFINDLEY	Adoption -	0	584,000		51,000

* CMAQ -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 1 of 2	PE		45,000							45,000
	RW									
* Fund Type: Congestion Mitigation	CON						517,000			517,000
* Funding Agency:	Total:		45,000				517,000			562,000

* Local Funds -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 2 of 2	PE		6,000							6,000
	RW									
* Fund Type: County Funds	CON						67,000			67,000
* Funding Agency:	Total:		6,000				67,000			73,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE		51,000							51,000
	RW									
	CON						584,000			584,000
	Total:		51,000				584,000			635,000

Comments:

Shift in Fiscal Year to accommodate Apportionment capacity.

***** Version 2 - 01/23/2025 *****
2025 FTIP
2022 RTP, Table B-3

Performance Measure 1 and 3

***** Version 1 - 04/17/2024 *****

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

Item 5-5-E.
Prior

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0467	TITLE (DESCRIPTION): CMAQ; Shoulder Paving Rd 23 from Ave 12 to 14 (County of Madera; Road 23 from Avenue 12 to Avenue 14 - Add 5 feet to the existing unpaved shoulder to achieve PM 2.5 reductions. Shoulder paving results in the reduction of PM 2.5.)	MPO Aprv: 07/17/2024 State Aprv: 11/15/2024 Federal Aprv: 12/16/2024
CT PROJECT ID:			MPO ID.: MAD116005		
COUNTY: Madera County	ROUTE:		PM:		EPA TABLE II or III EXEMPT CATEGORY Shoulder Improvements.

IMPLEMENTING AGENCY: Madera County
PROJECT MANAGER: Jared Carter
PHONE: (559) 675-7811
EMAIL: jcarter@co.madera.ca.gov

PROJECT VERSION HISTORY (Printed Version is Shaded) (Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
2	Active	01/23/2025	JFINDLEY	Amendment - Cost/Scope/Sch. Change	2	584,000		51,000
1	Official	07/17/2024	JFINDLEY	Adoption -	0	584,000		51,000

* CMAQ -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 1 of 2	PE		45,000							45,000
	RW									
* Fund Type: Congestion Mitigation	CON				517,000					517,000
* Funding Agency:	Total:		45,000		517,000					562,000

* Local Funds -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 2 of 2	PE		6,000							6,000
	RW									
* Fund Type: County Funds	CON				67,000					67,000
* Funding Agency:	Total:		6,000		67,000					73,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE		51,000							51,000
	RW									
	CON				584,000					584,000
	Total:		51,000		584,000					635,000

Comments:
2025 FTIP
2022 RTP, Table B-3

Performance Measure 1 and 3
***** Version 1 - 04/17/2024 *****

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

Item 5-5-E.

Amended

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0468	TITLE (DESCRIPTION): CMAQ; Shoulder Paving Ave 17 from Rd 26 to 27 (County of Madera; Avenue 17 from Road 26 to Road 27 - Add 6.5 feet to the existing unpaved shoulder to achieve PM 2.5 reductions. Shoulder paving results in the reduction of PM 2.5.)	MPO Aprv: State Aprv: Federal Aprv:
CT PROJECT ID:			MPO ID.: MAD116006		EPA TABLE II or III EXEMPT CATEGORY Shoulder Improvements.
COUNTY: Madera County	ROUTE:		PM:		

IMPLEMENTING AGENCY: Madera County
PROJECT MANAGER: Jared Carter

PHONE: (559) 675-7811

EMAIL: jcarter@co.madera.ca.gov

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
2	Active	01/23/2025	JFINDLEY	Amendment - Cost/Scope/Sch. Change	2	395,000		34,000
1	Official	07/17/2024	JFINDLEY	Adoption -	0	395,000		34,000

* CMAQ -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 1 of 2	PE		30,000							30,000
	RW									
* Fund Type: Congestion Mitigation	CON						350,000			350,000
* Funding Agency:	Total:		30,000				350,000			380,000

* Local Funds -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 2 of 2	PE		4,000							4,000
	RW									
* Fund Type: County Funds	CON						45,000			45,000
* Funding Agency:	Total:		4,000				45,000			49,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE		34,000							34,000
	RW									
	CON						395,000			395,000
	Total:		34,000				395,000			429,000

Comments:

Shift in Fiscal Year to accommodate Apportionment capacity.

***** Version 2 - 01/23/2025 *****
2025 FTIP
2022 RTP, Table B-3

Performance Measure 1 and 3

***** Version 1 - 04/17/2024 *****

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

Item 5-5-E.
Prior

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0468	TITLE (DESCRIPTION): CMAQ; Shoulder Paving Ave 17 from Rd 26 to 27 (County of Madera; Avenue 17 from Road 26 to Road 27 - Add 6.5 feet to the existing unpaved shoulder to achieve PM 2.5 reductions. Shoulder paving results in the reduction of PM 2.5.)	MPO Aprv: 07/17/2024 State Aprv: 11/15/2024 Federal Aprv: 12/16/2024
CT PROJECT ID:			MPO ID.: MAD116006		EPA TABLE II or III EXEMPT CATEGORY Shoulder Improvements.
COUNTY: Madera County	ROUTE:		PM:		

IMPLEMENTING AGENCY: Madera County
PROJECT MANAGER: Jared Carter
PHONE: (559) 675-7811
EMAIL: jcarter@co.madera.ca.gov

PROJECT VERSION HISTORY (Printed Version is Shaded)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
2	Active	01/23/2025	JFINDLEY	Amendment - Cost/Scope/Sch. Change	2	395,000		34,000
1	Official	07/17/2024	JFINDLEY	Adoption -	0	395,000		34,000

		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* CMAQ -	PE		30,000							30,000
* Fund Source 1 of 2	RW									
* Fund Type: Congestion Mitigation	CON					350,000				350,000
* Funding Agency:	Total:		30,000			350,000				380,000

		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Local Funds -	PE		4,000							4,000
* Fund Source 2 of 2	RW									
* Fund Type: County Funds	CON					45,000				45,000
* Funding Agency:	Total:		4,000			45,000				49,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE		34,000							34,000
	RW									
	CON					395,000				395,000
	Total:		34,000			395,000				429,000

Comments:
2025 FTIP
2022 RTP, Table B-3

Performance Measure 1 and 3

***** Version 1 - 04/17/2024 *****

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
Transit System**

Item 5-5-E.

Amendment

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0408	TITLE (DESCRIPTION): Madera High-Speed Rail Project (The project site is located a mile north of Avenue 12 in Madera County, between the BNSF Railroad tracks to the east and the California High Speed Rail Project Corridor (under construction) to the west. The first phase will build relocate the current Amtrak station, the second phase will construct a HSR station for initial HSR service between Merced and Bakersfield, the final phase will expand the HSR station for the full HSR system service.)	MPO Aprv: State Aprv: Federal Aprv:
CT PROJECT ID:			MPO ID: MAD118003		EPA TABLE II or III EXEMPT CATEGORY Const of new bus or rail storage/maint. facilities
COUNTY: Madera County	ROUTE:		PM:		

IMPLEMENTING AGENCY: Various Agencies
PROJECT MANAGER: Dan Leavitt, SJJPA

PHONE: (209) 944-6266

EMAIL: dan@sjjpa.com

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
5	Active	01/29/2025	JFINDLEY	Amendment - Cost/Scope/Sch. Change	2	212,215,000	6,487,000	39,397,000
4	Official	07/17/2024	JFINDLEY	Adoption - Carry Over	0	167,972,000	5,768,000	29,829,000
3	Official	08/31/2022	JFINDLEY	Adoption - Carry Over	0	87,972,000	5,768,000	29,829,000
2	Official	02/17/2021	JFINDLEY	Adoption - Carry Over	0	87,972,000	5,768,000	29,829,000
1	Official	05/20/2020	JFINDLEY	Amendment - New Project	14	87,972,000	5,768,000	29,829,000

* Other State -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 1 of 3	PE	29,829,000								29,829,000
* Fund Type: Transit and Intercity Rail Capital Program (TIRCP)	RW	2,695,000		3,073,000						5,768,000
	CON	17,478,000			70,494,000					87,972,000
* Funding Agency:	Total:	50,002,000		3,073,000	70,494,000					123,569,000

* IIP -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 2 of 3	PE									
* Fund Type: STIP Advance Construction	RW									
	CON				80,000,000					80,000,000
* Funding Agency:	Total:				80,000,000					80,000,000

* Federal Disc. -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 3 of 3	PE		4,430,000	5,138,000						9,568,000
* Fund Type: INFRA Grants Program - Mega Grants	RW			719,000						719,000
	CON		100,000	44,143,000						44,243,000
* Funding Agency:	Total:		4,530,000	50,000,000						54,530,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	29,829,000	4,430,000	5,138,000						39,397,000
	RW	2,695,000		3,792,000						6,487,000
	CON	17,478,000	100,000	44,143,000	70,494,000	80,000,000				212,215,000
	Total:	50,002,000	4,530,000	53,073,000	70,494,000	80,000,000				258,099,000

Comments:

Amendment per SJJPA request.

***** Version 5 - 01/24/2025 *****
2025 FTIP
2022 RTP, Table B-6

Estimated Total Project Cost is \$300,000,000

***** Version 1 - 02/26/24 *****
Project data transferred from 2022 FTIP.
2023 FTIP
2022 RTP, Table B-6

***** Version 1 - 04/19/22 *****
Project data transferred from 2020 FTIP.
2021 FTIP
2018 RTP Table 5-6A

***** Version 1 - 07/08/20 *****
Project data transferred from 2018 FTIP.
New project request from the San Joaquin Joint Powers Authority (SJJPA)
***** Version 1 - 04/21/2020 *****

Madera County - Federal Transportation Improvement Program (Dollars in Whole) Transit System

Item 5-5-E.

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0408	TITLE (DESCRIPTION): Madera High-Speed Rail Project (The project site is located a mile north of Avenue 12 in Madera County, between the BNSF Railroad tracks to the east and the California High Speed Rail Project Corridor (under construction) to the west. The first phase will build relocate the current Amtrak station, the second phase will construct a HSR station for initial HSR service between Merced and Bakersfield, the final phase will expand the HSR station for the full HSR system service.)	MPO Aprv: 07/17/2024 State Aprv: 11/15/2024 Federal Aprv: 12/16/2024
CT PROJECT ID:			MPO ID: MAD118003		EPA TABLE II or III EXEMPT CATEGORY Const of new bus or rail storage/maint. facilities
COUNTY: Madera County	ROUTE:		PM:		

IMPLEMENTING AGENCY: Various Agencies
PROJECT MANAGER: Dan Leavitt, SJJPA PHONE: (209) 944-6266 EMAIL: dan@sjjpa.com

PROJECT VERSION HISTORY (Printed Version is Shaded)

						(Dollars in whole)			
Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE	
5	Active	01/29/2025	JFINDLEY	Amendment - Cost/Scope/Sch. Change	2	212,215,000	6,487,000	39,397,000	
4	Official	07/17/2024	JFINDLEY	Adoption - Carry Over	0	167,972,000	5,768,000	29,829,000	
3	Official	08/31/2022	JFINDLEY	Adoption - Carry Over	0	87,972,000	5,768,000	29,829,000	
2	Official	02/17/2021	JFINDLEY	Adoption - Carry Over	0	87,972,000	5,768,000	29,829,000	
1	Official	05/20/2020	JFINDLEY	Amendment - New Project	14	87,972,000	5,768,000	29,829,000	

* Other State -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 1 of 2	PE	29,829,000								29,829,000
* Fund Type: Transit and Intercity Rail Capital Program (TIRCP)	RW	2,695,000		3,073,000						5,768,000
	CON	17,478,000			70,494,000					87,972,000
* Funding Agency:	Total:	50,002,000		3,073,000	70,494,000					123,569,000

* IIP -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 2 of 2	PE									
* Fund Type: STIP Advance Construction	RW									
	CON					80,000,000				80,000,000
* Funding Agency:	Total:					80,000,000				80,000,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	29,829,000								29,829,000
	RW	2,695,000		3,073,000						5,768,000
	CON	17,478,000			70,494,000	80,000,000				167,972,000
	Total:	50,002,000		3,073,000	70,494,000	80,000,000				203,569,000

Comments:
2025 FTIP
2022 RTP, Table B-6

Estimated Total Project Cost is \$300,000,000

***** Version 1 - 02/26/24 *****
Project data transferred from 2022 FTIP.
2023 FTIP
2022 RTP, Table B-6

***** Version 1 - 04/19/22 *****
Project data transferred from 2020 FTIP.
2021 FTIP
2018 RTP Table 5-6A

***** Version 1 - 07/08/20 *****
Project data transferred from 2018 FTIP.
New project request from the San Joaquin Joint Powers Authority (SJJPA)
***** Version 1 - 04/21/2020 *****

**Madera City - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

Item 5-5-E.

Amendment

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0314	TITLE (DESCRIPTION): CMAQ; Shoulder Paving (City of Madera; Shoulder Paving - Raymond Road. Shoulder paving results in the reduction of PM 2.5.)	MPO Aprv: State Aprv: Federal Aprv:
CT PROJECT ID:			MPO ID.: MAD202072		EPA TABLE II or III EXEMPT CATEGORY Shoulder Improvements.
COUNTY: Madera County	ROUTE:	PM:			

IMPLEMENTING AGENCY: Madera, City of
PROJECT MANAGER: Ellen Bitter
PHONE: (559) 661-5418
EMAIL: ebitter@cityofmadera.com

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
9	Active	01/21/2025	JFINDLEY	Amendment - Carry Over	2	253,000	23,000	38,000
8	Official	08/31/2022	JFINDLEY	Adoption - Carry Over	0	253,000	23,000	38,000
7	Official	02/17/2021	JFINDLEY	Adoption - Carry Over	0	253,000	23,000	38,000
6	Official	01/23/2019	JFINDLEY	Amendment - Other (Explain ==>)	2	253,000	23,000	38,000
5	Official	09/19/2018	JFINDLEY	Adoption - Carry Over	0	253,000	23,000	38,000
4	Official	09/21/2016	JFINDLEY	Adoption - Carry Over	0	243,000	23,000	38,000
3	Official	07/23/2014	JFINDLEY	Adoption - Carry Over	0	243,000	23,000	38,000
2	Official	07/18/2012	DWINNING	Adoption - Carry Over	0	243,000	23,000	38,000
1	Official	03/21/2012	DWINNING	Amendment - New Project	9	243,000	23,000	38,000

* CMAQ -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	33,000								33,000
* Fund Source 1 of 2	RW	20,000								20,000
* Fund Type: Congestion Mitigation	CON		214,000							214,000
* Funding Agency: Madera, City of	Total:	53,000	214,000							267,000

* Local Funds -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	5,000								5,000
* Fund Source 2 of 2	RW	3,000								3,000
* Fund Type: City Funds	CON		39,000							39,000
* Funding Agency: Madera, City of	Total:	8,000	39,000							47,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	38,000								38,000
	RW	23,000								23,000
	CON		253,000							253,000
	Total:	61,000	253,000							314,000

Comments:
2023 FTIP Carryover CMAQ Project not obligated prior to the adoption of the 2025 FTIP.

Per City of Madera Request for CON funding.

***** Version 9 - 01/21/2025 *****
2023 FTIP
2022 RTP, Table B-3

***** Version 1 - 04/19/22 *****
Project data transferred from 2020 FTIP.
2021 FTIP
2018 RTP Table 5-9

***** Version 1 - 03/06/20 *****
Project data transferred from 2018 FTIP.
***** Version 2 - 11/19/2018 *****

***** Version 1 - 02/27/18 *****
Project data transferred from 2016 FTIP.
***** Version 1 - 05/20/16 *****

Project data transferred from 2014 FTIP.
***** Version 1 - 03/25/14 *****

Project data transferred from 2012 FTIP.
RTP ID: 2011 RTP, Page 4-48
***** Version 2 - 05/24/2012 *****

New Project
***** Version 1 - 02/16/2012 *****

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

Amendment

Item 5-5-E.

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0371	TITLE (DESCRIPTION): CMAQ; Shoulder Paving (County of Madera; Shoulder paving of 4 feet on each side of the roadway on Road 36 from Avenue 12 1/2 to Avenue 15. Shoulder Paving results in the reduction of PM 2.5.)	MPO Aprv: State Aprv: Federal Aprv:
CT PROJECT ID:			MPO ID: MAD102074		EPA TABLE II or III EXEMPT CATEGORY Shoulder Improvements.
COUNTY: Madera County	ROUTE:		PM:		

IMPLEMENTING AGENCY: Madera County
PROJECT MANAGER: Jared Carter

PHONE: (559) 675-7811

EMAIL: jcarter@co.madera.ca.gov

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
5	Active	01/21/2025	JFINDLEY	Amendment - Carry Over	2	412,000		57,000
4	Official	08/31/2022	JFINDLEY	Adoption - Carry Over	0	412,000		57,000
3	Official	02/17/2021	JFINDLEY	Adoption - Carry Over	0	412,000		57,000
2	Official	09/19/2018	JFINDLEY	Adoption - Carry Over	0	412,000		57,000
1	Official	09/21/2016	JFINDLEY	Adoption -	0	412,000		57,000

* CMAQ -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 1 of 2	PE	50,000								50,000
* Fund Type: Congestion Mitigation	RW									
	CON		365,000							365,000
* Funding Agency:	Total:	50,000	365,000							415,000

* Local Funds -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 2 of 2	PE	7,000								7,000
* Fund Type: County Funds	RW									
	CON		47,000							47,000
* Funding Agency:	Total:	7,000	47,000							54,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	57,000								57,000
	RW									
	CON		412,000							412,000
	Total:	57,000	412,000							469,000

Comments:
2023 FTIP Carryover CMAQ Project not obligated prior to the adoption of the 2025 FTIP.

Request per the County of Madera for CON funding.

***** Version 5 - 01/21/2025 *****
2023 FTIP
2022 RTP, Table B-3

***** Version 1 - 04/19/22 *****
Project data transferred from 2020 FTIP.
2021 FTIP
2018 RTP Table 5-9

***** Version 1 - 03/06/20 *****
Project data transferred from 2018 FTIP.
***** Version 1 - 02/27/18 *****
Project data transferred from 2016 FTIP.
***** Version 1 - 06/14/2016 *****

**Madera City - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

Amendment

Item 5-5-E.

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0333	TITLE (DESCRIPTION): CMAQ; Shoulder Paving, Curb and Gutter (City of Madera; Shoulder Paving, Curb and Gutter Around Sports Complex. Shoulder paving results in the reduction of PM 2.5.)	MPO Aprv: State Aprv: Federal Aprv:
CT PROJECT ID:			MPO ID.: MAD202079		EPA TABLE II or III EXEMPT CATEGORY Shoulder Improvements.
COUNTY: Madera County	ROUTE:		PM:		

IMPLEMENTING AGENCY: Madera, City of
PROJECT MANAGER: Ellen Bitter PHONE: (559) 661-5418 EMAIL: ebitter@cityofmadera.com

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
8	Active	01/21/2025	JFINDLEY	Amendment - Carry Over	2	275,000		31,000
7	Official	08/31/2022	JFINDLEY	Adoption - Carry Over	0	275,000		31,000
6	Official	02/17/2021	JFINDLEY	Adoption - Carry Over	0	275,000		31,000
5	Official	09/19/2018	JFINDLEY	Adoption - Carry Over	0	275,000		31,000
4	Official	04/19/2017	JFINDLEY	Amendment - Cost/Scope/Sch. Change	2	275,000		31,000
3	Official	01/18/2017	JFINDLEY	Amendment - Cost/Scope/Sch. Change	1	275,000		31,000
2	Official	09/21/2016	JFINDLEY	Adoption - Carry Over	0	275,000		31,000
1	Official	07/23/2014	JFINDLEY	Adoption - New Project	0	275,000		31,000

* CMAQ -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 1 of 2	PE	27,000								27,000
	RW									
* Fund Type: Congestion Mitigation	CON		244,000							244,000
* Funding Agency: Madera, City of	Total:	27,000	244,000							271,000

* Local Funds -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 2 of 2	PE	4,000								4,000
	RW									
* Fund Type: City Funds	CON		31,000							31,000
* Funding Agency: Madera, City of	Total:	4,000	31,000							35,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	31,000								31,000
	RW									
	CON		275,000							275,000
	Total:	31,000	275,000							306,000

Comments:
2023 FTIP Carryover CMAQ Project not obligated prior to the adoption of the 2025 FTIP.

Request per the City of Madera for CON funding.

***** Version 8 - 01/21/2025 *****
2023 FTIP
2022 RTP, Table B-3

***** Version 1 - 04/19/22 *****
Project data transferred from 2020 FTIP.
2021 FTIP
2018 RTP Table 5-9

***** Version 1 - 03/06/20 *****
Project data transferred from 2018 FTIP.
***** Version 1 - 02/27/18 *****

Project data transferred from 2016 FTIP.
Amendment to adjust funding years for financial constraint
***** Version 4 - 03/21/2017 *****

Amendment to adjust funding years based on new CMAQ apportionment
***** Version 3 - 12/13/2016 *****
***** Version 1 - 05/20/16 *****

Project data transferred from 2014 FTIP.
***** Version 1 - 04/18/2014 *****

**Madera City - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

Item 5-5-E.

Amendment

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0335	TITLE (DESCRIPTION): CMAQ; Intersection Improvements (City of Madera; Intersection Improvements at the Intersections of 4th Street, Lake Street, and Central Avenue. Five leg intersection with an all-way stop. Installation of a roundabout or a traffic signal.)	MPO Aprv: State Aprv: Federal Aprv:
CT PROJECT ID:			MPO ID.: MAD202081		EPA TABLE II or III EXEMPT CATEGORY Non signalization traffic control and operatng.
COUNTY: Madera County	ROUTE:	PM:			

IMPLEMENTING AGENCY: Madera, City of
PROJECT MANAGER: Ellen Bitter

PHONE: (559) 661-5418

EMAIL: ebitter@madera.gov

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
7	Active	01/23/2025	JFINDLEY	Amendment - Cost/Scope/Sch. Change	2	491,000	20,000	45,000
6	Official	07/17/2024	JFINDLEY	Adoption - Carry Over	0	491,000	30,000	45,000
5	Official	08/31/2022	JFINDLEY	Adoption - Carry Over	0	491,000	30,000	45,000
4	Official	02/17/2021	JFINDLEY	Adoption - Carry Over	0	491,000	30,000	45,000
3	Official	09/19/2018	JFINDLEY	Adoption - Carry Over	0	491,000	30,000	45,000
2	Official	09/21/2016	JFINDLEY	Adoption - Carry Over	0	375,000	30,000	45,000
1	Official	07/23/2014	JFINDLEY	Adoption - New Project	0	375,000	30,000	45,000

* CMAQ -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	40,000								40,000
* Fund Source 1 of 2	RW	18,000								18,000
* Fund Type: Congestion Mitigation	CON		434,000							434,000
* Funding Agency: Madera, City of	Total:	58,000	434,000							492,000

* Local Funds -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	5,000								5,000
* Fund Source 2 of 2	RW	2,000								2,000
* Fund Type: City Funds	CON		57,000							57,000
* Funding Agency: Madera, City of	Total:	7,000	57,000							64,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	45,000								45,000
	RW	20,000								20,000
	CON		491,000							491,000
	Total:	65,000	491,000							556,000

Comments:
Correction to actual PE obligated.

Amendment per City of Madera Request.

***** Version 7 - 01/23/2025 *****
2025 FTIP
2022 RTP, Table B-2

Performance Measure 1 and 3

***** Version 1 - 02/26/24 *****
Project data transferred from 2022 FTIP.
2023 FTIP
2022 RTP, Table B-2

***** Version 1 - 04/19/22 *****
Project data transferred from 2020 FTIP.
2021 FTIP
2018 RTP Table 5-9

***** Version 1 - 03/06/20 *****
Project data transferred from 2018 FTIP.
***** Version 1 - 02/27/18 *****

Project data transferred from 2016 FTIP.
***** Version 1 - 05/20/16 *****
Project data transferred from 2014 FTIP.
***** Version 1 - 04/18/2014 *****

**Madera City - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

Item 5-5-E.
Prior

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0335	TITLE (DESCRIPTION): CMAQ; Intersection Improvements (City of Madera; Intersection Improvements at the Intersections of 4th Street, Lake Street, and Central Avenue. Five leg intersection with an all-way stop. Installation of a roundabout or a traffic signal.)	MPO Aprv: 07/17/2024 State Aprv: 11/15/2024 Federal Aprv: 12/16/2024
CT PROJECT ID:			MPO ID.: MAD202081		
COUNTY: Madera County	ROUTE:		PM:		EPA TABLE II or III EXEMPT CATEGORY Non signalization traffic control and operatng.

IMPLEMENTING AGENCY: Madera, City of
PROJECT MANAGER: Ellen Bitter

PHONE: (559) 661-5418

EMAIL: ebitter@madera.gov

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
7	Active	01/23/2025	JFINDLEY	Amendment - Cost/Scope/Sch. Change	2	491,000	20,000	45,000
6	Official	07/17/2024	JFINDLEY	Adoption - Carry Over	0	491,000	30,000	45,000
5	Official	08/31/2022	JFINDLEY	Adoption - Carry Over	0	491,000	30,000	45,000
4	Official	02/17/2021	JFINDLEY	Adoption - Carry Over	0	491,000	30,000	45,000
3	Official	09/19/2018	JFINDLEY	Adoption - Carry Over	0	491,000	30,000	45,000
2	Official	09/21/2016	JFINDLEY	Adoption - Carry Over	0	375,000	30,000	45,000
1	Official	07/23/2014	JFINDLEY	Adoption - New Project	0	375,000	30,000	45,000

* CMAQ -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	40,000								40,000
* Fund Source 1 of 2	RW	26,000								26,000
* Fund Type: Congestion Mitigation	CON		434,000							434,000
* Funding Agency: Madera, City of	Total:	66,000	434,000							500,000

* Local Funds -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	5,000								5,000
* Fund Source 2 of 2	RW	4,000								4,000
* Fund Type: City Funds	CON		57,000							57,000
* Funding Agency: Madera, City of	Total:	9,000	57,000							66,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	45,000								45,000
	RW	30,000								30,000
	CON		491,000							491,000
	Total:	75,000	491,000							566,000

Comments:

2025 FTIP
2022 RTP, Table B-2

Performance Measure 1 and 3

***** Version 1 - 02/26/24 *****
Project data transferred from 2022 FTIP.
2023 FTIP
2022 RTP, Table B-2

***** Version 1 - 04/19/22 *****
Project data transferred from 2020 FTIP.
2021 FTIP
2018 RTP Table 5-9

***** Version 1 - 03/06/20 *****
Project data transferred from 2018 FTIP.
***** Version 1 - 02/27/18 *****
Project data transferred from 2016 FTIP.
***** Version 1 - 05/20/16 *****
Project data transferred from 2014 FTIP.
***** Version 1 - 04/18/2014 *****

**Madera City - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

Item 5-5-E.

Amendment

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0337	TITLE (DESCRIPTION): CMAQ; Pedestrian Facilities (City of Madera; Sidewalk Construction Along Schnoor Avenue Between Sunset Avenue and Fresno River)	MPO Aprv: State Aprv: Federal Aprv:
CT PROJECT ID:			MPO ID.: MAD202083		EPA TABLE II or III EXEMPT CATEGORY Bicycle and pedestrian facilities.
COUNTY: Madera County	ROUTE:		PM:		

IMPLEMENTING AGENCY: Madera, City of
PROJECT MANAGER: Ellen Bitter
PHONE: (559) 661-5418
EMAIL: ebitter@cityofmadera.com

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
7	Active	01/21/2025	JFINDLEY	Amendment - Carry Over	2	128,000	8,000	14,000
6	Official	08/31/2022	JFINDLEY	Adoption - Carry Over	0	128,000	8,000	14,000
5	Official	02/17/2021	JFINDLEY	Adoption - Carry Over	0	128,000	8,000	14,000
4	Official	09/19/2018	JFINDLEY	Adoption - Carry Over	0	128,000	8,000	14,000
3	Official	04/19/2017	JFINDLEY	Amendment - Cost/Scope/Sch. Change	2	128,000	8,000	14,000
2	Official	09/21/2016	JFINDLEY	Adoption - Carry Over	0	128,000	8,000	14,000
1	Official	07/23/2014	JFINDLEY	Adoption - New Project	0		120,000	12,000

* CMAQ -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	12,000								12,000
* Fund Source 1 of 2	RW	7,000								7,000
* Fund Type: Congestion Mitigation	CON		113,000							113,000
* Funding Agency: Madera, City of	Total:	19,000	113,000							132,000

* Local Funds -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	2,000								2,000
* Fund Source 2 of 2	RW	1,000								1,000
* Fund Type: City Funds	CON		15,000							15,000
* Funding Agency: Madera, City of	Total:	3,000	15,000							18,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	14,000								14,000
	RW	8,000								8,000
	CON		128,000							128,000
	Total:	22,000	128,000							150,000

Comments:
2023 FTIP Carryover CMAQ Project not obligated prior to the adoption of the 2025 FTIP.

Request per the City of Madera for CON funding.

***** Version 7 - 01/21/2025 *****
2023 FTIP
2022 RTP Table B-4; MCTC Active Transportation Plan

***** Version 1 - 04/19/22 *****
Project data transferred from 2020 FTIP.
2021 FTIP
2018 RTP Table 5-8; MCTC Active Transportation Plan

***** Version 1 - 03/06/20 *****
Project data transferred from 2018 FTIP.
***** Version 1 - 02/27/18 *****

Project data transferred from 2016 FTIP.
Amendment per City of Madera request 3/22/17

***** Version 3 - 03/23/2017 *****
***** Version 1 - 05/20/16 *****
Project data transferred from 2014 FTIP.
***** Version 1 - 04/18/2014 *****

Madera City - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System

Item 5-5-E.

Amended

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0340	TITLE (DESCRIPTION): CMAQ; Bicycle/Pedestrian Facilities (City of Madera; Bicycle/Pedestrian Facilities - Fresno River Trail Between North-South Trail Behind Montecito Park and Granada Drive (Phase II))	MPO Aprv: State Aprv: Federal Aprv:
CT PROJECT ID:			MPO ID.: MAD202086		EPA TABLE II or III EXEMPT CATEGORY Bicycle and pedestrian facilities.
COUNTY: Madera County	ROUTE:	PM:			

IMPLEMENTING AGENCY: Madera, City of
 PROJECT MANAGER: Ellen Bitter

PHONE: (559) 661-5418

EMAIL: ebitter@madera.gov

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
8	Active	01/23/2025	JFINDLEY	Amendment - Cost/Scope/Sch. Change	2	110,000	21,000	15,000
7	Official	07/17/2024	JFINDLEY	Adoption - Carry Over	0	110,000	21,000	15,000
6	Official	08/31/2022	JFINDLEY	Adoption - Carry Over	0	110,000	21,000	15,000
5	Official	02/17/2021	JFINDLEY	Adoption - Carry Over	0	110,000	21,000	15,000
4	Official	09/19/2018	JFINDLEY	Adoption - Carry Over	0	110,000	21,000	15,000
3	Official	04/19/2017	JFINDLEY	Amendment - Cost/Scope/Sch. Change	2	40,000	21,000	15,000
2	Official	09/21/2016	JFINDLEY	Adoption - Carry Over	0	110,000	21,000	15,000
1	Official	07/23/2014	JFINDLEY	Adoption - New Project	0	110,000	21,000	15,000

* CMAQ -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 1 of 2	PE	13,000								13,000
	RW					18,000				18,000
* Fund Type: Congestion Mitigation	CON						97,000			97,000
* Funding Agency: Madera, City of	Total:	13,000				18,000	97,000			128,000

* Local Funds -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 2 of 2	PE	2,000								2,000
	RW					3,000				3,000
* Fund Type: City Funds	CON						13,000			13,000
* Funding Agency: Madera, City of	Total:	2,000				3,000	13,000			18,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	15,000								15,000
	RW					21,000				21,000
	CON						110,000			110,000
	Total:	15,000				21,000	110,000			146,000

Comments:
 Change to accommodate Apportionment availability.

Total Project cost is \$146,000.

***** Version 8 - 01/23/2025 *****
 2025 FTIP
 2022 RTP Table B-4; MCTC Active Transportation Plan

Performance Measure 1 and 3

***** Version 1 - 02/26/24 *****
 Project data transferred from 2022 FTIP.
 2023 FTIP
 2022 RTP Table B-4; MCTC Active Transportation Plan

***** Version 1 - 04/19/22 *****
 Project data transferred from 2020 FTIP.
 2021 FTIP
 2018 RTP Table 5-8; MCTC Active Transportation Plan

***** Version 1 - 03/06/20 *****
 Project data transferred from 2018 FTIP.
 ***** Version 1 - 02/27/18 *****
 Project data transferred from 2016 FTIP.
 Amendment per City of Madera request 3/22/17

***** Version 3 - 03/23/2017 *****
 ***** Version 1 - 05/20/16 *****
 Project data transferred from 2014 FTIP.
 ***** Version 1 - 04/18/2014 *****

**Madera City - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

Item 5-5-E.
Prior

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0340	TITLE (DESCRIPTION): CMAQ; Bicycle/Pedestrian Facilities (City of Madera; Bicycle/Pedestrian Facilities - Fresno River Trail Between North-South Trail Behind Montecito Park and Granada Drive (Phase II))	MPO Aprv: 07/17/2024 State Aprv: 11/15/2024 Federal Aprv: 12/16/2024
CT PROJECT ID:			MPO ID.: MAD202086		EPA TABLE II or III EXEMPT CATEGORY Bicycle and pedestrian facilities.
COUNTY: Madera County	ROUTE:		PM:		

IMPLEMENTING AGENCY: Madera, City of
PROJECT MANAGER: Ellen Bitter PHONE: (559) 661-5418 EMAIL: ebitter@madera.gov

PROJECT VERSION HISTORY (Printed Version is Shaded)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
8	Active	01/23/2025	JFINDLEY	Amendment - Cost/Scope/Sch. Change	2	110,000	21,000	15,000
7	Official	07/17/2024	JFINDLEY	Adoption - Carry Over	0	110,000	21,000	15,000
6	Official	08/31/2022	JFINDLEY	Adoption - Carry Over	0	110,000	21,000	15,000
5	Official	02/17/2021	JFINDLEY	Adoption - Carry Over	0	110,000	21,000	15,000
4	Official	09/19/2018	JFINDLEY	Adoption - Carry Over	0	110,000	21,000	15,000
3	Official	04/19/2017	JFINDLEY	Amendment - Cost/Scope/Sch. Change	2	40,000	21,000	15,000
2	Official	09/21/2016	JFINDLEY	Adoption - Carry Over	0	110,000	21,000	15,000
1	Official	07/23/2014	JFINDLEY	Adoption - New Project	0	110,000	21,000	15,000

* CMAQ -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 1 of 2	PE	13,000								13,000
	RW		18,000							18,000
* Fund Type: Congestion Mitigation	CON		97,000							97,000
* Funding Agency: Madera, City of	Total:	13,000	115,000							128,000

* Local Funds -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 2 of 2	PE	2,000								2,000
	RW		3,000							3,000
* Fund Type: City Funds	CON		13,000							13,000
* Funding Agency: Madera, City of	Total:	2,000	16,000							18,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	15,000								15,000
	RW		21,000							21,000
	CON		110,000							110,000
	Total:	15,000	131,000							146,000

Comments:
2025 FTIP
2022 RTP Table B-4; MCTC Active Transportation Plan

Performance Measure 1 and 3

***** Version 1 - 02/26/24 *****
Project data transferred from 2022 FTIP.
2023 FTIP
2022 RTP Table B-4; MCTC Active Transportation Plan

***** Version 1 - 04/19/22 *****
Project data transferred from 2020 FTIP.
2021 FTIP
2018 RTP Table 5-8; MCTC Active Transportation Plan

***** Version 1 - 03/06/20 *****
Project data transferred from 2018 FTIP.
***** Version 1 - 02/27/18 *****
Project data transferred from 2016 FTIP.
Amendment per City of Madera request 3/22/17
***** Version 3 - 03/23/2017 *****
***** Version 1 - 05/20/16 *****
Project data transferred from 2014 FTIP.
***** Version 1 - 04/18/2014 *****

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

Item 5-5-E.

Amendment

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0411	TITLE (DESCRIPTION): CMAQ; Pedestrian Facilities Washington School (City of Madera; Pedestrian facilities around Washington School.)	MPO Aprv: State Aprv: Federal Aprv:
CT PROJECT ID:			MPO ID.: MAD217036		
COUNTY: Madera County	ROUTE:	PM:			EPA TABLE II or III EXEMPT CATEGORY Bicycle and pedestrian facilities.

IMPLEMENTING AGENCY: Madera, City of
PROJECT MANAGER: Ellen Bitter
PHONE: (559) 675-7811
EMAIL: ebitter@cityofmadera.com

PROJECT VERSION HISTORY (Printed Version is Shaded) *(Dollars in whole)*

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
4	Active	01/21/2025	JFINDLEY	Amendment - Carry Over	2	328,000		40,000
3	Official	08/31/2022	JFINDLEY	Adoption - Carry Over	0	328,000		40,000
2	Official	02/17/2021	JFINDLEY	Adoption - Carry Over	0	328,000		40,000
1	Official	06/22/2020	JFINDLEY	Amendment - New Project	15	328,000		40,000

* CMAQ -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 1 of 2	PE	35,000								35,000
	RW									
* Fund Type: Congestion Mitigation	CON		290,000							290,000
* Funding Agency:	Total:	35,000	290,000							325,000

* Local Funds -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 2 of 2	PE	5,000								5,000
	RW									
* Fund Type: City Funds	CON		38,000							38,000
* Funding Agency:	Total:	5,000	38,000							43,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	40,000								40,000
	RW									
	CON		328,000							328,000
	Total:	40,000	328,000							368,000

Comments:
2023 FTIP Carryover CMAQ Project not obligated prior to the adoption of the 2025 FTIP.

Request per the City of Madera for CON funding.

***** Version 4 - 01/21/2025 *****
2023 FTIP
2022 RTP Table B-4; MCTC Active Transportation Plan

***** Version 1 - 04/19/22 *****
Project data transferred from 2020 FTIP.
2021 FTIP
2018 RTP Table 5-8; MCTC Active Transportation Plan

***** Version 1 - 07/08/20 *****
Project data transferred from 2018 FTIP.
New CMAQ Project
***** Version 1 - 05/06/2020 *****

**Madera City - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

Item 5-5-E.

Amended

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0418	TITLE (DESCRIPTION): CMAQ; Pedestrian Bridge over Fresno River (City of Madera; Granada Avenue Pedestrian Bridge over the Fresno River.)	MPO Aprv: State Aprv: Federal Aprv:
CT PROJECT ID:			MPO ID.: MAD217038		
COUNTY: Madera County	ROUTE:	PM:			EPA TABLE II or III EXEMPT CATEGORY Non construction related activities.

IMPLEMENTING AGENCY: Madera, City of
PROJECT MANAGER: Ellen Bitter

PHONE: (559) 661-5472

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PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
5	Active	01/23/2025	JFINDLEY	Amendment - Cost/Scope/Sch. Change	2	2,070,000	80,000	350,000
4	Official	07/17/2024	JFINDLEY	Adoption - Carry Over	0	2,070,000	80,000	350,000
3	Official	08/31/2022	JFINDLEY	Adoption - Carry Over	0	2,070,000	80,000	350,000
2	Official	02/17/2021	JFINDLEY	Adoption - Carry Over	0	2,070,000	80,000	350,000
1	Official	06/22/2020	JFINDLEY	Amendment - New Project	15	2,070,000	80,000	350,000

* CMAQ -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE		309,000							309,000
* Fund Source 1 of 2	RW			70,000						70,000
* Fund Type: Congestion Mitigation	CON					1,834,000				1,834,000
* Funding Agency:	Total:		309,000	70,000		1,834,000				2,213,000

* Local Funds -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE		41,000							41,000
* Fund Source 2 of 2	RW			10,000						10,000
* Fund Type: City Funds	CON					236,000				236,000
* Funding Agency:	Total:		41,000	10,000		236,000				287,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE		350,000							350,000
	RW			80,000						80,000
	CON					2,070,000				2,070,000
	Total:		350,000	80,000		2,070,000				2,500,000

Comments:

Change to accommodate Apportionment availability.

***** Version 5 - 01/23/2025 *****
2025 FTIP
2022 RTP, Table B-4; MCTC Active Transportation Plan

Performance Measure 1 and 3

***** Version 1 - 02/26/24 *****
Project data transferred from 2022 FTIP.
2023 FTIP
2022 RTP, Table B-4; MCTC Active Transportation Plan

The total cost of this project is \$2,500,000. CON phase is in the out years of the 2023 FTIP.

***** Version 1 - 04/19/22 *****
Project data transferred from 2020 FTIP.
2021 FTIP
2018 RTP Table 5-8; MCTC Active Transportation Plan
***** Version 1 - 07/08/20 *****
Project data transferred from 2018 FTIP.
New CMAQ Project
***** Version 1 - 06/02/2020 *****

**Madera City - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

Item 5-5-E.
Prior

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0418	TITLE (DESCRIPTION): CMAQ; Pedestrian Bridge over Fresno River (City of Madera; Granada Avenue Pedestrian Bridge over the Fresno River.)	MPO Aprv: 07/17/2024 State Aprv: 11/15/2024 Federal Aprv: 12/16/2024
CT PROJECT ID:			MPO ID.: MAD217038		
COUNTY: Madera County	ROUTE:		PM:		EPA TABLE II or III EXEMPT CATEGORY Non construction related activities.

IMPLEMENTING AGENCY: Madera, City of
PROJECT MANAGER: Ellen Bitter

PHONE: (559) 661-5472

EMAIL: ebitter@madera.gov

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
5	Active	01/23/2025	JFINDLEY	Amendment - Cost/Scope/Sch. Change	2	2,070,000	80,000	350,000
4	Official	07/17/2024	JFINDLEY	Adoption - Carry Over	0	2,070,000	80,000	350,000
3	Official	08/31/2022	JFINDLEY	Adoption - Carry Over	0	2,070,000	80,000	350,000
2	Official	02/17/2021	JFINDLEY	Adoption - Carry Over	0	2,070,000	80,000	350,000
1	Official	06/22/2020	JFINDLEY	Amendment - New Project	15	2,070,000	80,000	350,000

* CMAQ -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 1 of 2	PE		309,000							309,000
* Fund Type: Congestion Mitigation	RW									70,000
* Funding Agency:	CON		1,834,000							1,834,000
	Total:		2,213,000							2,213,000

* Local Funds -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 2 of 2	PE	41,000								41,000
* Fund Type: City Funds	RW	10,000								10,000
* Funding Agency:	CON		236,000							236,000
	Total:	51,000	236,000							287,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	41,000	309,000							350,000
	RW	10,000	70,000							80,000
	CON		2,070,000							2,070,000
	Total:	51,000	2,449,000							2,500,000

Comments:
2025 FTIP
2022 RTP, Table B-4; MCTC Active Transportation Plan

Performance Measure 1 and 3

***** Version 1 - 02/26/24 *****
Project data transferred from 2022 FTIP.
2023 FTIP
2022 RTP, Table B-4; MCTC Active Transportation Plan

The total cost of this project is \$2,500,000. CON phase is in the out years of the 2023 FTIP.

***** Version 1 - 04/19/22 *****
Project data transferred from 2020 FTIP.
2021 FTIP
2018 RTP Table 5-8; MCTC Active Transportation Plan
***** Version 1 - 07/08/20 *****
Project data transferred from 2018 FTIP.
New CMAQ Project
***** Version 1 - 06/02/2020 *****

**Madera City - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

Item 5-5-E.

Amended

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0460	TITLE (DESCRIPTION): CMAQ; Alley Paving SW Quadrant (City of Madera; Alley Paving at Various Locations - South West Quadrant (currently unpaved). This project will result in the reduction of PM 2.5.)	MPO Aprv: State Aprv: Federal Aprv:
CT PROJECT ID:			MPO ID.: MAD218001		EPA TABLE II or III EXEMPT CATEGORY Pavement resurfacing and/or rehabilitation.
COUNTY: Madera County	ROUTE:		PM:		

IMPLEMENTING AGENCY: Madera, City of
PROJECT MANAGER: Ellen Bitter

PHONE: (559) 661-5418

EMAIL: ebitter@madera.gov

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
2	Active	01/31/2025	JFINDLEY	Amendment - Cost/Scope/Sch. Change	2	627,000		98,000
1	Official	07/17/2024	JFINDLEY	Adoption -	0	614,000		111,000

* CMAQ -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 1 of 2	PE			98,000						98,000
	RW									
* Fund Type: Congestion Mitigation	CON					542,000				542,000
* Funding Agency:	Total:		98,000			542,000				640,000

* Local Funds -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 2 of 2	PE									
	RW									
* Fund Type: Local Measure	CON			13,000			72,000			85,000
* Funding Agency:	Total:		13,000				72,000			85,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE			98,000						98,000
	RW									
	CON			13,000			614,000			627,000
	Total:		111,000				614,000			725,000

Comments:

Shift in Fiscal Year to accommodate Apportionment capacity.

***** Version 2 - 01/23/2025 *****

2025 FTIP
2022 RTP, Table B-3

Performance Measure 3

***** Version 1 - 04/15/2024 *****

**Madera City - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

Item 5-5-E.
Prior

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0460	TITLE (DESCRIPTION): CMAQ; Alley Paving SW Quadrant (City of Madera; Alley Paving at Various Locations - South West Quadrant (currently unpaved). This project will result in the reduction of PM 2.5.)	MPO Aprv: 07/17/2024 State Aprv: 11/15/2024 Federal Aprv: 12/16/2024
CT PROJECT ID:			MPO ID.: MAD218001		
COUNTY: Madera County	ROUTE:		PM:		EPA TABLE II or III EXEMPT CATEGORY Pavement resurfacing and/or rehabilitation.

IMPLEMENTING AGENCY: Madera, City of
PROJECT MANAGER: Ellen Bitter

PHONE: (559) 661-5418

EMAIL: ebitter@madera.gov

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
2	Active	01/23/2025	JFINDLEY	Amendment - Cost/Scope/Sch. Change	2	614,000		111,000
1	Official	07/17/2024	JFINDLEY	Adoption -	0	614,000		111,000

* CMAQ -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 1 of 2	PE		98,000							98,000
	RW									
* Fund Type: Congestion Mitigation	CON				542,000					542,000
* Funding Agency:	Total:		98,000		542,000					640,000

* Local Funds -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 2 of 2	PE		13,000							13,000
	RW									
* Fund Type: Local Measure	CON				72,000					72,000
* Funding Agency:	Total:		13,000		72,000					85,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE		111,000							111,000
	RW									
	CON				614,000					614,000
	Total:		111,000		614,000					725,000

Comments:
2025 FTIP
2022 RTP, Table B-3

Performance Measure 3

***** Version 1 - 04/15/2024 *****

**Madera City - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

New Item 5-5-E.

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0479	TITLE (DESCRIPTION): City of Madera; Planning Study to Determine Modifications to Cleveland Avenue and Yosemite Avenue (Project Planning and includes activities to study seven at-grade crossings along the Union Pacific Railroad (UPRR) in Madera, California. The project will conduct a rail safety planning study, engage stakeholders, and perform an alternatives analysis. The project aligns with the selection criteria by enhancing safety, as the project will improve traffic flow and accommodate multimodal traffic at crossings with high traffic volumes and frequent train activity.)	MPO Aprv: State Aprv: Federal Aprv:
CT PROJECT ID:			MPO ID.: MAD219000		EPA TABLE II or III EXEMPT CATEGORY Railroad/highway crossing.
COUNTY: Madera County	ROUTE:	PM:			

IMPLEMENTING AGENCY: Madera, City of
PROJECT MANAGER: _____ PHONE: _____ EMAIL: _____

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
1	Active	01/23/2025	JFINDLEY	Amendment - New Project	2	1,920,000		

* Federal Disc. -		<u>PRIOR</u>	<u>24-25</u>	<u>25-26</u>	<u>26-27</u>	<u>27-28</u>	<u>28-29</u>	<u>29-30</u>	<u>BEYOND</u>	<u>TOTAL</u>
* Fund Source 1 of 2	PE									
* Fund Type: Railroad Crossing Elimination Grant Program	RW									
	CON		1,600,000							1,600,000
* Funding Agency:	Total:		1,600,000							1,600,000

* Local Funds -		<u>PRIOR</u>	<u>24-25</u>	<u>25-26</u>	<u>26-27</u>	<u>27-28</u>	<u>28-29</u>	<u>29-30</u>	<u>BEYOND</u>	<u>TOTAL</u>
* Fund Source 2 of 2	PE									
* Fund Type: City Funds	RW									
	CON		320,000							320,000
* Funding Agency: Madera, City of	Total:		320,000							320,000

Project Total:		<u>PRIOR</u>	<u>24-25</u>	<u>25-26</u>	<u>26-27</u>	<u>27-28</u>	<u>28-29</u>	<u>29-30</u>	<u>BEYOND</u>	<u>TOTAL</u>
	PE									
	RW									
	CON		1,920,000							1,920,000
	Total:		1,920,000							1,920,000

Comments:
New Federally funded project.

***** Version 1 - 01/10/2025 *****

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

Item 5-5-E.

Amended

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0419	TITLE (DESCRIPTION): CMAQ; Pedestrian Improvements Project (City of Chowchilla; Riverside Avenue, 8th Street, & Kings Avenue Pedestrian Improvements Project.)	MPO Aprv: State Aprv: Federal Aprv:
CT PROJECT ID:			MPO ID.: MAD302058		
COUNTY: Madera County	ROUTE:	PM:			EPA TABLE II or III EXEMPT CATEGORY Bicycle and pedestrian facilities.

IMPLEMENTING AGENCY: Chowchilla, City of
PROJECT MANAGER: Jason Rogers

PHONE: (559) 661-5472

EMAIL: jrogers@ci.chowchilla.ca.us

PROJECT VERSION HISTORY (Printed Version is Shaded)

(Dollars in whole)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
5	Active	01/23/2025	JFINDLEY	Amendment - Cost/Scope/Sch. Change	2	1,468,000		179,000
4	Official	07/17/2024	JFINDLEY	Adoption - Carry Over	0	1,468,000		179,000
3	Official	08/31/2022	JFINDLEY	Adoption - Carry Over	0	1,468,000		179,000
2	Official	02/17/2021	JFINDLEY	Adoption - Carry Over	0	1,468,000		179,000
1	Official	06/22/2020	JFINDLEY	Amendment - New Project	15	1,468,000		179,000

* CMAQ -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 1 of 2	PE	158,000								158,000
* Fund Type: Congestion Mitigation	RW									
	CON				1,300,000					1,300,000
* Funding Agency:	Total:	158,000			1,300,000					1,458,000

* Local Funds -		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 2 of 2	PE	21,000								21,000
* Fund Type: City Funds	RW									
	CON				168,000					168,000
* Funding Agency:	Total:	21,000			168,000					189,000

Project Total:		PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	PE	179,000								179,000
	RW									
	CON				1,468,000					1,468,000
	Total:	179,000			1,468,000					1,647,000

Comments:

Shift in Fiscal Year to accommodate Apportionment capacity.

***** Version 5 - 01/23/2025 *****
2025 FTIP
2022 RTP, Table B-4; MCTC Active Transportation Plan

Performance Measure 1 and 3

***** Version 1 - 02/26/24 *****
Project data transferred from 2022 FTIP.
2023 FTIP
2022 RTP, Table B-4; MCTC Active Transportation Plan

***** Version 1 - 04/19/22 *****
Project data transferred from 2020 FTIP.
2021 FTIP
2018 RTP Table 5-8; MCTC Active Transportation Plan

***** Version 1 - 07/08/20 *****
Project data transferred from 2018 FTIP.
New CMAQ Project
***** Version 1 - 06/02/2020 *****

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

Item 5-5-E.
Prior

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0419	TITLE (DESCRIPTION): CMAQ; Pedestrian Improvements Project (City of Chowchilla; Riverside Avenue, 8th Street, & Kings Avenue Pedestrian Improvements Project.)	MPO Aprv: 07/17/2024 State Aprv: 11/15/2024 Federal Aprv: 12/16/2024
CT PROJECT ID:			MPO ID: MAD302058		
COUNTY: Madera County	ROUTE:		PM:		EPA TABLE II or III EXEMPT CATEGORY Bicycle and pedestrian facilities.

IMPLEMENTING AGENCY: Chowchilla, City of
PROJECT MANAGER: Jason Rogers
PHONE: (559) 661-5472
EMAIL: jrogers@ci.chowchilla.ca.us

PROJECT VERSION HISTORY (Printed Version is Shaded)

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
5	Active	01/23/2025	JFINDLEY	Amendment - Cost/Scope/Sch. Change	2	1,468,000		179,000
4	Official	07/17/2024	JFINDLEY	Adoption - Carry Over	0	1,468,000		179,000
3	Official	08/31/2022	JFINDLEY	Adoption - Carry Over	0	1,468,000		179,000
2	Official	02/17/2021	JFINDLEY	Adoption - Carry Over	0	1,468,000		179,000
1	Official	06/22/2020	JFINDLEY	Amendment - New Project	15	1,468,000		179,000

* CMAQ -	PE	PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 1 of 2	RW	158,000								158,000
* Fund Type: Congestion Mitigation	CON		1,300,000							1,300,000
* Funding Agency:	Total:	158,000	1,300,000							1,458,000

* Local Funds -	PE	PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
* Fund Source 2 of 2	RW	21,000								21,000
* Fund Type: City Funds	CON		168,000							168,000
* Funding Agency:	Total:	21,000	168,000							189,000

Project Total:	PE	PRIOR	24-25	25-26	26-27	27-28	28-29	29-30	BEYOND	TOTAL
	RW	179,000								179,000
	CON		1,468,000							1,468,000
	Total:	179,000	1,468,000							1,647,000

Comments:
2025 FTIP
2022 RTP, Table B-4; MCTC Active Transportation Plan

Performance Measure 1 and 3

***** Version 1 - 02/26/24 *****
Project data transferred from 2022 FTIP.
2023 FTIP
2022 RTP, Table B-4; MCTC Active Transportation Plan

***** Version 1 - 04/19/22 *****
Project data transferred from 2020 FTIP.
2021 FTIP
2018 RTP Table 5-8; MCTC Active Transportation Plan

***** Version 1 - 07/08/20 *****
Project data transferred from 2018 FTIP.
New CMAQ Project
***** Version 1 - 06/02/2020 *****

**Madera County - Federal Transportation Improvement Program
(Dollars in Whole)
Local Highway System**

New Item 5-5-E.

DIST: 06	PPNO:	EA:	CTIPS ID: 221-0000-0480	TITLE (DESCRIPTION): City of Madera; Pine Street Pedestrian Facilities, from Sunset to 4th Street (Pine Street Pedestrian Facilities, from Sunset to 4th Street in the City of Madera)	MPO Aprv: State Aprv: Federal Aprv:
CT PROJECT ID:			MPO ID.: MAD500004		EPA TABLE II or III EXEMPT CATEGORY Bicycle and pedestrian facilities.
COUNTY: Madera County	ROUTE:		PM:		

IMPLEMENTING AGENCY: Madera, City of
PROJECT MANAGER: Ellen Bitter
PHONE: (559) 661-5472
EMAIL: ebitter@madera.gov

PROJECT VERSION HISTORY (Printed Version is Shaded) *(Dollars in whole)*

Version	Status	Date	Updated By	Change Reason	Amend No.	Prog Con	Prog RW	PE
1	Active	01/24/2025	JFINDLEY	Amendment - New Project	2	551,000		

* Other Fed -		<u>PRIOR</u>	<u>24-25</u>	<u>25-26</u>	<u>26-27</u>	<u>27-28</u>	<u>28-29</u>	<u>29-30</u>	<u>BEYOND</u>	<u>TOTAL</u>
* Fund Source 1 of 2	PE									
* Fund Type: Carbon Reduction Program (CRP)	RW									
* Funding Agency:	CON					487,000				487,000
	Total:					487,000				487,000

* Local Funds -		<u>PRIOR</u>	<u>24-25</u>	<u>25-26</u>	<u>26-27</u>	<u>27-28</u>	<u>28-29</u>	<u>29-30</u>	<u>BEYOND</u>	<u>TOTAL</u>
* Fund Source 2 of 2	PE									
* Fund Type: City Funds	RW									
* Funding Agency: Madera, City of	CON					64,000				64,000
	Total:					64,000				64,000

Project Total:		<u>PRIOR</u>	<u>24-25</u>	<u>25-26</u>	<u>26-27</u>	<u>27-28</u>	<u>28-29</u>	<u>29-30</u>	<u>BEYOND</u>	<u>TOTAL</u>
	PE									
	RW									
	CON					551,000				551,000
	Total:					551,000				551,000

Comments:
New Carbon Reduction Program Project

***** Version 1 - 01/10/2025 *****

ATTACHMENT 2
FINANCIAL SUMMARY TABLES

TABLE 1: REVENUE

Madera County Transportation Commission
2025 FTIP
Amendment 2
 (\$'s in 1,000)

Funding Source		NOTES	4 YEAR (FTIP Period)								TOTAL CURRENT
			FY 2025		FY 2026		FY 2027		FY 2028		
			Amendment		Amendment		Amendment		Amendment		
			Prior No. 1	Current No. 2	Prior No. 1	Current No. 2	Prior No. 1	Current No. 2	Prior No. 1	Current No. 2	
LOCAL	Sales Tax	\$6,137	\$6,529	\$10,479	\$10,457	\$12,251	\$12,298	\$10,148	\$10,249	\$39,533	
	City	\$4,679	\$4,743	\$9,267	\$9,235	\$10,440	\$10,608	\$7,845	\$8,148	\$32,734	
	County	\$1,458	\$1,786	\$1,212	\$1,222	\$1,811	\$1,690	\$2,303	\$2,101	\$6,799	
	Gas Tax										
	Gas Tax (Subventions to Cities)										
	Gas Tax (Subventions to Counties)										
	Other Local Funds	\$24,000	\$105,100	\$60,000						\$105,100	
	County General Funds										
	City General Funds										
	Street Taxes and Developer Fees	\$24,000	\$105,100	\$60,000						\$105,100	
RSTP Exchange funds											
Transit											
Transit Fares											
Other (See Appendix 1)											
Local Total	\$30,137	\$111,629	\$70,479	\$10,457	\$12,251	\$12,298	\$10,148	\$10,249	\$144,633		
REGIONAL	Tolls										
	Bridge										
	Corridor										
	Regional Sales Tax	\$86	\$73	\$3,668	\$3,681	\$12,383	\$12,311			\$16,065	
Other (See Appendix 2)											
Regional Total	\$86	\$73	\$3,668	\$3,681	\$12,383	\$12,311			\$16,065		
STATE	State Highway Operations and Protection Program (SHOPP) ¹	\$3,188	\$3,188	\$71,882	\$71,882	\$20,890	\$20,890			\$95,960	
	SHOPP	\$3,188	\$3,188	\$71,882	\$71,882	\$20,890	\$20,890			\$95,960	
	SHOPP Prior										
	State Minor Program										
	State Transportation Improvement Program (STIP) ¹	\$4,407	\$4,407	\$107	\$107	\$39,107	\$39,107	\$80,107	\$80,107	\$123,728	
	STIP	\$4,407	\$4,407	\$107	\$107	\$39,107	\$39,107	\$80,107	\$80,107	\$123,728	
	STIP Prior										
	State Bond										
	Proposition 1A (High Speed Passenger Train Bond Program)										
	Proposition 1B (Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006)										
	Active Transportation Program (ATP) ¹	\$395	\$395	\$2,417	\$2,417					\$2,812	
	Highway Maintenance (HM) Program ¹										
Highway Bridge Program (HBP) ¹	1	\$9,358	\$9,358	\$279	\$279	\$5,570	\$5,570	\$3,807	\$3,807	\$19,014	
Road Repair and Accountability Act of 2017 (SB1)											
Traffic Congestion Relief Program (TCRP)											
State Transit Assistance (STA)(e.g., population/revenue based, Prop 42)											
Local Transportation Climate Adaptation Program (LTCAP) ¹											
Other (See Appendix 3)			\$3,073	\$3,073	\$70,494	\$70,494			\$73,567		
State Total	\$17,348	\$17,348	\$77,758	\$77,758	\$136,061	\$136,061	\$83,914	\$83,914	\$315,081		
FEDERAL TRANSIT	5307 - Urbanized Area Formula Grants	\$3,468	\$3,468	\$2,656	\$2,656	\$3,015	\$3,015	\$3,653	\$3,653	\$12,792	
	5309 - Fixed Guideway Capital Investment Grants										
	5309b - New and Small Starts (Capital Investment Grants)										
	5309c - Bus and Bus Related Grants										
	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities										
	5311 - Formula Grants for Rural Areas	\$646	\$646	\$674	\$674	\$703	\$703	\$734	\$734	\$2,757	
	5311f - Intercity Bus										
	5337 - State of Good Repair Grants										
	5339 - Bus and Bus Facilities Formula Grants	\$277	\$277					\$153	\$153	\$430	
	FTA Transfer from Prior FTIP										
	Other (See Appendix 4)										
Federal Transit Total	\$4,391	\$4,391	\$3,330	\$3,330	\$3,718	\$3,718	\$4,540	\$4,540	\$15,979		
FEDERAL HIGHWAY	Congestion Mitigation and Air Quality (CMAQ) Improvement Program	2	\$6,214	\$6,216	\$2,259	\$2,259	\$2,304	\$2,304	\$2,349	\$2,349	\$13,128
	Construction of Ferry Boats and Ferry Terminal Facilities (Ferry Boat Program)										
	Coordinated Border Infrastructure Program										
	Federal Lands Access Program										
	Federal Lands Transportation Program										
	GARVEE Bonds Debt Service Payments										
	Highway Infrastructure Program (HIP)										
	High Priority Projects (HPP) and Demo										
	Highway Safety Improvement Program (HSIP)										
	National Highway Freight Program (NHFP)										
	Nationally Significant Freight and Highway Projects (FASTLANE/INFRA Grants)										
	Railway-Highway Crossings Program										
	Recreational Trails Program										
	SAFETEA-LU Safe Routes to School (SRTS)										
	Surface Transportation Block Grant Program (STBGP/RSTP)	3									
Tribal Transportation Program											
Carbon Reduction Program (CRP)		\$459	\$459	\$305	\$305	\$156	\$156	\$487	\$487	\$1,407	
Promoting Resilient Operations for Transformative (PROTECT)											
Other (see Appendix 5)			\$33,080	\$25,000	\$50,000					\$83,080	
Federal Highway Total	\$6,673	\$39,755	\$27,564	\$52,564	\$2,460	\$2,460	\$2,836	\$2,836	\$97,615		
FEDERAL RAIL	Other Federal Railroad Administration (see Appendix 6)										
	Federal Railroad Administration Total										
Federal Total	\$11,064	\$44,146	\$30,894	\$55,894	\$6,178	\$6,178	\$7,376	\$7,376	\$113,594		
INNOVATIVE FINANCE	TIFIA (Transportation Infrastructure Finance and Innovation Act)										
	Other (See Appendix 7)										
Innovative Financing Total											
REVENUE TOTAL		\$58,635	\$173,196	\$182,799	\$147,790	\$166,873	\$166,848	\$101,438	\$101,539	\$589,373	

Financial Summary Notes:

¹ State Programs that include both state and federal funds.
² CMAQ - Additional \$4,000,000 Loan Repayment from SANDAG FY 24/25
³ STBGP/RSTP Funds Exchanged for State Cash (Small MPO)

TABLE 2: PROGRAMMED

Madera County Transportation Commission
2025 FTIP
Amendment 2
(\$'s in 1,000)

	FUNDING SOURCES	N O T E S	4 YEAR (FTIP Period)								TOTAL CURRENT
			FY 2025		FY 2026		FY 2027		FY 2028		
			Amendment		Amendment		Amendment		Amendment		
			Prior No. 1	Current No. 2	Prior No. 1	Current No. 2	Prior No. 1	Current No. 2	Prior No. 1	Current No. 2	
LOCAL	Local Total		\$30,137	\$111,629	\$70,479	\$10,457	\$12,251	\$12,298	\$10,148	\$10,249	\$144,633
REGIONAL	Tolls										
	Bridge										
	Corridor										
	Regional Sales Tax		\$86	\$73	\$3,668	\$3,681	\$12,383	\$12,311			\$16,065
	Other (See Appendix A)										
	Regional Total		\$86	\$73	\$3,668	\$3,681	\$12,383	\$12,311			\$16,065
STATE	State Highway Operations and Protection Program (SHOPP) ¹		\$3,188	\$3,188	\$71,882	\$71,882	\$20,890	\$20,890			\$95,960
	SHOPP		\$3,188	\$3,188	\$71,882	\$71,882	\$20,890	\$20,890			\$95,960
	SHOPP Prior										
	State Minor Program										
	State Transportation Improvement Program (STIP) ¹		\$4,407	\$4,407	\$107	\$107	\$39,107	\$39,107	\$80,107	\$80,107	\$123,728
	STIP		\$4,407	\$4,407	\$107	\$107	\$39,107	\$39,107	\$80,107	\$80,107	\$123,728
	STIP Prior										
	State Bond										
	Proposition 1A (High Speed Passenger Train Bond Program)										
	Proposition 1B (Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006)										
	Active Transportation Program ¹		\$395	\$395	\$2,417	\$2,417					\$2,812
	Highway Maintenance (HM) Program ¹										
	Highway Bridge Program (HBP) ¹	1	\$9,358	\$9,358	\$279	\$279	\$5,570	\$5,570	\$3,807	\$3,807	\$19,014
	Road Repair and Accountability Act of 2017 (SB1)										
	Traffic Congestion Relief Program (TCRP)										
	State Transit Assistance (STA)(e.g., population/revenue based, Prop 42)										
	Local Transportation Climate Adaptation Program (LTCAP) ¹										
	Other (See Appendix B)				\$3,073	\$3,073	\$70,494	\$70,494			\$73,567
	State Total		\$17,348	\$17,348	\$77,758	\$77,758	\$136,061	\$136,061	\$83,914	\$83,914	\$315,081
FEDERAL TRANSIT	5307 - Urbanized Area Formula Grants		\$3,468	\$3,468	\$2,656	\$2,656	\$3,015	\$3,015	\$3,653	\$3,653	\$12,792
	5309 - Fixed Guideway Capital Investment Grants										
	5309b - New and Small Starts (Capital Investment Grants)										
	5309c - Bus and Bus Related Grants										
	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities										
	5311 - Formula Grants for Rural Areas		\$646	\$646	\$674	\$674	\$703	\$703	\$734	\$734	\$2,757
	5311f - Intercity Bus										
	5337 - State of Good Repair Grants										
	5339 - Bus and Bus Facilities Formula Grants		\$277	\$277					\$153	\$153	\$430
	FTA Transfer from Prior FTIP										
	Other (See Appendix C)										
	Federal Transit Total		\$4,391	\$4,391	\$3,330	\$3,330	\$3,718	\$3,718	\$4,540	\$4,540	\$15,979
FEDERAL HIGHWAY	Congestion Mitigation and Air Quality (CMAQ) Improvement Program	2	\$6,190	\$6,160	\$2,239	\$2,161	\$2,277	\$2,100	\$1,975	\$2,270	\$12,691
	Construction of Ferry Boats and Ferry Terminal Facilities (Ferry Boat Program)										
	Coordinated Border Infrastructure Program										
	Federal Lands Access Program										
	Federal Lands Transportation Program										
	GARVEE Bonds Debt Service Payments										
	Highway Infrastructure Program (HIP)										
	High Priority Projects (HPP) and Demo										
	Highway Safety Improvement Program (HSIP)										
	National Highway Freight Program (NHFP)										
	Nationally Significant Freight and Highway Projects (FASTLANE/INFRA Grants)										
	Railway-Highway Crossings Program										
	Recreational Trails Program										
	SAFETEA-LU Safe Routes to School (SRTS)										
	Surface Transportation Block Grant Program (STBGP/RSTP)	3									
	Tribal Transportation Program										
	Carbon Reduction Program (CRP)		\$459	\$459	\$305	\$305	\$156	\$156	\$487	\$487	\$1,407
	Promoting Resilient Operations for Transformative (PROTECT)			\$33,080	\$25,000	\$50,000					\$83,080
	Other (see Appendix D)										
	Federal Highway Total		\$6,649	\$39,699	\$27,544	\$52,466	\$2,433	\$2,256	\$2,462	\$2,757	\$97,178
FEDERAL RAIL	Other Federal Railroad Administration (see Appendix E)										
	Federal Railroad Administration Total										
	Federal Total		\$11,040	\$44,090	\$30,874	\$55,796	\$6,151	\$5,974	\$7,002	\$7,297	\$113,157
INNOVATIVE FINANCE	TIFIA (Transportation Infrastructure Finance and Innovation Act)										
	Other (See Appendix F)										
	Innovative Financing Total										
PROGRAMMED TOTAL			\$58,611	\$173,140	\$182,779	\$147,692	\$166,846	\$166,644	\$101,064	\$101,460	\$588,936

MPO Financial Summary Notes:
¹ State Programs that include both state and federal funds.
² CMAQ - Additional \$4,000,000 Loan Repayment from SANDAG FY 24/25
³ STBGP/RSTP Funds Exchanged for State Cash (Small MPO)

TABLE 3: REVENUE-PROGRAMMED

Madera County Transportation Commission
2025 FTIP
Amendment 2
(\$'s in 1,000)

FUNDING SOURCES		4 YEAR (FTIP Period)								TOTAL CURRENT
		FY 2025		FY 2026		FY 2027		FY 2028		
		Amendment		Amendment		Amendment		Amendment		
		Prior No. 1	Current No. 2	Prior No. 1	Current No. 2	Prior No. 1	Current No. 2	Prior No. 1	Current No. 2	
LOCAL	Local Total									
	Tolls									
REGIONAL	Bridge									
	Corridor									
	Regional Sales Tax									
	Other									
	Regional Total									
STATE	State Highway Operations and Protection Program (SHOPP) ¹									
	SHOPP									
	SHOPP Prior									
	State Minor Program									
	State Transportation Improvement Program (STIP) ¹									
	STIP									
	STIP Prior									
	State Bond									
	Proposition 1A (High Speed Passenger Train Bond Program)									
	Proposition 1B (Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006)									
	Active Transportation Program ¹									
	Highway Maintenance (HM) Program ¹									
	Highway Bridge Program (HBP) ¹									
	Road Repair and Accountability Act of 2017 (SB1)									
	Traffic Congestion Relief Program (TCRP)									
State Transit Assistance (STA)(e.g., population/revenue based, Prop 42)										
Local Transportation Climate Adaptation Program (LTCAP) ¹										
Other										
State Total										
FEDERAL TRANSIT	5307 - Urbanized Area Formula Grants									
	5309 - Fixed Guideway Capital Investment Grants									
	5309b - New and Small Starts (Capital Investment Grants)									
	5309c - Bus and Bus Related Grants									
	5310 - Enhanced Mobility of Seniors and Individuals with Disabilities									
	5311 - Formula Grants for Rural Areas									
	5311f - Intercity Bus									
	5337 - State of Good Repair Grants									
	5339 - Bus and Bus Facilities Formula Grants									
	FTA Transfer from Prior FTIP									
	Other									
Federal Transit Total										
FEDERAL HIGHWAY	Congestion Mitigation and Air Quality (CMAQ) Improvement Program	\$24	\$56	\$20	\$98	\$27	\$204	\$374	\$79	\$437
	Construction of Ferry Boats and Ferry Terminal Facilities (Ferry Boat Program)									
	Coordinated Border Infrastructure Program									
	Federal Lands Access Program									
	Federal Lands Transportation Program									
	GARVEE Bonds Debt Service Payments									
	Highway Infrastructure Program (HIP)									
	High Priority Projects (HPP) and Demo									
	Highway Safety Improvement Program (HSIP)									
	National Highway Freight Program (NHFP)									
	Nationally Significant Freight and Highway Projects (FASTLANE/INFRA Grants)									
	Railway-Highway Crossings Program									
	Recreational Trails Program									
	SAFETEA-LU Safe Routes to School (SRTS)									
	Surface Transportation Block Grant Program (STBGP/RSTP)									
	Tribal Transportation Program									
	Carbon Reduction Program (CRP)									
	Promoting Resilient Operations for Transformative (PROTECT)									
Other										
Federal Highway Total	\$24	\$56	\$20	\$98	\$27	\$204	\$374	\$79	\$437	
FEDERAL RAIL	Other Federal Railroad Administration									
	Federal Railroad Administration Total									
	Federal Total	\$24	\$56	\$20	\$98	\$27	\$204	\$374	\$79	\$437
INNOVATIVE FINANCE	TIFIA (Transportation Infrastructure Finance and Innovation Act)									
	Other									
	Innovative Financing Total									
REVENUE - PROGRAM TOTAL		\$24	\$56	\$20	\$98	\$27	\$204	\$374	\$79	\$437

ATTACHMENT 3
PUBLIC PARTICIPATION

**NOTICE OF PUBLIC REVIEW AND CONSULTATION ON THE
DRAFT AMENDMENT NO. 2 TO THE 2025 FEDERAL TRANSPORTATION
IMPROVEMENT PROGRAM**

The Madera County Transportation Commission (MCTC) is proposing a Formal Amendment (Type 2/3) to its federally approved 2025 Federal Transportation Improvement Program (FTIP). The 2025 FTIP is the programming document that identifies four years (FY 24/25, FY 25/26, FY 26/27 and FY 27/28) of federal, state and local funding sources for projects in Madera County.

The proposed amendment will be circulated for a 7-day public comment period. MCTC's adopted FTIP amendment procedures do not require a public hearing for Type 3 amendments. Additionally, Type 2 and 3 amendments may be approved by the MCTC Executive Director as authorized by the MCTC Policy Board.

The public review and comment period is open for 7 days commencing on February 3, 2025, and ending on February 10, 2025. Comments are due by February 10, 2025, at 3:00 p.m. These documents can also be viewed on the [MCTC Website](#).

Public notice of public involvement activities and time established for public review and comments on this amendment will satisfy the program of projects (POP) requirements for Federal Transit Administration (FTA) projects.

Contact Person: Jeff Findley, Principal Regional Planner
Madera County Transportation Commission
2001 Howard Road, Suite 201
Madera, CA 93637
jeff@maderactc.org

Public Review Notice

2025 FTIP Amendment No. 2

The screenshot shows a web browser window with the URL maderact.org/programming/page/federal-transportation-improvement-program-ftip-and-air-quality-planning. The page header includes the MCTC logo and navigation links: ABOUT, AGENDAS, FUNDING, MEASURE T, and TRANSPORTATION. A search bar and social media icons are also present. The main content area features a banner image of a group of people and a section titled "Programming" with a sub-section for "Regional Transportation Improvement Program (RTIP)". The primary heading is "Federal Transportation Improvement Program (FTIP) and Air Quality Planning". Below this, a "NOTICE OF PUBLIC REVIEW AND CONSULTATION ON THE DRAFT AMENDMENT NO. 2 TO THE 2025 FEDERAL TRANSPORTATION IMPROVEMENT PROGRAM" is displayed. The notice text explains that the MCTC is proposing a formal amendment to its 2025 FTIP, which identifies funding for four fiscal years (FY 24/25, FY 25/26, FY 26/27, and FY 27/28). It details a 7-day public comment period from February 3 to February 10, 2025, and provides contact information for Jeff Findley, the Principal Regional Planner. A small image of a road construction site is visible on the right side of the page.

Measure T Citizens' Oversight Committee Vacancy - District 4

MCTC
Madera County Transportation Commission

ABOUT AGENDAS FUNDING MEASURE T TRANSPORTATION Search

Select Language

Programming

Regional Transportation Improvement Program (RTIP)

Contact Information

2001 Howard Road, Suite 201
Madera, CA 93637
Phone (559) 675-0721

[View Full Contact Details](#)

Federal Transportation Improvement Program (FTIP) and Air Quality Planning

The Federal Transportation Improvement Program (FTIP) is a comprehensive, four-year transportation spending plan for the region that lists every transportation project that will receive federal funds or that is subject to a federally required action, such as a review and approval of environmental documents. The projects in the FTIP are developed and updated by MCTC through its member agencies and in cooperation with State and Federal agencies and the eight San Joaquin Valley counties.

NOTICE OF PUBLIC REVIEW AND CONSULTATION ON THE DRAFT AMENDMENT NO. 2 TO THE 2025 FEDERAL TRANSPORTATION IMPROVEMENT PROGRAM

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Contact Person: Jeff Findley, Principal Regional Planner
Madera County Transportation Commission
2001 Howard Road, Suite 201
Madera, CA 93637
jeff@maderact.org



STAFF REPORT
Board Meeting of February 19, 2025

AGENDA ITEM: 5-F
PREPARED BY: Dylan Stone, Principal Regional Planner

SUBJECT:

2026 Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS) – March Workshops

Enclosure: No

Action: Information and Discussion Only

SUMMARY:

MCTC staff will begin holding community workshops for the 2026 Madera County Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS) in March 2025.

As part of the outreach efforts for the 2026 RTP/SCS, MCTC and the project consultant will engage with Madera County communities on the process and progress of the RTP/SCS as well as receive feedback on components of the SCS planning scenarios. Additional information will be posted online to social media and the MCTC website leading up to the workshops.

MCTC has scheduled the following two in-person and one online workshops for next month:

- Thursday, March 13th at the Oakhurst Library 5pm-7pm
- Monday, March 17th online/ZOOM at 6pm-8pm
- Wednesday, March 19th at Hillside Elementary School (venue confirmation is still pending) 5pm-7pm

Additionally, MCTC staff will be presenting information and the RTP/SCS at the Unmet Transit Needs Workshops also being held in March:

- Tuesday, March 11th at Casas De La Vina 6:00pm
- Wednesday, March 12th at Madera Ranchos Library 6:00pm
- Tuesday, March 18th at Fairmead Elementary School 6:00pm
- Thursday, March 20th online/ZOOM at 6pm

FISCAL IMPACT:

No fiscal impact to the approved 2024-25 Overall Work Program and Budget.



STAFF REPORT
Board Meeting of February 19, 2025

AGENDA ITEM: 6-A
PREPARED BY: Patricia Taylor, Executive Director

SUBJECT:

Michael Navarro Appointed Director of Caltrans District 6

Enclosure: No

Action: Information and Discussion Only

SUMMARY:

The California Department of Transportation (Caltrans) has appointed Michael Navarro as the District 6 Director, overseeing the State Highway System in Fresno, Madera, Kings, Tulare, and Kern counties.

Mr. Navarro has been a key member of the Caltrans District 6 Executive Team since 2020, previously serving as Deputy District Director of Planning, Local Assistance, and Environmental Analysis. With over 25 years of experience in transportation planning, he has established strong relationships with internal teams and external partners.

Throughout his career, Mr. Navarro has collaborated with Metropolitan Planning Organizations, local agencies, and communities to advance transportation initiatives. He has played a crucial role in developing strategies for the State Route 99 corridor and prioritizing transportation improvements for underserved communities. His leadership will focus on enhancing mobility and accessibility across the region.

FISCAL IMPACT:

No fiscal impact to the approved 2024-25 Overall Work Program and Budget.



STAFF REPORT
Board Meeting of February 19, 2025

AGENDA ITEM: 6-B

PREPARED BY: Patricia Taylor, Executive Director

SUBJECT:

State Legislative Outlook, Draft MCTC State Legislative Platform, and Draft San Joaquin Valley Regional Policy Council Legislative Platform

Enclosure: Yes

Action: Information and Discussion Only. Direction May Be Provided

SUMMARY:

State Legislative Outlook

Khouri Consulting prepared the enclosed State Legislative Outlook for your information. The outlook includes the following:

- General Update
- Governor's Proposed FY 2025-26 State Budget and its impacts on:
 - Cap and Trade
 - Impact on Transportation
 - Committee Assignments
 - Key Legislative Dates
 - 2025 Outlook
 - Senate Bill 1 (SB1) Competitive Programs
 - State Air Quality and Mobility Objectives – Focus on VMT Reduction
 - Cap and Trade Program
 - Rod User Charge – Gas Tax Successor Source
 - Federal Funding

MCTC State Legislative Platform - Draft

MCTC staff and Khouri Consulting have prepared the enclosed MCTC Draft Legislative Platform, which outlines key issues, goals and strategies moving forward. The platform addresses:

1. MCTC's Priority Projects
2. Regional Partnerships

3. Transit Funding Reform
4. Greenhouse Gas Emissions Reduction Mandates
5. Passenger Rail

Khouri Consulting is also in the process of coordinating a Lobby Day for Madera, scheduled for early March 2025.

San Joaquin Valley Regional Policy Council Legislative Platform – Draft

Included in your package is a copy of the DRAFT San Joaquin Valley Regional Policy Council Legislative Platform. The SJV Regional Policy Council will be in Sacramento for Lobby Day on March 11-12, 2025.

FISCAL IMPACT:

No fiscal impact to the approved 2024-25 Overall Work Program and Budget.



February 11, 2025

TO: Board Members, Madera County Transportation Commission
FROM: Gus Khouri, President
Khouri Consulting LLC

RE: STATE LEGISLATIVE UPDATE – 2025 OUTLOOK

GENERAL UPDATE

The new 2025-26 Session legislative class was sworn into office on Monday, December 2. Democrats will continue to hold supermajorities in both houses of the State Legislature (at least 75%), with a 30 to 10 margin in the Senate and a 61 to 19 advantage in the Assembly. The session reconvened on Wednesday, January 6. Assembly Members Esmeralda Soria (D) and David Tangipa (R) and Senators Marie Alvarado-Gil and Anna Caballero serve Madera County in the legislature. Congressmembers Adam Gray (D) and Tom McClintock (R) also serve the county in Congress. Below is a profile of each district.

Congressional District 5 includes the whole Counties of Amador, Tuolumne, Mariposa, and Calaveras; portions of Fresno, Stanislaus, **Madera**, and El Dorado Counties; Amador City, Angels, **Coarsegold**, Hughson, Lone, Jackson, Oakdale, **Oakhurst**, Placerville, Plymouth, Riverbank, Sonora, Sutter Creek, and Waterford, and portions of the Cities of Fresno, Turlock, and Modesto to balance population. These communities have tourism- and agriculture-based economies in large swaths of federal public lands. Shared interests include recreation, natural resource management, broadband access, healthcare, wildfires, and forest conservation. **Tom McClintock (R) is re-elected with 61.8% of the vote.**

Congressional District 13 includes all of Merced County, portions of Fresno, **Madera**, San Joaquin, and Stanislaus Counties, the whole Cities of San Joaquin, Patterson, Livingston, Dos Palos, Los Banos, Kerman, **Madera**, Atwater, Huron, Ceres, Mendota, Merced, Firebaugh, Lathrop, Coalinga, Newman, Gustine, and **Chowchilla**, and portions of the Cities of Modesto and Turlock. This district includes cities along Interstate 5 from Fresno County to San Joaquin County and communities along Highway 99. The district connects rural Valley communities with larger cities. These communities share interests in transportation and issues related to an agriculture- and food-processing-based economy. **Former Assembly Member Adam Gray (D) was elected to his first term by securing 187 more votes than incumbent John Duarte (R).**

Senate District 4 is based on nesting AD 8 and AD 22 and includes the whole Counties of Alpine, Amador, Calaveras, El Dorado, Inyo, Mariposa, Mono, Stanislaus, Tuolumne, and portions of **Madera**,

Merced, Nevada, and Placer Counties. This district includes the whole Cities of Amador City, Angels, Bishop, Ceres, Hughson, Lone, Jackson, Modesto, Newman, Oakdale, Patterson, Placerville, Plymouth, Riverbank, Sonora, South Lake Tahoe, Sutter Creek, Turlock, Waterford, and the towns of Truckee and Mammoth Lakes. This district follows communities-of-interest requests from Sierra counties to be placed with neighboring counties to the north. Valley rural communities and some urban cities help populate this Sierra district. The district brings together communities with common interests in challenges of open space, water, broadband access, medical access, federal land management, national parks, tourism, emergency services, and transportation infrastructure. **Senator Marie Alvarado-Gil (R) represents this district. The seat is up for election in 2026.**

Senate District 14 is based on nesting AD 27 and AD 31. It includes portions of Fresno, **Madera**, Merced, and Tulare Counties, including the whole Cities of Atwater, **Chowchilla**, Coalinga, Dos Palos, Firebaugh, Fowler, Gustine, Huron, Kerman, Los Banos, **Madera**, Mendota, Merced, Orange Cove, Parlier, Reedley, Sanger, San Joaquin, and Selma, and portions of the Cities of Fresno and Livingston. Counties and cities are split to meet those obligations and balance the population in neighboring districts while considering communities of interest. Many of the cities in this district run along the main transportation routes of Interstate 5 and Highway 99 and share interests in the food processing economy, water, and agriculture. These are primarily Latino and immigrant communities that confront infrastructure challenges and concerns related to healthcare. **Senator Anna Caballero (D) represents this district.**

AD 8 consists of All Inyo, Tuolumne, Mariposa, and Mono and portions of Fresno, **Madera**, and Calaveras Counties. This district includes the entire Cities of Sonora, Angels, and Bishop, the town of Mammoth Lakes, and portions of Clovis and Fresno. Pieces of Madera and Fresno foothill communities are added to respect mountainous communities and to balance the population. This district keeps Sierra communities together, reflecting shared interests such as watersheds, fire protection, emergency response, and recreation. **David Tangipa (R), a former field representative for Fresno County Supervisor Nathan Magsig, beat out former Congressman George Radanovich to succeed termed-out Assembly Member Jim Patterson (R) by acquiring 52.6% of the vote.**

AD 27 consists of portions of Merced, Fresno, and **Madera Counties**, including the whole Cities of Coalinga, Kerman, San Joaquin, Merced, Mendota, Dos Palos, Madera, Los Banos, Firebaugh, Huron, Atwater, Chowchilla, and Livingston, and portions of the City of Fresno. Major commuting and transportation corridors are Interstate 5 and Highway 99. **Assemblymember Esmeralda Soria (D) should secure re-election with 52.3% of the vote.**

Governor's Proposed FY 2025-26 State Budget

On January 10, Governor Newsom released his proposed FY 2025-26 State Budget. The 2025-26 Budget, which contains \$228.9 billion in General Fund spending (about 1.3% below 2024-25 levels), is projected to have a General Fund surplus of \$363 million. This contrasts with the \$2 billion deficit the Legislative Analyst's Office forecasted in November.

The economy has generally performed better than had been projected in the 2024-25 budget (an additional \$16.7 billion in revenues compared to FY 23-24 and FY 24-25, leading to an upgrade to the forecast in the near term and long term. Stronger than anticipated performance of the economy, stock market, and cash receipts, combined with an improved economic outlook, have all contributed to upgraded forecasts. Although the budget is balanced and provides for significant reserves in the coming year, it anticipates shortfalls in subsequent fiscal years.

The proposed budget included a \$7.1 billion withdrawal from the Budget Stabilization Account (“Rainy Day Fund”). This withdrawal was assumed as a part of the FY 2024-25 budget deal and will leave the account with a projected balance of \$10.9 billion. The budget proposes statutory changes to allow the state to save more during economic upswings.

Cap-and-Trade

The budget states that the Administration and the Legislature will need to consider extending the cap-and-trade program beyond 2030 to achieve carbon neutrality. Although the program does not expire until 2030, extending it sooner would provide greater certainty and stability and allow for multi-year programming capacity for programs such as the Low Carbon Transit Operations Program and Transit and Intercity Rail Capital Program.

Impact on Transportation

The budget maintains the entirety of the transportation package included in recent budgets. This includes \$7.7 billion for high-priority transit and rail infrastructure projects, \$4.2 billion in Prop 1A funding for High-Speed Rail, \$1.2 billion for projects that improve goods movement on rail and roadways at port terminals, \$1.1 billion for Active Transportation Program projects, \$1.1 billion for the Zero Emission Transit Capital Program, and \$150 million for grade separation projects.

Committee Assignments

On January 3, Senate President pro Tempore Mike McGuire announced leadership and committee assignments. Senator Alvarado-Gil was appointed Vice Chair of the Committee on Agriculture. Senator Caballero was selected to continue serving as Chair of the Appropriations Committee and as a member of the Committees on Energy, Utilities and Communications, Housing, Insurance, Judiciary, Public Safety, and Rules.

On January 22, Assembly Speaker Robert Rivas announced committee assignments for the 2025-26 Regular Session. Assembly Member Soria was appointed Chair of the Committee on Agriculture and as a member of the Banking and Finance; Economic Development, Growth, and Household Impact; Governmental Organization; and Housing and Community Development Committees. Assembly Member Tangipa was appointed Vice Chair for the Committee on Insurance and as a member of the Budget, Elections, Health, and Utilities and Energy Committees.

Key Legislative Dates

Legislature reconvenes	January 6
Governor’s Budget Introduced	January 10
Bill Request Deadline to Legislative Counsel	January 25
Bill Introduction Deadline	February 21
Spring Recess	April 10 - April 20
Policy Committee Hearing Deadline (fiscal bills)- House of origin bills	May 2
Policy Committee Hearing Deadline (non-fiscal)- House of origin bills	May 9
Fiscal Committee Deadline- Housing of Origin	May 23
Last Day to Pass House of origin Bills off the Floor	June 6
Budget Bill Passage Deadline	June 15
Policy Committee Deadline-2 nd House	July 18
Summer Recess	July 18 - August 17

Fiscal Committee Deadline-2 nd House	August 29
End of Regular Session- 1 st year	September 12
Governor's Bill Signing Period Deadline	October 12
Legislature reconvenes for 2 nd Year of Session	January 5, 2026

2025 Outlook

With a new President, republican controlled Congress, and 35 new state legislators, 2025 is shaping up to be a big year for decisions on transportation infrastructure and mobility investments. Below is a summary of issues of interest to MCTC.

Senate Bill 1 (SB1) competitive programs

In 2017, the legislature enacted SB 1 (Beall), Chapter 5, statutes of 2017, which provides \$5.2 billion in annual revenues to fund traffic congestion relief, highway rehabilitation and safety, local street and road repair, and multi-modal options through investments in public transportation, commuter and intercity rail, and bicycle and pedestrian programs. MCTC has greatly benefited by receiving funding to address safety on State Routes 41 and 99, expand passenger rail service for ACE/San Joaquins, and Active Transportation grants.

State Air Quality and Mobility Objectives – Focus on VMT Reduction

Per AB 179 of 2017, the California Transportation Commission and California Air Resources Board must convene twice yearly to coordinate transportation, housing, and air quality policies, focusing on reducing vehicle miles traveled and greenhouse gas emissions. In 2020, the California Department of Housing and Community Development was added. Concurrently, the legislature continues to work on providing resources to develop additional affordable housing and assess job creation opportunities to help mitigate vehicle miles traveled.

On September 20, 2019, Governor Newsom issued Executive Order N-19-19, directing the California State Transportation Agency to leverage \$5 billion in state funding to encourage mode shift, emphasizing reducing greenhouse gases and vehicle miles traveled. Regional transportation planning agencies face more significant challenges in addressing mobility and congestion management while accounting for local land use planning and complying with state mandates to reduce greenhouse gas emissions and vehicle miles traveled. Given the unique geography of Madera County and the travel patterns associated with the jobs-housing nexus and the infusion of goods movement traffic, reducing vehicle miles traveled is challenging, especially for disadvantaged communities that must travel further to access medical care, schools, job opportunities, or markets. The prospects for reducing greenhouse gas emissions, however, could be realized through investments made to improve the availability of charging station infrastructure and provide incentives for converting from gas-powered to electric passenger vehicles, where feasible, along the state highway system and continued passenger rail investments.

On September 23, 2020, Governor Newsom issued Executive Order N-79-20, which prohibits the sale of gasoline-powered passenger vehicles by 2035 and promotes zero-emission vehicles for future mobility needs. A successor funding mechanism will be needed since transportation is predominantly funded through the gas tax. In July 2021, the California State Transportation Agency adopted the Climate Action Plan for Transportation Infrastructure (CAPTI), which prioritizes multimodal investments to compel mode shift and limits highway capacity projects to be delivered on an as-needed basis.

In the Fall of 2024, CalSTA announced its intention to codify CAPTI, enforce more significant VMT reductions, and fund highway projects only as a last resort. Additionally, MCTC will need an approved Sustainable Communities Strategy to remain competitive in accessing SB 1 funding. MCTC will monitor these developments and advocate for completing safety projects along State Routes 41, 99, and 227.

Cap and Trade Program

California's climate policy is framed by three greenhouse gas (GHG) emission reduction targets: to 1990 levels by 2020, 40 percent below 1990 by 2030, and 80 percent below 1990 by 2050. California's cap-and-trade program, introduced by the California Air Resources Board (CARB) in 2012, is central to achieving these GHG emission reduction targets. Cap-and-trade is a market-based emissions trading system that establishes a declining cap on emissions over time and distributes tradeable credits under the cap. California's cap-and-trade program applies economy-wide, limiting approximately 85 percent of California's GHG emissions, and serves as a complement to a general backstop for the state's sector-specific policies, such as the Renewables Portfolio Standard and Low-Carbon Fuels Standard.

Over \$9.5 billion has been generated since the inception of the program, including [\\$2.3 billion in FY 24-25](#), with 60 percent of the proceeds being continuously appropriated to Affordable Housing and Sustainable Communities Programs managed by the Strategic Growth Council (20%), high-speed rail (25%), the Low Carbon Transit Operations Program (5%), and Transit and Intercity Rail Program (10%). The remaining 40 percent of the proceeds are subject to legislative appropriation for various items (water storage, wildfire prevention, coastal resilience).

Cap and Trade sunsets in 2030 without an extension. The legislature is expected to renew the program, but the discussion will center around how to divide the proceeds. This could impact MCTC's ability to continue accessing funding to expand passenger rail service via ACE/ San Joaquins/Valley Link, supplement transit capital and operations, and build the Madera station. MCTC has successfully acquired or supported awards to improve and allow for more frequent service.

Road User Charge – Gas Tax Successor Source

In 2014, the Legislature called for a pilot program (SB 1077) to study a road charge model as a possible replacement source for the gas tax. Due to the limited number of participants from rural and low-income areas and the truncated timeline, more work is needed to recommend an appropriate charge rate. Issues include protecting privacy relating to data collection, enforcement, and compliance. While the enactment of SB 1 has delayed possible implementation, the problem may rise to the forefront soon due to the prevalence of alternative fuel and electric vehicles, which do not pay at the pump. The Legislative Analyst's Office (LAO) estimates the state will experience a \$5 billion reduction in funding over the next decade. The [LAO report](#) projects declines of \$5 billion, or 64%, in the state's gasoline excise tax, \$290 million, or 20%, in the diesel excise tax, and \$420 million, or 20%, in the diesel sales tax, over the next decade.

The gas tax supports local streets and roads, highway maintenance, and the State Transportation Improvement Program, which is flexible formulaic funding that can be used for local streets and roads, highways, mass transit guideways, and active transportation. Each city and county would also see a reduction in funding for local streets and roads, as would Caltrans for maintaining the state highway system and transit agencies for transit capital and operations from a decline in the sales tax on gas and diesel.

Federal Funding

On November 15, 2021, President Biden signed the Infrastructure Investment and Jobs Act of 2021 (IIJA P.L. 117-58), also known as the Bipartisan Infrastructure Law, which provides \$1.2 trillion in investments through 2026 for federal-aid highways, transit, and highway safety, among other items. California is estimated to receive a distribution of \$40 billion over the next five years as follows: \$25.3 billion for federal-aid highways (60/40 split between state and local agencies); \$9.45 billion to improve public transportation; \$4.2 billion for bridge repair and seismic retrofits; and \$384 million for expanding the electric vehicle charging network.

Concern exists about whether funds may be clawed back and whether a successor funding package will be considered, especially with the insolvent Highway Trust Fund.

The Newsom administration will closely monitor these developments and the potential impacts on unallocated funds or items such as high-speed rail. During his previous term, President Trump withheld over \$4 billion in federal funds (President Biden awarded the funds once he took office) for the project. Several Republican congress members have also looked to redirect funding for other infrastructure purposes. The state could look elsewhere in the near term to keep the project moving, likely the Cap-and-Trade Program, if additional federal funds do not materialize.

Madera received a \$55 million MEGA Grant and \$80 million in TIRCP as a match. We will monitor closely and advocate for high-speed rail funding to protect the region's economic vitality.

MCTC 2025 State Legislative Platform - DRAFT

Issue	Goal	Strategy
<p>1. MCTC’s Priority Projects</p>	<p>Aggressively pursue funds through the State Budget, California Transportation Commission (CTC) allocation process or any other state sources.</p>	<p>MCTC will remain diligent in acquiring approved state funding and competing for additional state funds to improve safety, congestion management, and goods movement throughput, and general economic vitality on State Routes 41 and 99.</p> <p>MCTC will also assist local jurisdictions to pursue revenue made available through the Cap and Trade and Active Transportation Programs, including maintenance costs for awarded projects with coordination within Caltrans right-of-way, and for operations and capital needs for bus, rail and bicycle and pedestrian programs.</p> <p>MCTC supports a revenue-neutral conversion from the gas tax to a source that ensures equity in revenue collection that does not disadvantage those who must drive further to job centers, school, or medical facilities. Balancing the need of weaning our dependence on petroleum to fund transportation, while ensuring that a regressive replacement funding mechanism to the gas tax is not imposed, is critical to protecting disadvantaged communities and Madera County residents in conducting daily activities. Utilizing the vehicle registration fee may prove to be a more equitable option. MCTC will monitor the Road User Charge Technical Advisory Committee’s activities.</p>
<p>2. Regional Partnerships</p>	<p>Coordinate with the San Joaquin Valley Policy Council to raise awareness for the Highway 99 Corridor and highlight its’ importance as a transportation facility of state and national significance.</p>	<p>MCTC will work with San Joaquin Valley COGs (Fresno, Kern, Kings, Merced, San Joaquin, Stanislaus, Tulare) and Caltrans to raise awareness of the importance of Highway 99 and its need for improvements as one of the two major interregional corridors in the state and the vital role it plays in goods movement in addition to regional connectivity to major metropolitan areas.</p> <p>MCTC will collaborate with San Joaquin Valley partners to pursue funding to improve safety and goods movement conditions on Highway 99.</p> <p>MCTC will coordinate with the metropolitan planning organizations in the San Joaquin Valley to ensure that efforts to reduce greenhouse gas emission account for opportunities and limitations within the region.</p>

Issue	Goal	Strategy
		<p>MCTC will advocate to ensure that goals expressed in the Caltrans System Investment Strategy (CSIS) does not limit the ability to address safety and goods movement projects on the state highway system.</p>
<p>3. Transit Funding Reform</p>	<p>Support potential changes to the Transportation Development Act that will assist local public transportation systems with funding eligibility.</p>	<p>MCTC will monitor the CalSTA TDA working group and support modifications to the TDA process as appropriate to ensure that the county’s transit operators are provided with flexibility to continue accessing funding to maintain and expand service.</p> <p>MCTC will support efforts to advocate for additional flexibility for TDA, State Transit Assistance Program, and State of Good Repair funding. This includes supporting an extension of AB 149 and seeking additional funding for operations, and a successor source to the sales tax on diesel to fund transit capital and operations.</p> <p>MCTC will also advocate for new formula funding to transit operators that provides dedicated public transit service for state and national parks. This would support YARTS service through Madera County (Mariposa, Merced, Tuolumne and Mono as well) to support access to Yosemite National Park.</p> <p>MCTC will advocate to protect SB 125 formula funds provided by the legislature for operations and capital needs from being diverted.</p>
<p>4. Greenhouse Gas Emissions Reduction Mandates</p>	<p>Monitor activities on conversations regarding the jobs-housing imbalance and the impact on vehicle miles traveled.</p> <p>Protect transportation funding from being withheld or diverted and find other alternatives to address meeting affordable housing goals.</p> <p>Support state funding to expand</p>	<p>MCTC will work with organizations such as the California Chamber of Commerce, California League of Cities, California State Association of Counties, and Self-Help Counties Coalition, among others, to extend and pursue funding from Cap-and-Trade revenues or other means to comply with the statewide mandate to reduce greenhouse gas emissions and endorse policies that promote regional job and housing creation to reduce vehicle miles traveled. This includes acquiring funding to expand the infrastructure and incentives, particularly for disadvantaged communities, for electric vehicle conversion by minimizing concerns over range, cost, and infrastructure MCTC will oppose efforts to continually revise emissions or vehicle miles traveled targets, which undermine previous investments and condition competitiveness for state funding beyond what is achievable for the region.</p>

Issue	Goal	Strategy
	<p>infrastructure and incentives for conversion to electric vehicles to reduce greenhouse gas emissions.</p> <p>Monitor the implementation of SB 743, potential modification of SB 375, and protect the ability to continue addressing congestion management and safety on the state highway system without compromising economic activity.</p> <p>Ensure predictability and stability of transportation revenue should conversion occur due to lack of reliance on petroleum consumption to address greenhouse gas emission reduction.</p>	<p>MCTC will work with organizations such as the California Chamber of Commerce, California League of Cities, California State Association of Counties, San Joaquin Valley Policy Council, among others, to protect transportation funding from being withheld or diverted, while working with stakeholders to find alternatives to address jobs-housing imbalance. This includes monitoring the implementation of SB 743, and potential extension of SB 375, and impacts on addressing safety, congestion management, goods movement on the state highway system to ensure that capacity projects are not precluded from being funded, and there not a negative impact on the local economy.</p> <p>MCTC supports state transportation funding that provides a revenue-neutral conversion to a source that ensures equity in revenue collection that does not disadvantage those that must drive further to job centers. Distribution should respect the vital role the San Joaquin Valley plays in maintaining system integrity and providing mobility options.</p> <p>MCTC will collaborate with all stakeholders to implement CAPTI to promote mode-shift where feasible, while also working towards completing key highway projects that enhance safety, and support goods movement, tourism, disaster response, and military operations.</p>
<p>5. Passenger Rail</p>	<p>Provide enhanced passenger rail commuter service connecting the Valley to the Bay Area and Southern California</p> <p>Maintain and increase funding for commuter and intercity passenger rail for Ace/ San Joaquins. Pursue funding opportunities made available through CalSTA.</p>	<p>MCTC will work cooperatively with CalSTA, Caltrans Division of Rail, Amtrak, CTC, LOSSAN, ACE, San Joaquins, and Union Pacific Railroad to expand passenger rail service to accommodate for Madera County residents.</p> <p>MCTC will also continue to diligently work on establishing extended commuter/intercity rail service to not only offset the impacts of congestion on SR 99, but to also reduce greenhouse gas emissions, and expand mobility options.</p> <p>MCTC will advocate to increase and acquire funding from CalSTA through the Low Carbon Transit Operations Program, State Rail Assistance and Transit Capital and Intercity Rail Program to expand transit and passenger rail service in the county.</p> <p>MCTC supports the Governor’s plan for further passenger rail investments, the 2024 California State Rail Plan, and California High-speed Rail Authority’s 2024</p>

Issue	Goal	Strategy
		Business Plan to complete the Early Operating Segment between Merced and Bakersfield between 2030 and 2033.

San Joaquin Valley Regional Policy Council 2025 State Legislative Priorities-DRAFT

Issue	Goal	Strategy
<p>1. Pragmatically Address Air Quality, Equity, and Mobility Goals Through Operational Improvements, and without compromising economic activity</p>	<p>Support stable, equitable, and environmentally conscious state funding of alternatives to petroleum fuel sources to expand infrastructure and incentives for conversion to electric vehicles to reduce greenhouse gas emissions.</p> <p>Prioritize feasible implementation strategies for State and regional climate goals to improve air quality and mobility.</p> <p>Extend the Cap-and-Trade Program beyond 2030.</p> <p>Pursue Innovative and pragmatic Solutions to Address Climate and Mobility Goals.</p> <p>Monitor activities on conversations regarding the jobs-housing imbalance and the impact on vehicle miles traveled.</p> <p>Monitor the implementation of SB 743, AB 285, and discussion on amending SB 375 and protect the ability to continue addressing congestion management and safety on the</p>	<p>SJVRPC supports a revenue-neutral conversion from the gas tax to a source that ensures equity in revenue collection that does not disadvantage those who must drive further to job centers. Distribution should respect San Joaquin Valley's vital role in maintaining system integrity and providing mobility options. This includes continuing to monitor the Road User Charge Technical Advisory Committee's activities.</p> <p>SJVRPC will collaborate with all stakeholders to implement CAPTI to promote mode-shift where feasible while also working towards completing key highway projects that enhance safety and support goods movement, tourism, disaster response, military operations, and general economic vitality</p> <p>SJVRPC will work to ensure that efforts to reduce greenhouse gas emissions account for opportunities and limitations within the region due to socioeconomic disadvantages, geographical considerations, the jobs-housing imbalance, the lack of density, and the profile of the regional economy. SJVRPC will oppose efforts to continually revise emissions targets, which undermine previous investments and condition competitiveness for state funding beyond what is achievable for the region.</p> <p>SJVRPC will also work with organizations such as the California Association of Councils of Governments (CALCOG), California League of Cities, California State Association of Counties, and Self-Help Counties Coalition (SHCC), Calchamber, among others, to extend and pursue funding from Cap-and-Trade revenues beyond 2030 or other means to comply with the statewide mandate to reduce greenhouse gas emissions and endorse policies that promote equity and regional job creation to reduce vehicle miles traveled with pragmatic solutions that fit the region.</p> <p>SJVRPC will also support greater Regional and Geographic appropriate investments into transit priority projects, operational improvements such as telecommuting, vanpools, shipping more freight via rail, availability of more e-bikes, and promoting opportunities for regions to sell mitigation credits to generate revenue for providing multi-modal options.</p> <p>SJVRPC will work with organizations such as CALCOG and SHCC, among others, to protect transportation funding from being withheld or diverted, while working with stakeholders to find alternatives to address jobs-housing imbalance. This includes</p>

Issue	Goal	Strategy
	<p>state highway system, without compromising economic activity</p> <p>Restore FARMER funding to accelerate air quality goals.</p>	<p>monitoring the implementation of SB 743 and AB 285 recommendations and the impact on addressing safety, congestion management, goods movement on the state highway system to ensure that capacity projects are not precluded from being funded.</p> <p>SJVRPC will work with CALCOG to develop additional revenue sources at the state, regional and local levels to support the planning required by SB 375 to support the construction of affordable housing and housing that is affordable in the region.</p> <p>SJVRPC will also continue to pursue revenue made available through the Cap and Trade, Active Transportation Program, and Affordable Housing and Sustainable Communities Program, for operations and capital needs for bus, rail and bicycle and pedestrian programs.</p> <p>SJVRPC will advocate for the restoration of \$150 million in funding for the FARMER program in the FY 25-26 State Budget.</p> <p>SJVRPC will support efforts to maintain local control for air districts and oppose efforts to enact redundant, costly oversight to meet air quality goals.</p>
<p>2. Leveraging State Funding to Address Safety, Goods Movement, and Mobility</p>	<p>Aggressively pursue funds through the State Budget, California Transportation Commission (CTC) allocation process or any other state sources to address safety, congestion management, and goods movement.</p> <p>Advocate for a successor source to the gas tax to ensure stability and predictability of funding.</p> <p>Ensure that CSIS allows investments to enhance safety and goods movement on state highway system.</p>	<p>SJVRPC will remain diligent in competing for additional state funds to complete gap closures to improve safety, congestion management, and goods movement throughput on State Route 99 and other regional arterials. This includes building out SR 99 to a minimum of six lanes, consistent with the Caltrans-adopted State Route 99 Business Plan. This will also maximize the return on previous state and local investments.</p> <p>SJVRPC will monitor Road User Charge Technical Advisory Committee’s activities and consider sponsoring legislation to implement a successor source to the gas tax and advocating for the restoration of truck weight fees to ensure predictable, stable funding, and consider additional resources to expedite project delivery.</p> <p>SJVRPC will advocate to ensure that goals expressed in the Caltrans System Investment Strategy (CSIS) does not limit the ability to address safety and goods movement projects on the state highway system, while enhancing the Region’s Economic Vitality</p>
<p>3. Access Transit Funding</p>	<p>Support potential changes to the Transportation Development Act</p>	<p>.</p>

Issue	Goal	Strategy
	<p>that will assist local public transportation systems with funding eligibility.</p> <p>Stabilize and increase transit funding levels.</p> <p>Protect and augment existing programs to encourage mode-shift.</p>	<p>SJVRPC will monitor the CalSTA Transit Transformative Task Force and support modifications to the TDA process as appropriate to ensure that transit operators are provided with flexibility to continue accessing funding to maintain and expand service.</p> <p>SJVRPC will support efforts to advocate for additional flexibility for TDA, State Transit Assistance Program, and State of Good Repair funding. This includes supporting additional funding for operations.</p> <p>SJVRPC will advocate for increased, ongoing transit operations and capital funding, either through existing programs or longer-term programs, including updates to TDA and a successor to the sales tax on diesel, to provide predictable and stable funding.</p> <p>SJVRPC will advocate to protect SB 125 formula funds provided by the legislature for operations and capital needs from being diverted.</p>
<p>4. Enhance Passenger Rail Infrastructure and Service</p>	<p>Provide enhanced passenger rail service to better connect the San Joaquin Valley to Sacramento, the Bay Area, and Southern California.</p> <p>Maintain and increase funding for commuter and intercity passenger rail for ACE, San Joaquins, and Valley Link. Pursue funding opportunities made available through CalSTA.</p>	<p>SJVRPC will work cooperatively with CalSTA, Caltrans Division of Rail, Amtrak, CTC, ACE, San Joaquins, Valley Link, BNSF, and Union Pacific Railroad to expand passenger rail service and connectivity to accommodate Valley residents.</p> <p>SJVRPC will continue to diligently work on establishing extended commuter/intercity rail and high-speed rail service, to provide enhanced mobility options and connectivity, reduce vehicle miles traveled, greenhouse gas emissions, and the impacts of congestion on SR 99, and expand equitable transportation options for San Joaquin Valley residents.</p> <p>SJVRPC will advocate to increase, recalibrate, and acquire funding from CalSTA through the State Rail Assistance (SRA) and TIRCP to help expedite delivery of multimodal options and meet 2030 climate goals. This includes supporting the extension of Cap and Trade to allow for the TIRCP program to continue and be augmented.</p> <p>SJVRPC supports the Governor’s plan and supports the 2024 draft California State Rail Plan, which supports investments for extended ACE commuter service between Stockton and San Jose, Valley Link passenger rail service between Dublin/Pleasanton and Mountain House, expanded San Joaquin intercity rail service to Bakersfield, establish round trips between Oakland and Merced, and CHSRA’s 2024 Business Plan to complete the Early Operating Segment between Merced and Bakersfield between 2030 and 2033 , and local and regional coordination efforts around station design, station-area planning, and connectivity to align with the region’s priorities for project delivery and enhanced mobility in the San Joaquin Valley.</p>



STAFF REPORT
Board Meeting of February 19, 2025

AGENDA ITEM: 6-C

PREPARED BY: Natalia Austin, Senior Regional Planner

SUBJECT:

Initiate FY 2025-26 Unmet Transit Needs Process

Enclosure: Yes

Action: Information and Discussion Only

SUMMARY:

MCTC is the administrator of the Transportation Development Act (TDA) funds for Madera County and is responsible for performing the annual “Unmet Transit Needs” process. The purpose of this process is to ensure that all “Unmet Transit Needs” that are “reasonable to meet” are met before any TDA funds are expended for non-transit uses, such as streets and roads.

The TDA also requires that MCTC establish a Social Services Transportation Advisory Council (SSTAC). The Public Utilities Code (PUC) defines the required membership of the SSTAC. The SSTAC solicits public input regarding transit service needs for transit-dependent and transportation-disadvantaged persons, including the elderly, persons with disabilities and low-income persons. Annually, the SSTAC makes a recommendation to the MCTC Policy Board that:

- There are no unmet transit needs, or
- There are no unmet transit needs that are reasonable to meet, or
- There are unmet transit needs, including needs that are reasonable to meet.

Each year, the SSTAC begins the process of soliciting comments from the public by sending letters to agencies and individuals interested in providing feedback on public transit service needs within Madera County. The request for comments letter, included in the agenda package, will be mailed later this month.

There are several opportunities for Madera County residents to give their input on transit service needs. As required by law, a public hearing will be held at the regular MCTC Policy Board meeting. A public notice will be printed in the local newspaper and flyers will be distributed throughout the community publicizing the hearing. A Spanish language

interpreter will be available at the hearing for those who wish to provide public comments in Spanish.

MCTC’s Unmet Transit Needs public hearing is scheduled as follows:

PUBLIC HEARING – Wednesday, April 23, 2025, at 3:00 p.m.

This public hearing will be in person and via Zoom using the April MCTC Board Meeting [link](#).

In addition, in-person and virtual workshops will be held in various locations throughout the County for residents to learn about the Unmet Transit Needs process and provide comments. Interpreting services will be available at the workshops. However, it is easy to participate in the Unmet Transit Needs process throughout the year in many convenient ways. Options include submitting a comment by phone, mail, email, or by filling out an online survey.

The Unmet Transit Needs webpage on MCTC’s website is a good resource for interested residents seeking information regarding the Unmet Transit Needs process, to submit a comment, or view past years’ Unmet Transit Needs reports.

MCTC Unmet Transit Needs webpage: [Click here](#)

Unmet Transit Needs Bilingual Survey link: [Click here](#)

Unmet Transit Needs English and Spanish Comment Form: [Click here](#)

When	Where	In-Person	Virtual
Spanish Language Workshop Tuesday, March 11 at 6:00 PM	Casas De La Vina 23784 Avenue 9 Madera, CA 93637	Yes	No
Workshop Wednesday, March 12 at 6:00 PM	Madera Ranchos Library 37398 Berkshire Drive Madera, CA 93636	Yes	No
Workshop Thursday, March 13 at 5:00 PM	Oakhurst Library 49044 Civic Circle Drive Oakhurst, CA 93644	Yes	No
Workshop Tuesday, March 18 at 6:00 PM	Fairmead Elementary School 19421 Avenue 22 ¾ Chowchilla, CA 93610	Yes	No
Workshop – Zoom Webinar Thursday, March 20 at 6:00 PM	Webinar ID: 882 7273 5705 Passcode: 554773 Click here to join!	No	Yes
Public Hearing Wednesday, April 23 at 3:00 PM	MCTC Policy Board Meeting 2001 Howard Road, Ste. 201 Madera, CA 93637 See MCTC website for Zoom information	Yes	Yes

In addition to participating in the unmet transit needs process, attendees will have the opportunity to learn about and provide feedback on the 2026 Sustainable Communities Strategy at the in-person workshops. Find out more on MCTC's website here:

<https://www.maderactc.org/transportation/page/2026-madera-county-regional-transportation-plan-and-sustainable-communities>

For more information, please contact Natalia Austin at: naustin@maderactc.org, 2001 Howard Road, Suite 201, Madera, CA 93637, or call (559) 675 0721 ext. 6.

FISCAL IMPACT:

No fiscal impact to the approved 2024-25 Overall Work Program and Budget.

Tell us about your transit needs!



Join Us!

11 MARCH

Casa de la Vina (In Spanish)
23784 Avenue 9, Madera
6:00 PM

12 MARCH

Madera Ranchos Library
37398 Berkshire Drive, Madera
6:00 PM

13 MARCH

Oakhurst Library
49044 Civic Circle Drive, Oakhurst
5:00 PM

18 MARCH

Fairmead Elementary
19421 Ave. 22 3/4, Chowchilla
6:00 PM

20 MARCH

Zoom Webinar
ID: 882 7273 5705
Passcode: 554773
6:00 PM

Contact Us:

(559) 675-0721

naustin@maderactc.org



Does local public transit meet your transportation needs?

Item 6-6-C.

- Are there places in Madera County you are unable to travel to by bus?
- Is transit service unavailable for you to make important trips, such as traveling to work or doctor's appointments?

We want to hear from you!

Take an online survey

If you prefer to provide your comments electronically, fill out the online survey by scanning the QR code or go to:



www.surveymonkey.com/r/UTNSurvey_MCTC

Comment at the public hearing

MCTC Policy Board Meeting
Wednesday, April 23 at 3:00 PM
2001 Howard Road, Suite 201, Madera



Bonus

Join an in-person workshop and share your thoughts on the 2026 Sustainable Communities Strategy!

We need your feedback!

¡Cuéntenos sobre su necesidad de transporte público insatisfecha!



¡Unirse a nosotros!

11
MARZO

Casa de la Vina (en español)
23784 Avenue 9, Madera
6:00 PM

12
MARZO

Biblioteca en Madera Ranchos
37398 Berkshire Drive, Madera
6:00 PM

13
MARZO

Biblioteca en Oakhurst
49044 Civic Circle Drive, Oakhurst
5:00 PM

18
MARZO

Fairmead Elementary
19421 Ave. 22 3/4, Chowchilla
6:00 PM

20
MARZO

Talleres Virtuales - Zoom
ID: 882 7273 5705
Código: 554773
6:00 PM

Contactarnos al:

 (559) 675-0721

 evelyn@maderactc.org



¿El transporte público al satisface sus necesidades de transporte público?

Item 6-6-C.

- ¿Hay lugares en el condado de Madera a los que no se puede viajar en autobús?
- ¿No está el servicio de transporte público disponible para realizar viajes importantes, como ir al trabajo o acudir a citas médicas?

¡Queremos saber de usted!

Llene una encuesta en línea

Si prefiere proveer comentarios en línea, llene la encuesta en línea escaneando el código QR o llendo a:

www.surveymonkey.com/r/UTNSurvey_MCTC



Para comentar en la audiencia pública

MCTC Junta Directiva
Miércoles, Abril 23 a las 3:00 PM
2001 Howard Road, Suite 201, Madera

Extra

¡Únete a un taller presencial y comparte lo que piensas sobre la Estrategia de Comunidades Sostenibles 2026!
¡Necesitamos tus comentarios!



February 10, 2025

TO: Interested Individuals and Organizations

FROM: Natalia Austin, Senior Regional Planner on behalf of the
Social Service Transportation Advisory Council

SUBJECT: Unmet Transit Needs for Fiscal Year 2025-2026

The Madera County Transportation Commission (MCTC), as a federally designated regional transportation planning agency (RTPA), is responsible for annually assuring that public transportation needs are being “reasonably met.”

The MCTC’s Social Service Transportation Advisory Council (SSTAC) was established, consistent with State Law (SB 498, 1987), to address transit issues within Madera County. It comprises a broad representation of social service agencies, transit operators and users, and is responsible for making recommendations to the MCTC Policy Board regarding transit service needs and issues.

Each year, MCTC conducts a thorough evaluation of existing and potential public and social service transit services in Madera County. The resulting recommendations align with the Regional Transportation Plan and its supporting implementation, technical, and budgeting documents.

Feedback is valued from a wide range of sources, including elected officials, administrative and technical staff, private and public sector representatives, union representatives, social service agency staff and clients, and members of the general public. Comments from any organization or individual who wishes to contribute are welcomed.

If you are aware of a specific transit need that is not currently being met by one of the existing general public, social service, or private sector operators, we request that you submit appropriately detailed documentation to assist the SSTAC in evaluating the potential for new or expanded transit service. Please include the following details in your request:

- general area where the new service will be provided.
- specific origin and destination information.
- trip times and frequency.
- estimate of potential riders who intend to use the service.

- benefit to older adults, persons with disabilities, transit-dependent, or general population.
- estimate of the potential cost of the new or expanded service.

If the proposed new or expanded service is recommended by the SSTAC to be determined an unmet transit need, then an in-depth service proposal may be developed by appropriate transit agency staff to determine if it is reasonable to meet based on the MCTC Policy Board adopted definitions of “Unmet Transit Needs” and “Reasonable to Meet”.

Following the legally noticed public hearing on April 23, 2025, the SSTAC will consider all information collected during the unmet transit needs process and make a formal recommendation regarding unmet transit needs to the MCTC Policy Board at its next scheduled meeting on May 21, 2025. The MCTC Policy Board makes the final determination and adopts a “finding of fact” for Madera County by resolution. The finding is necessary prior to the approval and allocation of State Transportation Development Act funds for transit and/or street and roads projects to transit operators and MCTC member agencies.

Please send all written comments to the address listed below:

Natalia Austin, Senior Regional Planner
Madera County Transportation Commission
2001 Howard Road, Suite 201
Madera, California 93637

You may also submit comments via email, phone call, by mail, or in person. If you have any questions about the Unmet Transit Needs process, please do not hesitate to contact me at: 559-675-0721 ext. 6 or naustin@maderactc.org.

Thank you for your assistance and I look forward to hearing from you.

Febrero 10 del 2025

PARA: Organizaciones y personas interesadas

DE: Natalia Austin, Planificador de Transporte, de parte del
Consejo Asesor de Transporte de los Servicios Sociales

ASUNTO: Necesidades de transporte público para el año fiscal 2025-2026

La Comisión de Transporte del Condado de Madera (MCTC), como agencia de planificación de transporte regional designada a nivel federal, es responsable de asegurarse anualmente de que las necesidades de transporte público estén siendo “razonablemente cubiertas”.

En conformidad con la Ley estatal (SB 498, 1987), se estableció el Consejo Asesor de Transporte de los Servicios Sociales (SSTAC) de la MCTC con el fin de abordar los problemas de transporte en el Condado de Madera. El Consejo incluye una amplia representación de las agencias de los servicios sociales, los operadores de transporte y los usuarios, y tiene la responsabilidad de enviar recomendaciones al Comité de Política de la MCTC respecto de los problemas y las deficiencias en el servicio de transporte.

Cada año, la MCTC lleva a cabo un exhaustivo proceso para planificar, programar, analizar y evaluar los servicios de transporte de los servicios sociales y públicos generales, tanto existentes como posibles, dentro del Condado de Madera. Los resultados deben ser coherentes con el Plan de transporte regional adoptado y los documentos de implementación, técnicos y presupuestarios que lo respaldan.

Además de la participación activa de los funcionarios electos, el personal administrativo, el personal técnico, los representantes públicos y privados, los representantes de los sindicatos, el personal de la agencia de servicios sociales, los clientes y los representantes del público en

general, alentamos a las organizaciones y las personas como usted a que participen con sus comentarios.

Si conoce una necesidad específica de transporte que no esté siendo cubierta en la actualidad por medio de uno de los operadores existentes del sector privado, los servicios sociales o el sistema público general, le pedimos que envíe un documento correctamente detallado para ayudar al SSTAC a evaluar el potencial de un servicio de transporte público nuevo o ampliado. Por favor incluya los siguientes detalles en su solicitud:

- Área general donde se brindará el nuevo servicio;
- información sobre el origen y el destino específicos;
- horarios y frecuencia de los viajes;
- cálculo aproximado de los posibles clientes que planean utilizar el servicio;
- beneficio a personas mayores, personas con discapacidad, dependientes del transporte público o población en general;
- estimación del costo potencial del servicio nuevo o ampliado.

Si el SSTAC recomienda que el servicio nuevo o ampliado propuesto sea una necesidad de transporte público insatisfecha, entonces el personal apropiado de la agencia de transporte público puede desarrollar una propuesta de servicio detallada para determinar si es razonable para cumplirse basado en las definiciones de “Necesidades de Transporte Público insatisfechas” y “Razonables de Satisfacer” adoptadas por la Junta de Políticas de MCTC.

Después de la Audiencia Pública del 23 de abril de 2025, el SSTAC considerará toda la información recolectada durante el proceso, tomará una determinación y elevará una recomendación respecto de las “necesidades de transporte público sin cubrir” al Comité de Política de la MCTC durante su siguiente reunión programada, el 21 de mayo de 2025. Es necesaria una conclusión o determinación antes de la aprobación y asignación de fondos según la Ley de Desarrollo de Transporte del Estado para los proyectos de carreteras y calles y/o transporte a los operadores de transporte y las agencias que forman parte de la MCTC.

Si tiene algún comentario escrito específico, envíemelo con la información de respaldo arriba mencionada.

Evelyn Espinosa, Planificador de Transporte Regional

Comisión de Transporte del Condado de Madera

2001 Howard Road, Suite 201

Madera, California 93637

También puede enviar comentarios por correo electrónico, teléfono, por correo o en persona. Si tiene preguntas acerca del proceso de Necesidades de Transporte Público sin Cubrir, no dude en comunicarse conmigo al 559-675-0721 ext. 5 o evelyn@maderactc.org.

Gracias por su asistencia. Espero recibir noticias tuyas.



STAFF REPORT
Board Meeting of February 19, 2025

AGENDA ITEM: 6-C

PREPARED BY: Natalia Austin, Senior Regional Planner

SUBJECT:

Social Services Transportation Advisory Council (SSTAC) Meetings Update

Enclosure: Yes

Action: Information and Discussion Only

SUMMARY:

SSTAC Meeting – August 6, 2024

Eight out of ten SSTAC members were present, with one appearing via Zoom for just cause under AB 2449.

Eric Ramirez and Rey Leon from the Latino Equity Advocacy & Policy (LEAP) Institute presented on Green Raiteros, an electric vehicle ride-sharing service. Currently, LEAP provides approximately 500 rides per month, with 80% serving healthcare appointments, 10% for social services, and 10% for transportation to educational facilities. Green Raiteros offers subsidized rides through partnerships with employment training centers, government agencies, and tribal organizations. The LEAP Institute is applying for a grant to expand service to 15 additional locations and is seeking letters of support from agencies in Madera County. They are also looking to establish connections with the Veterans Affairs office and Eastern Madera County. Following the presentation, a Q&A session was held, and the presenters shared their contact information.

SSTAC Meeting – November 5, 2024

Eight out of ten SSTAC members were present, with two appearing via Zoom for just cause under AB 2449.

SSTAC Member and Madera County Transit Manager, Monty Cox, presented the findings of the Madera County Microtransit Study. The presentation covered the fundamentals of microtransit, an overview of existing transit services in the region, recommended service options, potential funding sources, and the next steps for implementation. A question-and-answer discussion followed, addressing topics such as the flexibility of the vans proposed for the service, the specific needs of communities like La Vina and Fairmead, security

considerations for older adults and individuals with disabilities, and alternative ways to reserve microtransit rides without using the app. It was emphasized that existing transit services will not be reduced—microtransit will be introduced as an additional service to enhance mobility options.

MCTC staff gave an update on the results of the unmet transit needs process for FY 2024-2025. The Council was reminded that the latest unmet transit needs finding and assessment for Madera County, can be found on the website here: [Unmet Transit Needs Final Analysis and Recommendations Report for FY 2024-2025](#). The required unmet transit needs documentation for FY 2024-2025 has been submitted to the California Department of Transportation and has been approved. The unmet transit needs process for FY 2025-2026 will begin in February 2025.

SSTAC Meeting – February 4, 2025

Seven out of ten SSTAC members were present, with one appearing via Zoom for just cause under AB 2449.

The City of Madera recently provided an update on the Madera Metro transit service. Following the streamlining of all routes, new signage has been installed at every stop, now featuring stop identification numbers and solar-powered lights on poles. Efforts to update bus shelters are ongoing, with shelters being relocated from deactivated stops to active ones. Additionally, the City has issued an RFP for a microtransit feasibility study, due at the end of February. With the MV Transit contract set to expire on June 30, 2025, an RFP has also been released for a new transit operator. The FTA Triennial Review has been completed, and the City continues to enhance its social media presence to inform the public about schedule changes.

For FY 2024-25, the Unmet Transit Needs finding for Madera County identified the need for additional lighting and schedule information at bus stops. In response, Madera County Connection has been installing new shelters with lighting across the county, including in Oakhurst and along Avenue 12. Poles with schedules and solar lights have also been placed in areas such as Eastin Arcola, Casa De La Viña, and the La Viña Market. The County is expanding its fleet, with three new gas-powered buses arriving in March and three electric buses scheduled for July, along with a new ten-passenger van in March. A construction project at the Almond Yard is also going out to bid, aiming to install 16 electric charging stations, a solar canopy, and a bus wash. Since launching its new operations contract with MV Transit in July 2024, the County has been handling bus maintenance in-house.

The City of Chowchilla (Chowchilla Area Transit Express) is working to meet the growing demand for student ridership on its transit system and is seeking a part-time driver.

MCTC staff announced the initiation of the Unmet Transit Needs process for FY 2025-26 and provided information about the upcoming workshops and the public hearing on April 23, 2025.

FISCAL IMPACT:

No fiscal impact to the approved 2024-25 Overall Work Program and Budget.



Madera County Transportation Commission
Social Services Transportation Advisory Council (SSTAC)

LOCATION

Madera County Transportation Commission
Board Room
2001 Howard Road, Suite 201
Madera, California 93637

or join via Zoom

https://us06web.zoom.us/j/86975908818?pwd=efDZaLbpZ04Rbr5hhpuZFa6pRO7hSb.1

Meeting ID: 869 7590 8818

Passcode: 527175

Call in: +1 408 638 0968

DATE

August 06, 2024

TIME

12:00 PM

SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL MEMBERS

- Frank Simonis, Chair
Sabrina Garibay
VACANT
Monty Cox
Bertha Vega
Vincent Parker
Mattie Mendez
Franklina Bogan
Lynda Schafhauser
Olga Olivia Saucedo-Garcia
Cynthia Ortegon
Potential Transit User Who Has a Disability
Local Social Service Provider for Persons with Disabilities
Social Service Transportation Provider for Seniors
Social Service Transportation Provider for Seniors
Local Social Service Provider for Persons of Limited Means
Social Service Transportation Provider for Persons with Disabilities
Local Social Service Provider for Seniors
Potential Transit User Who is 60 Years of Age or Older
Potential Transit User Who is 60 Years of Age or Older
Local Social Service Provider for Seniors
Potential Transit User Who Has a Disability



Representatives or individuals with disabilities should contact MCTC at (559) 675-0721 at least three (3) business days in advance of the meeting to request auxiliary aids or other accommodations necessary to participate in the public meeting.

AGENDA

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MEETING CONDUCT

If this meeting is willfully interrupted or disrupted by one or more persons rendering orderly conduct of the meeting unfeasible, the Chair may order the removal of individuals who are willfully disrupting the meeting. Such individuals may be arrested. If order cannot be restored by such removal, the members of the Board may direct that the meeting room be cleared (except for representatives of the press or other news media not participating in the disturbance), and the session may continue.

RECORD OF THE MEETING

SSTAC meetings are recorded. Copies of recordings are available upon request, or recordings may be listened to at the MCTC offices by appointment.

Agenda

1. **ROLL CALL**
2. **INTRODUCE NEW MEMBERS**
3. **PUBLIC COMMENT**

This time is made available for comments from the public on matters within the Council's jurisdiction that are not on the agenda. Each speaker will be limited to three (3) minutes. Attention is called to the fact that the Council is prohibited by law from taking any substantive action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the Council does not respond to the public comment at this time. It is requested that no comments be made during this period on items that are on today's agenda. Members of the public may comment on any item that is on today's agenda when the item is called and should notify the Chairman of their desire to address the Council when that agenda item is called.

4. **APPROVE MINUTES**

- A. Social Services Transportation Advisory Council Minutes**

Enclosure: Yes

Action: Approve the minutes of the April 30, 2024, Social Services Transportation Advisory Council Meeting

5. **ELECTION OF OFFICERS**

- A. Appoint Chair and Vice Chair**

Enclosure: No

Action: Appoint Chair and Vice Chair of the Social Services Transportation Advisory Council

6. **PRESENTATION**

- A. Green Raiteros Presentation**

Enclosure: No

Action: Rey Leon from the Leap Institute will present information about the indigenous rural ridesharing service based in Huron.

7. **ANNOUNCEMENTS**



8. ADJOURNMENT



ITEM 4A

SOCIAL SERVICE TRANSPORTATION ADVISORY COUNCIL

MINUTES

DATE

Tuesday, April 30, 2024

The regular meeting of the Social Service Transportation Advisory Council was held Tuesday, April 30, 2024, and was called to order by Chair Frank Simonis, at 12:03 pm.

MEMBERS PRESENT

Frank Simonis, Chair, Potential Transit User Who Has a Disability – appeared via Zoom
Bertha Vega, Local Social Service Provider for Persons of Limited Means*
Olga Olivia Saucedo-Garcia, Local Social Service Provider for Seniors
Rosalind Esqueda, Social Service Transportation Provider for Seniors
Franklina Bogan, Potential Transit User Who is 60 Years of Age or Older
Lynda Schafhauser, Potential Transit User Who is 60 Years of Age or Older
Monty Cox, Social Service Transportation Provider for Seniors
Sabrina Garibay on behalf of Alycia Falley, Vice Chair, Social Service Provider for Persons with Disabilities
Vincent Parker, Social Service Transportation Provider for Persons With Disabilities

MEMBERS ABSENT

Michelle Hernandez, Local Social Service Provider for Seniors

MCTC STAFF PRESENT:

Natalia Austin, Senior Regional Planner
Evelyn Espinosa, Senior Regional Planner
Jeff Findley, Principal Regional Planner

VISITORS PRESENT:

Alycia Falley, Madera County Department of Social Services
Liliana Zapien, Madera County Public Works
Xochitl Villasenor, City of Madera Transit
Joann McClendon, City of Chowchilla
Cynthia Ortegon, Madera resident

*appeared after roll call

1. Roll Call

At 12:03 pm, Chair Frank Simonis called the meeting to order and instructed that the roll call for attendance be taken. It was determined that a quorum was present.

2. Public Comment

Franklina Bogan, SSTAC member, shared that she was traveling out on Avenue 12 near the Ranchos and was pleased to see a shelter at a bus stop that was very well lit as a result of the solar lights. Would like to see more shelters like this within the city of Madera. Xochital, Transit Manager for the City of Madera, noted that she also saw the shelter and was happy to see it.

3. Approve Minutes of the February 6, 2024, Social Services Transportation Advisory Council Meeting

Monty Cox moved to approve the minutes of the February 6, 2024, Social Services Transportation Advisory Council Meeting.

Seconded by Olga Saucedo-Garcia

Roll Call Vote:

Ayes: Frank Simonis, Olga Saucedo-Garcia, Franklina Bogan, Lynda Schafhauser, Monty Cox, Sabrina Garibay, Rosalind Esqueda

Noes: None

Abstain: Vincent Parker

MOTION CARRIED UNANIMOUSLY

4. Unmet Transit Needs Comment Analysis

The SSTAC reviewed twenty-seven comments. During the discussion, seventeen of the comments were identified as potential unmet transit needs and were evaluated using the “unmet transit need” and “reasonable to meet” definitions.

The potential unmet transit needs that have been evaluated and the recommendations made by the SSTAC for Madera County (MCC) are as follows:

- CONNECT TO MERCED, SPECIFICALLY TO THE MERCED AMTRAK STATION

SSTAC Recommendation: Not an unmet transit need

Discussion: There is not enough documented demand for a route to Merced. There was a route in the past that was discontinued due to low ridership. There are options to get to Merced Amtrak utilizing existing local transit service combined with rail service. The Madera Metro Blue Line serves the Madera Amtrak Station (MDR). Amtrak tickets from Madera to Merced cost \$9.00 for a direct one-way trip and have six different time options. The train ride takes less than 35 minutes.

- ADD LATER SERVICE TO/FROM THE COMMUNITY OF LA VINA, SO RIDERS CAN MAKE IT BACK HOME FROM APPOINTMENTS THAT RUN LATE.

SSTAC Recommendation: Unmet transit need, not reasonable to meet

Discussion: There is not enough documented demand to provide later Fixed Route service to and from La Vina. The County is conducting a study to implement a microtransit service that could address the specific needs of the area and help document when increased fixed route service is warranted. A microtransit or demand-response type of service may provide the flexibility needed to serve the needs of this community better.

Reasonable to Meet Requirements

Feasibility	Community Acceptance	Benefit to Population	Cost Effective	Consistency with Existing Service and Plans
Will be determined with microtransit study	Yes	Yes	Will be determined with microtransit study	Yes

- ADD MORE FREQUENT FIXED ROUTE SERVICE IN THE COMMUNITY OF LA VINA

SSTAC Recommendation: Unmet transit need, not reasonable to meet.

Discussion: There is not enough documented demand for more frequent Fixed Route service in La Vina. The County is conducting a study to implement a microtransit service that could address the specific needs of the area and help document when increased fixed route service is warranted. A microtransit or demand-response type of service may provide the flexibility needed to serve the needs of this community better.

Reasonable to Meet Requirements

Feasibility	Community Acceptance	Benefit to Population	Cost Effective	Consistency with Existing Service and Plans
Will be determined with microtransit study	Yes	Yes	Will be determined with microtransit study	Yes

- PROVIDE SERVICE TO VALLEY CHILDREN’S HOSPITAL AT 8PM (EVENING) AND BACK TO YOSEMITE AVENUE IN MADERA AT 7AM (MORNING)

SSTAC Recommendation: Unmet transit need, not reasonable to meet.

Discussion: There is not enough documented demand for transit service to Valley Children’s Hospital in the evenings. The microtransit study will provide guidance on the amount of ridership needed to support this service if implemented.

Reasonable to Meet Requirements

Feasibility	Community Acceptance	Benefit to Population	Cost Effective	Consistency with Existing Service and Plans
Will be determined with microtransit study	Unknown - There was only one comment regarding this need	Unknown - It is unclear how many people this will benefit	Will be determined with microtransit study	Yes

- PROVIDE MEDICAL TRANSIT SERVICE FROM THE MOUNTAINS (EASTERN MADERA COUNTY) TO HOSPITALS IN FRESNO, MADERA, OR MARIPOSA

SSTAC Recommendation: Unmet transit need, not reasonable to meet.

Discussion: The County provides the Medical Escort Service for residents in the Eastern Madera County communities, including the mountain communities. The service runs on Tuesdays, Wednesdays, and Thursdays. Some residents are not healthy enough to utilize this service, since the ride and wait times can be long. In some instances, riders are dropped off in the morning for their appointments and then wait to get picked up, in some cases several hours later, after the rest of the riders are done with their appointments to head back home. The County believes that microtransit service will assist in making these medical trips more convenient, increasing the benefit to residents.

Reasonable to Meet Requirements

Feasibility	Community Acceptance	Benefit to Population	Cost Effective	Consistency with Existing Service and Plans
Will be determined with microtransit study	Yes	Yes	Will be determined with microtransit study	Yes

- ADD A STOP CLOSER TO ROAD 200 IN NORTH FORK

SSTAC Recommendation: Unmet transit need, not reasonable to meet

Discussion: There is not enough documented demand for a new stop that would add ten minutes or more to the route at this time.

Reasonable to Meet Requirements

Feasibility	Community Acceptance	Benefit to Population	Cost Effective	Consistency with Existing Service and Plans
Will be determined with microtransit study	Unknown - There was only one comment regarding this need	Unknown - It is unclear how many people this will benefit	Will be determined with microtransit study	Yes

- ADD A BUS SHELTER AT THE STORE IN LA VINA

SSTAC Recommendation: Unmet transit need, not reasonable to meet

Discussion: There is not sufficient room for a bus shelter at the store; however, the County will continue to work with the store owner to find a solution. There may be a stop added on the other side of the street where there are planned sidewalks. Most of the MCC stops are in the unincorporated area that lacks infrastructure like sidewalks to add an ADA compliant shelter.

Reasonable to Meet Requirements

Feasibility	Community Acceptance	Benefit to Population	Cost Effective	Consistency with Existing Service and Plans
No – Existing infrastructure will not support a shelter	Yes	Yes	Yes	Yes

- ADD TRASH CANS AT THE STOPS IN LA VINA

SSTAC Recommendation: Not an unmet transit need

Discussion: The County transit administration will not allow trash cans at the stops because of the sustained maintenance that would be required.

- ADD MORE LIGHTING AT THE BUS STOPS AND ALONG THE ROUTES TO BUS STOPS IN LA VINA; ADD LIGHTED SCHEDULES TO SHOW IF THE BUS IS RUNNING ON TIME

SSTAC Recommendation: Unmet transit need, reasonable to meet

Discussion: The Transit App (by Swiftly) provides the location of the bus in real-time. The schedules are also accessible on the app. However, the app may not perform well in areas with weak internet service. The County has plans to install new schedule holders that have a solar light at bus stops throughout the county, including in the community of La Vina. Together with the app and the lighted schedule holders, this unmet transit need will be met.

Reasonable to Meet Requirements

Feasibility	Community Acceptance	Benefit to Population	Cost Effective	Consistency with Existing Service and Plans
Yes	Yes	Yes	Yes	Yes

- ADD MORE SHELTERS AND BENCHES AT STOPS IN LA VINA

SSTAC Recommendation: Unmet transit need, not reasonable to meet

Discussion: The residential areas of La Vina tend to lack the supporting infrastructure (sidewalks) for the installation of benches and shelters. The County continues to look for opportunities to add shelters where they can be installed safely and with adequate ADA access.

Reasonable to Meet Requirements

Feasibility	Community Acceptance	Benefit to Population	Cost Effective	Consistency with Existing Service and Plans
No – lack of support infrastructure prevents installation in many locations	Yes	Yes	Yes	Yes

The potential unmet transit needs that have been evaluated and the recommendations made by the SSTAC for the City of Madera (Madera Metro) are as follows:

- TRAVEL TO ST. AGNES MEDICAL CENTER IN FRESNO BY MADERA METRO DIAL-A-RIDE

SSTAC Recommendation: Not an unmet transit need

Discussion: There are options to get to Fresno for medical appointments from Madera. Madera County provides fixed route service from Madera to Valley Children’s Medical Center, where riders can connect to Fresno Area Express to get to destinations (including medical) in the City of Fresno. Madera County also provides the Medical Escort service on Tuesday, Wednesday, & Thursday specifically for medical trips to the Fresno and Clovis Area.

- ADD SERVICE ON SUNDAYS IN THE CITY OF MADERA

SSTAC Recommendation: Not an unmet transit need

Discussion: Dial-a-ride service is available on Sundays. A greater need would have to be established (i.e. community acceptance, potential ridership) before amending the budget and contracting with MV Transit to add a fixed route service on Sundays. Even though utilizing Dial-a-ride requires an advance reservation, same-day service is available if there are cancellations. The City of Madera conducted a Transit Plan Services Assessment that was completed in July 2023. The newest route changes that have been implemented have been based on the results of the assessment.

- PROVIDE A STOP NEAR SHERWOOD WAY TO GET TO MADERA COLLEGE

SSTAC Recommendation: Not an unmet transit need

Discussion: To get to Madera City College from Sherwood Way, there are a couple of options. A rider can reserve Dial-a-Ride to get to the college, or they can use the fixed route system. To use the fixed route system, get on the bus at one of the three bus stops along Sherwood Way. Take the blue line to Walgreens, then transfer to the green line to get to the college.

- PROVIDE SERVICE AFTER 5:30 PM IN THE CITY OF MADERA

SSTAC Recommendation: Unmet transit need, not reasonable to meet

Discussion: Many events, including public meetings, begin at the end of the business day. Providing public transit service later in the evenings would provide transit dependent persons with increased mobility options. However, when the City surveyed residents as part of its recent needs assessment, later service was not an issue. The need for later service would need to be established by further analysis and demonstrated possibly by a pilot study.

Reasonable to Meet Requirements

Feasibility	Community Acceptance	Benefit to Population	Cost Effective	Consistency with Existing Service and Plans
Unknown	Unknown – There was only one comment regarding this need	Yes	Unknown	Yes

- PROVIDE SERVICE TO ALL THE CAMARENA CLINICS

SSTAC Recommendation: Not an unmet transit need

Discussion: All but two of the Camarena clinics are being served by the current route system in the city. In most cases, the riders are dropped off right at the clinic.

- ABILITY FOR USERS TO SAVE THE TRANSIT SCHEDULES

SSTAC Recommendation: Not an unmet transit need

Discussion: There are many ways for Madera Metro transit users to access and save the schedules. They are available in hardcopy or for download on the agency’s website.

The potential unmet transit needs that have been evaluated and the recommendations made by the SSTAC for the City of Chowchilla are as follows:

- PROVIDE SERVICE UNTIL 5PM AND ADD WEEKEND SERVICE IN CHOWCHILLA

SSTAC Recommendation: Unmet transit need, not reasonable to meet

Discussion: Several years ago, the City approved a pilot program with extended hours until 5 pm. For two years it was underutilized, so the service was discontinued. The City will continue to monitor community needs to determine if there should be an

extension of service hours based on information collected during outreach efforts and ridership data.

Reasonable to Meet Requirements

Feasibility	Community Acceptance	Benefit to Population	Cost Effective	Consistency with Existing Service and Plans
Unknown - it is unclear how many residents of Chowchilla would utilize the service in the evenings and on weekends	Unknown – There was only one comment regarding this need	Unknown	Unknown	Yes

The rest of the comments received were determined to be either operational or non-transit issues. Direction was given to forward these comments to the appropriate agencies to be addressed.

Monty Cox made a motion to recommend for Madera County:
There are unmet transit needs, including needs that are reasonable to meet.

For the City of Madera: There are no unmet transit needs that are reasonable to meet.

For the City of Chowchilla: There are no unmet transit needs that are reasonable to meet.

Seconded by Chair Frank Simonis

Roll Call Vote:

Ayes: Frank Simonis, Olga Saucedo-Garcia, Franklina Bogan, Lynda Schafhauser, Monty Cox, Sabrina Garibay, Rosalind Esqueda, Bertha Vega

Noes: None

Abstain: Vincent Parker

MOTION CARRIED UNANIMOUSLY

5. Appoint SSTAC Representative to attend MCTC Policy Board Meeting on May 29, 2024

Monty Cox nominated Frank Simonis to represent the SSTAC at the MCTC Policy Board meeting on May 29, 2024.

Seconded by Linda Schafhauser.

Roll Call Vote:

Ayes: Frank Simonis, Olga Saucedo-Garcia, Franklina Bogan, Lynda Schafhauser, Monty Cox, Sabrina Garibay, Rosalind Esqueda, Bertha Vega

Noes: None

Abstain: Vincent Parker

MOTION CARRIED UNANIMOUSLY

6. Discuss Future Meetings

The SSTAC agreed upon the following dates for upcoming quarterly meetings: August 6, 2024, November 5, 2024, February 5, 2025, and April 29, 2025. Meetings will continue to be held at noon at the MCTC office.

7. Announcements

SSTAC member, Olga Saucedo-Garcia, announced that Madera County Behavioral Health has partnered with the City of Madera Parks and Community Services to host a Wellness Walk at Town and Country Park on Friday, May 3, 2024, from 9:30am – 11:30am for older adults and persons with disabilities. Breakfast is included. SSTAC chair, Frank Simonis, announced that the annual Smokey the Bear Run-Walk at Bass Lake will be on September 28, 2024. The proceeds benefit the Madera County Sheriff Volunteer Program and the Cal Fire Prevention Program. This year celebrates the 80th anniversary of Smokey the Bear. The roads around Bass Lake will be closed for the event. SSTAC member, Olga Saucedo-Garcia announced that the City of Madera is hosting a Mother's Day luncheon for older adults at the Pan-Am Senior Center at 11:30am on Friday, May 10, 2024. SSTAC member, Monty Cox, introduced the new Madera County Public Works Analyst, Liliana Zapien. MCTC staff, Natalia Austin, mentioned that MCTC will be advertising to fill vacancies on the SSTAC for Representatives of a Social Service Provider for Persons with Disabilities and Seniors. SSTAC members were asked to forward contact information for anyone with those qualifications.

8. Adjourn

The meeting was adjourned by Chair Frank Simonis at 2:00 PM.



Meeting of the Social Services Transportation Advisory Council

MEETING LOCATION

Madera County Transportation Commission
2001 Howard Road, Suite 201
Madera, California 93637

Or join via Zoom

<https://us06web.zoom.us/j/87124247849?pwd=q1VdEzfsy2beVz39kC4lvUVkb7c7hg.1>

Meeting ID: 871 2424 7849

Passcode: 314722

Call in: +1 408 638 0968

DATE

November 5, 2024

TIME

12:00 PM

SOCIAL SERVICE TRANSPORTATION ADVISORY COUNCIL MEMBERS

- | | |
|----------------------------|--|
| Frank Simonis, Chair | Potential Transit User Who Has a Disability |
| Nancy Ramirez | Local Social Service Provider for Persons with Disabilities |
| Monty Cox | Social Service Transportation Provider for Seniors |
| Bertha Vega, Vice Chair | Local Social Service Provider for Persons of Limited Means |
| Vincent Parker | Social Service Transportation Provider for Persons with Disabilities |
| Mattie Mendez | Local Social Service Provider for Seniors |
| Franklina Bogan | Potential Transit User Who is 60 Years of Age or Older |
| Lynda Schafhauser | Potential Transit User Who is 60 Years of Age or Older |
| Olga Olivia Saucedo-Garcia | Local Social Service Provider for Seniors |
| Cynthia Ortegon | Potential Transit User Who Has a Disability |

REASONABLE ACCOMMODATIONS AND ADA

MCTC has adopted a Reasonable Accommodations Policy that provides a procedure for receiving and resolving requests for accommodation to participate in this meeting (see <https://www.maderactc.org/administration/page/reasonable-accommodations-policy>). If you need assistance in order to attend the meeting, or if you require auxiliary aids or services, e.g., listening devices or signing services to make a presentation, MCTC is happy to assist you. Please contact MCTC offices at (559) 675-0721 so such aids or services can be arranged. Requests may also be made by email to sandy@maderactc.org, or mailed to 2001 Howard Road, Suite 201, Madera, CA 93637. Accommodations should be requested as early as possible as additional time may be required in order to provide the requested accommodation; 72 hours in advance is suggested.

AGENDA

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MEETING CONDUCT

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RECORD OF THE MEETING

SSTAC meetings are recorded. Copies of recordings are available upon request, or recordings may be listened to at the MCTC offices by appointment.

PUBLIC COMMENT

If you are participating remotely and wish to make a comment on a specific agenda item during the meeting, please use the “Raise Hand” feature in Zoom and you will be called on by the chair during the meeting. You can also submit your comments via email to publiccomment@maderactc.org. Comments will be shared with the SSTAC and placed into the record at the meeting. Every effort will be made to read comments received during the meeting into the record, but some comments may not be read due to time limitations. Comments received after an agenda item will be made part of the record if received prior to the end of the meeting.

Regarding any disruption that prevents the SSTAC from broadcasting the meeting to members of the public, then (1) if public access can be restored quickly, the meeting will resume in five (5) minutes to allow the re-connection of all members of the SSTAC, staff, and members of the public; or (2) if service cannot be restored quickly, the meeting shall stop, no further action shall be taken on the remaining agenda items, and notice of the continued meeting will be provided.

Agenda

Item	Description	Enclosure	Action
1.	Roll Call		
2.	<p>Public Comment</p> <p>This time is made available for comments from the public on matters within the Council's jurisdiction that are not on the agenda. Each speaker will be limited to three (3) minutes. Attention is called to the fact that the Council is prohibited by law from taking any substantive action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the Council does not respond to the public comment at this time. It is requested that no comments be made during this period on items that are on today's agenda. Members of the public may comment on any item that is on today's agenda when the item is called and should notify the Chair of their desire to address the Council when that agenda item is called.</p>		
3.	Approve Minutes of the August 6, 2024, Social Services Transportation Advisory Council Meeting	Yes	Action
4.	<p>Presentation</p> <p>Monty Cox, Transit Manager for Madera County, will present the results of the Madera County Microtransit Study</p>	No	Presentation
5.	<p>Results of the Unmet Transit Needs Process for FY 2024-2025</p> <p>Resolution 24-05 Caltrans Unmet Transit Needs Documentation Letter Unmet Transit Needs and Reasonable to Meet Definitions Unmet Transit Needs Bilingual Flyer</p>	Yes	Information
6.	Announcements		
7.	Adjourn		



ITEM 3

SOCIAL SERVICE TRANSPORTATION ADVISORY COUNCIL

MINUTES

DATE

Tuesday, August 6, 2024

The regular meeting of the Social Service Transportation Advisory Council was held Tuesday, August 6, 2024, and was called to order by Chair Frank Simonis, at 12:05 pm.

MEMBERS PRESENT

Frank Simonis, Chair, Potential Transit User Who Has a Disability – appeared via Zoom
Bertha Vega, Local Social Service Provider for Persons of Limited Means
Olga Olivia Saucedo-Garcia, Local Social Service Provider for Seniors
Lynda Schafhauser, Potential Transit User Who is 60 Years of Age or Older
Monty Cox, Social Service Transportation Provider for Seniors
Sabrina Garibay, Social Service Provider for Persons with Disabilities
Mattie Mendez, Local Social Service Provider for Seniors
Cynthia Ortegon, Potential Transit User Who Has a Disability

MEMBERS ABSENT

Vincent Parker, Social Service Transportation Provider for Persons with Disabilities
Franklina Bogan, Potential Transit User Who is 60 Years of Age or Older

MCTC STAFF PRESENT:

Natalia Austin, Senior Regional Planner
Evelyn Espinosa, Senior Regional Planner
Jeff Findley, Principal Regional Planner

VISITORS PRESENT:

Rey Leon, LEAP Institute
Eric Ramirez, LEAP Institute
Xochitl Villasenor, City of Madera, Transit Program Manager

*appeared after roll call

1. Roll Call

At 12:05 pm, Chair Frank Simonis called the meeting to order and instructed that the roll call for attendance be taken. It was determined that a quorum was present.

2. Introduce New Members

All the members present introduced themselves. Sabrina Garibay mentioned that she will no longer be employed at the Madera County Department of Social Services, but that a replacement from the agency would fill her position.

3. Public Comment

None

4. Approve Minutes - Approve Minutes of the April 30, 2024, Social Services Transportation Advisory Council Meeting

SSTAC member, Cynthia Ortegon, requested an edit to the minutes to show that she attended the meeting as a representative of the City of Madera ADA Advisory Council and not as a resident of the city of Madera as indicated.

Monty Cox moved to approve the minutes of the April 30, 2024, Social Services Transportation Advisory Council Meeting with the requested change.

Seconded by Cynthia Ortegon

Roll Call Vote:

Ayes: Frank Simonis, Olga Saucedo-Garcia, Sabrina Garibay, Lynda Schafhauser, Monty Cox, Mattie Mendez, Bertha Vega, Cynthia Ortegon

Noes: None

MOTION CARRIED UNANIMOUSLY

5. Election of Officers - Appoint Chair and Vice Chair of the Social Services Transportation Advisory Council

Mattie Mendez nominated Chair Frank Simonis to serve another term as Chair.

Seconded by Cynthia Ortegon

Roll Call Vote:

Ayes: Frank Simonis, Olga Saucedo-Garcia, Sabrina Garibay, Lynda Schafhauser, Monty Cox, Mattie Mendez, Bertha Vega, Cynthia Ortegon

Noes: None

MOTION CARRIED UNANIMOUSLY

Mattie Mendez nominated Bertha Vega to serve as Vice Chair.

Seconded by Cynthia Ortegon

Roll Call Vote:

Ayes: Frank Simonis, Olga Saucedo-Garcia, Sabrina Garibay, Lynda Schafhauser, Monty

Cox, Mattie Mendez, Bertha Vega, Cynthia Ortegon

Noes: None

MOTION CARRIED UNANIMOUSLY

6. Green Raiteros Presentation

Eric Ramirez and Rey Leon of the Latino Equity Advocacy & Policy Institute LEAP Institute presented information about the Green Raiteros, electric vehicle ride-sharing service. Currently, LEAP provides roughly 500 rides per month, 80% of these rides are for healthcare appointments, 10% for social services, and 10% for rides to educational facilities. Green Raiteros offers riders a subsidized ride through established partnerships with employment training centers, government entities and tribal partners. The LEAP Institute is applying for a grant to expand service in 15 locations and would appreciate a letter of support from agencies in Madera County. They are also seeking to identify contacts within the Veterans Affairs office and with Eastern Madera County. A question-and-answer discussion followed, and the presenters provided their contact information.

7. Announcements

MCTC Staff, Natalia Austin, requested that members pay attention to their emails as that is the primary source of communication between MCTC and the SSTAC members.

8. Adjournment

The meeting was adjourned by Chair Frank Simonis at 1:11 PM.



STAFF REPORT
 Social Services Transportation Advisory
 Council Meeting
 November 5, 2024

AGENDA ITEM: 5
PREPARED BY: Natalia Austin, Senior Regional Planner

SUBJECT:

Results of the Unmet Transit Needs Process for FY 2024-2025

Enclosure: Yes

Action: For information and discussion

SUMMARY:

MCTC is the administrator of the Transportation Development Act (TDA) funds for Madera County and is responsible for performing the annual “unmet transit needs” process. The purpose of this process is to ensure that all “unmet transit needs” that are “reasonable to meet” are met before any TDA funds are expended for non-transit uses, such as street and roads.

The TDA also requires that MCTC establish a Social Services Transportation Advisory Council (SSTAC). The Public Utilities Code (PUC) defines the required membership of the SSTAC. The SSTAC solicits public input regarding transit service needs for the transit-dependent and transportation-disadvantaged persons, including the elderly, persons with disabilities and low-income persons. Annually, the SSTAC makes a recommendation to the MCTC Policy Board that:

- There are no unmet transit needs, or
- There are no unmet transit needs that are reasonable to meet, or
- There are unmet transit needs, including needs that are reasonable to meet.

Typically, the annual unmet transit needs public hearing is held in the spring, prior to the end of each fiscal year. However, Madera County residents can participate in the unmet transit needs process all year long in a way that is convenient for them. Options include submitting a comment by phone, mail, email, or by filling out an online survey. In addition, the unmet transit needs webpage on the MCTC website makes information regarding the unmet transit needs process, submitting a comment, or looking at past years’ unmet transit needs reports readily accessible.

MCTC Unmet Transit Needs webpage: [Click here](#)

Unmet Transit Needs Bilingual Survey link: [Click here](#)

Unmet Transit Needs English and Spanish Comment Form: [Click here](#)

On May 29, 2024, the MCTC Policy Board adopted Resolution Number 24-05, approving the unmet transit need finding for FY 2024-2025:

“The Madera County Transportation Commission finds that there are unmet transit needs that are reasonable to meet in FY 2024/25 within the jurisdiction of the County of Madera.

1. *Testimony was received regarding the need for more lighting at bus stops and to provide schedules with lighting at the bus stops that show if the bus is running on time, particularly in La Vina. These were found to be unmet transit needs that are reasonable to meet. The Transit App (by Swiftly) provides the location of the bus in real-time. The schedules are also accessible on the app. The County has plans to install new schedule holders that have a solar light at bus stops throughout the county, including in the community of La Vina. Together with the app and the lighted schedule holders, this unmet transit need will be met.*
2. *That the Madera County Transportation Commission finds that there are no unmet transit needs that are reasonable to meet in FY 2024/25 within the jurisdiction of the City of Chowchilla.*
3. *That the Madera County Transportation Commission finds that there are no unmet transit needs that are reasonable to meet in FY 2024/25 within the jurisdiction of the City of Madera.”*

For the latest unmet transit needs finding and assessment for Madera County, please see the [Unmet Transit Needs Final Analysis and Recommendations Report for FY 2024-2025](#).

The required unmet transit needs documentation for FY 2024-2025 has been submitted to the California Department of Transportation and has been approved.

For more information, please contact Natalia Austin at naustin@maderactc.org or 559-675-0721 ext. 6.

FISCAL IMPACT:

No fiscal impact to the approved FY 2024-25 Overall Work Program and Budget.

**BEFORE
THE COMMISSIONERS OF THE
MADERA COUNTY TRANSPORTATION COMMISSION
COUNTY OF MADERA, STATE OF CALIFORNIA**

In the matter of
**FINDINGS OF THE FY 2024-25 UNMET
TRANSIT NEEDS HEARING**

Resolution No.: **24-05**

WHEREAS, The Madera County Transportation Commission (MCTC) is a Regional Transportation Planning Agency and a Metropolitan Planning Organization, pursuant to State and Federal designation; and

WHEREAS, The Madera County Transportation Commission adopted the following definitions by Resolution No. 22-01 for its Unmet Transit Needs process:

- A. **UNMET TRANSIT NEEDS**: An unmet transit need is an expressed or identified need that is not currently being met through existing public transportation services. An unmet transit need also is a need required to comply with the Americans with Disabilities Act (ADA).
- B. **REASONABLE TO MEET**: The term “reasonable to meet” shall apply to public or specialized transportation services that meet the following minimum criteria:
 - 1. **Feasibility**
 - The proposed service can be provided with available Transportation Development Act (TDA) funding and/or other funding sources (per State law, the lack of available resources shall not be the sole reason for finding that a transit need is not reasonable to meet per PUC § 99401.5 (c).
 - Sufficient ridership potential exists for new, expanded or revisited transit services.
 - The proposed transit service will be safe and comply with local, state and federal law.
 - 2. **Community Acceptance**
 - The proposed service has community support from the general public, community groups, and/or community leaders.
 - 3. **Benefit to Population**
 - The proposed transit service serves a significant number of residents where it is needed and would benefit the general public and/or senior and disabled persons as a whole.

4. Cost-Effective

- The proposed transit service will not affect the ability of the overall system of the implementing agency or agencies to meet applicable transit system performance objectives or the State TDA farebox ratio requirement after any exemption(s) period(s) if the service is eligible for an exemption(s) per CCR 6633.2.
- The proposed transit service, if implemented or funded, would not cause the responsible operator to incur expenditures in excess of the maximum amount of LTF, STA, FTA funds, and fare revenues and local support.

5. Consistent with Intent of Existing Transit Service(s)

- Once established, the proposed transit service will not abuse or obscure the intent of existing transit service(s).
- The proposed transit need should be in conformance with the goals included in the Regional Transportation Plan/Sustainable Communities Strategy, and consistent with the intent of the goals of the adopted Short Range Transit Plan.

WHEREAS, The Madera County Transportation Commission has given consideration to the requirements pursuant to Public Utilities Code, Section 99401.5.; and

WHEREAS, The Madera County Transportation Commission has determined that there are no public transportation or specialized transportation services that are identified in the 2022 Regional Transportation Plan which are not being implemented and/or funded; and

WHEREAS, The Madera County Transportation Commission, pursuant to Public Utilities Code, Section 99401.5 has noticed and held a public hearing on April 24, 2024, to receive testimony on unmet public transportation needs; and

WHEREAS, The Madera County Transportation Commission has considered the testimony received at said hearing and through other methods of receiving public feedback pursuant to Public Utilities Code, Section 99238.5.

NOW, THEREFORE, LET IT BE RESOLVED, that the Madera County Transportation Commission finds that there are no unmet transit needs that are reasonable to meet in FY 2024/25 within the jurisdiction of the City of Madera, there are no unmet transit needs that are reasonable to meet in FY 2024/25 within the jurisdiction of the City of Chowchilla, and that there are unmet transit needs, including needs that are reasonable to meet in FY 2024/25 within the jurisdiction of the County of Madera.

BE IT FURTHER RESOLVED, the Madera County Transportation Commission staff and the Social Service Transportation Advisory Council recommend the following:

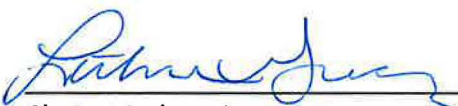
1. That the Madera County Transportation Commission finds that there are unmet transit needs that are reasonable to meet in FY 2024/25 within the jurisdiction of the County of Madera.

- Testimony was received regarding the need for more lighting at bus stops and to provide schedules with lighting at the bus stops that show if the bus is running on time, particularly in La Vina. These were found to be unmet transit needs that are reasonable to meet. The Transit App (by Swiftly) provides the location of the bus in real-time. The schedules are also accessible on the app. The County has plans to install new schedule holders that have a solar light at bus stops throughout the county, including in the community of La Vina. Together with the app and the lighted schedule holders, this unmet transit need will be met.
- 2. That the Madera County Transportation Commission finds that there are no unmet transit needs that are reasonable to meet in FY 2024/25 within the jurisdiction of the City of Chowchilla.
- 3. That the Madera County Transportation Commission finds that there are no unmet transit needs that are reasonable to meet in FY 2024/25 within the jurisdiction of the City of Madera.
- 4. Maintain existing transit systems in Madera County: The Madera County Connection (MCC) provides inter-city transportation from Chowchilla, Fairmead, Madera, La Vina, Madera Ranchos and Eastern Madera County to Children’s Hospital Central California where a connection can be made to Fresno via the Fresno Area Express (FAX) while the Senior Bus Program and the Escort Service provide transportation to the Eastern Madera County Communities, Madera Metro and the Madera Dial-A-Ride provide transportation services that cover the entire City of Madera, and the Chowchilla Area Transit Express (CATX) provides transportation services that cover the entire City of Chowchilla as well as Valley State Prison.

BE IT FURTHER RESOLVED, the Madera County Transportation Commission finds that the existing transit system meets a continuing transit need and it is reasonable to continue the funding for the existing transit systems.

The foregoing resolution was adopted this 29th day of May 2024 by the following vote:

Commissioner Ahmed	YES
Commissioner Gallegos	YES
Commissioner Gonzalez	YES
Commissioner Poythress	YES
Commissioner Rodriguez	YES
Commissioner Wamhoff	YES



 Chair, Madera County Transportation Commission



 Executive Director, Madera County Transportation Commission

California Department of Transportation

DIVISION OF TRANSPORTATION PLANNING
P.O. BOX 942873, MS-32 | SACRAMENTO, CA 94273-0001
PHONE (916) 654-8811 FAX (916) 654-9366 TTY 711
www.dot.ca.gov



June 27, 2024

Ms. Patricia Taylor
Executive Director
Madera County Transportation Commission
2001 Howard Road, Suite 201
Madera, CA 93637

Dear Ms. Taylor:

Thank you for submitting your agency's unmet transit needs documentation for Fiscal Year 2024-25. I have reviewed your documentation, as required under Public Utilities Code Section 99401.6 of the Transportation Development Act, and find the documentation to be complete and in accordance with current statutes.

Please continue to work with Nicholas Isla, telephone number (559) 981-7373, at the local Caltrans District 6 office to help identify solutions in meeting your region's transit needs.

If you have any questions or need to contact us, please do not hesitate to call myself at (279) 789-2075.

Sincerely,

A handwritten signature in black ink that reads 'Cayman Morgan'.

CAYMAN MORGAN, Transit Programs Oversight Chief
Office of Transit Planning

c: Nicholas Isla, Associate Transportation Planner, Planning Caltrans District 6, California
Department of Transportation
Natalia Austin, Senior Regional Planner, Madera County Transportation Commission



**Madera County Transportation Commission
Unmet Transit Needs and Reasonable to Meet Definitions
Policy Board Adopted by Resolution No. 22-01**

The Madera County Transportation Commission adopted the following definitions for its Unmet Transit Needs process:

- A. **UNMET TRANSIT NEEDS**: An unmet transit need is an expressed or identified need that is not currently being met through existing public transportation services. An unmet transit need also is a need required to comply with the Americans with Disabilities Act (ADA).
- B. **REASONABLE TO MEET**: The term “reasonable to meet” shall apply to public or specialized transportation services that meet the following minimum criteria:
1. **Feasibility**
 - The proposed service can be provided with available Transportation Development Act (TDA) funding and/or other funding sources (per State law, the lack of available resources shall not be the sole reason for finding that a transit need is not reasonable to meet per PUC § 99401.5 (c)).
 - Sufficient ridership potential exists for new, expanded, or revised transit services.
 - The proposed transit service will be safe and comply with local, State and federal law.
 2. **Community Acceptance**
 - The proposed transit service has community support from the general public, community groups, and/or community leaders.
 3. **Benefit to Population**
 - The proposed transit service serves a significant number of residents where it is needed and would benefit the general public and/or senior and disabled persons as a whole.
 4. **Cost-Effective**
 - The proposed transit service will not affect the ability of the overall system of the implementing agency or agencies to meet applicable transit system performance objectives or the State TDA farebox ratio requirement after any exemption(s) period(s) if the service is eligible for an exemption(s) per CCR 6633.2.
 - The proposed transit service, if implemented or funded, would not cause the responsible operator to incur expenditures in excess of the maximum amount of LTF, STA, FTA funds, and fare revenues and local support.
 5. **Consistent with Intent of Existing Transit Service(s) and Plans**
 - Once established, the proposed transit service will not abuse or obscure the intent of existing transit service(s).



- The proposed transit need should be in conformance with the goals included in the Regional Transportation Plan/Sustainable Communities Strategy, and consistent with the intent of the goals of the adopted Short Range Transit Plan.

DOES LOCAL PUBLIC TRANSIT MEET YOUR TRANSPORTATION NEEDS?

- Are there places in Madera County you are unable to travel to by bus?
- Is transit service unavailable for you to make important trips, such as traveling to work or doctor's appointments?

TELL US ABOUT YOUR UNMET TRANSIT NEED!

An unmet transit need is an expressed or identified need that is not currently being met through existing public transportation services. It is also a need required to comply with the Americans with Disabilities Act (ADA).

We want to hear from you!

In coordination with the Madera County Transportation Commission, the Social Services Transportation Advisory Council would like to receive comments regarding unmet transit needs that may exist in the local transit services in Madera County from transit dependent persons, including the elderly, persons with disabilities, and persons of limited means.



Fill out an online survey

If you prefer to submit your comments electronically, fill out the online survey by scanning the QR code or go to:

https://www.surveymonkey.com/r/UTNSurvey_MCTC



Submit a comment form

Fill out a comment form to give details about the transit improvements you are suggesting.

Share your thoughts in the way that's convenient for you!



¿EL TRANSPORTE PÚBLICO LOCAL SATISFACE SUS NECESIDADES DE TRANSPORTE PÚBLICO?

- ¿Hay lugares en el condado de Madera a los que no se puede viajar en autobús?
- ¿No está el servicio de transporte público disponible para realizar viajes importantes, como ir al trabajo o acudir a citas médicas?



¡CUÉNTENOS SOBRE SU NECESIDAD DE TRANSPORTE PÚBLICO INSATISFECHA!



Una necesidad de transporte público insatisfecha es una necesidad expresada o identificada que actualmente no se satisface a través de los servicios de transporte público existentes. Una necesidad de transporte público insatisfecha también es una necesidad requerida para cumplir con la Ley de Estadounidenses con discapacidades (ADA).

¡Queremos saber de ti!

En coordinación con la Comisión de Transporte del Condado de Madera, el Consejo Asesor de Transporte Público de Servicios Sociales desea recibir comentarios sobre las necesidades de transporte no satisfechas que puedan existir en los servicios de transporte público locales en el Condado de Madera por parte de personas dependientes del transporte público, incluidos los ancianos, las personas con discapacidades y las personas de recursos limitados.



Llene una encuesta en línea

Si prefiere proveer comentarios en línea, llene la encuesta en línea escaneando el código QR o llenando a: https://www.surveymonkey.com/r/UTNSurvey_MCTC



Llene un formulario

Llene un formulario de comentarios para dar detalles acerca de las mejoras de transporte público que sugiere.

Comparta sus ideas de la forma más conveniente para usted!



Para más información:

(559) 675 0721

evelyn@maderactc.org



Meeting of the Social Services Transportation Advisory Council

MEETING LOCATION

Madera County Transportation Commission
2001 Howard Road, Suite 201
Madera, California 93637

Or join via Zoom

<https://us06web.zoom.us/j/81452772680?pwd=RKAffvc2bdf0la9kbm9ONcLDcl6iZZ.1>

Meeting ID: 814 5277 2680

Passcode: 456602

Call in: +1 408 638 0968

DATE

February 4, 2025

TIME

12:00 PM

SOCIAL SERVICES TRANSPORTATION ADVISORY COUNCIL MEMBERS

Frank Simonis, Chair	Potential Transit User Who Has a Disability
Nancy Ramirez	Local Social Service Provider for Persons with Disabilities
Monty Cox	Social Service Transportation Provider for Seniors
Bertha Vega, Vice Chair	Local Social Service Provider for Persons of Limited Means
Vincent Parker	Social Service Transportation Provider for Persons with Disabilities
Mattie Mendez	Local Social Service Provider for Seniors
Franklina Bogan	Potential Transit User Who is 60 Years of Age or Older
Lynda Schafhauser	Potential Transit User Who is 60 Years of Age or Older
Olga Olivia Saucedo-Garcia	Local Social Service Provider for Seniors
Cynthia Ortegon	Potential Transit User Who Has a Disability

REASONABLE ACCOMMODATIONS AND ADA

MCTC has adopted a Reasonable Accommodations Policy that provides a procedure for receiving and resolving requests for accommodation to participate in this meeting (see <https://www.maderactc.org/administration/page/reasonable-accommodations-policy>). If you need assistance in order to attend the meeting, or if you require auxiliary aids or services, e.g., listening devices or signing services to make a presentation, MCTC is happy to assist you. Please contact MCTC offices at (559) 675-0721 so such aids or services can be arranged. Requests may also be made by email to sandy@maderactc.org, or mailed to 2001 Howard Road, Suite 201, Madera, CA 93637. Accommodations should be requested as early as possible as additional time may be required in order to provide the requested accommodation; 72 hours in advance is suggested.

AGENDA

At least 72 hours prior to each regular MCTC Social Services Transportation Advisory Council meeting, a complete agenda packet is available for review on the [MCTC website](#) or at the MCTC office, 2001 Howard Road, Suite 201, Madera, California 93637. All public records relating to an open session item and copies of staff reports or other written documentation relating to items of business referred to on the agenda are on file at MCTC. Persons with questions concerning agenda items may call MCTC at (559) 675-0721 to make an inquiry regarding the nature of items described on the agenda.

INTERPRETING SERVICES

Interpreting services are not provided at MCTC's public meetings unless requested at least three (3) business days in advance. Please contact MCTC at (559) 675-0721 during regular business hours to request interpreting services.

Servicios de interprete no son ofrecidos en las juntas públicas de MCTC al menos de que se soliciten con tres (3) días de anticipación. Para solicitar estos servicios por favor contacte a Evelyn Espinosa at (559) 675-0721 x 5 durante horas de oficina.

MEETING CONDUCT

If this meeting is willfully interrupted or disrupted by one or more persons rendering orderly conduct of the meeting unfeasible, the Chair may order the removal of individuals who are willfully disrupting the meeting. Such individuals may be arrested. If order cannot be restored by such removal, the members of the SSTAC may direct that the meeting room be cleared (except for representatives of the press or other news media not participating in the disturbance), and the session may continue.

RECORD OF THE MEETING

SSTAC meetings are recorded. Copies of recordings are available upon request, or recordings may be listened to at the MCTC offices by appointment.

PUBLIC COMMENT

If you are participating remotely and wish to make a comment on a specific agenda item during the meeting, please use the “Raise Hand” feature in Zoom and you will be called on by the chair during the meeting. You can also submit your comments via email to publiccomment@maderactc.org. Comments will be shared with the SSTAC and placed into the record at the meeting. Every effort will be made to read comments received during the meeting into the record, but some comments may not be read due to time limitations. Comments received after an agenda item will be made part of the record if received prior to the end of the meeting.

Regarding any disruption that prevents the SSTAC from broadcasting the meeting to members of the public, then (1) if public access can be restored quickly, the meeting will resume in five (5) minutes to allow the re-connection of all members of the SSTAC, staff, and members of the public; or (2) if service cannot be restored quickly, the meeting shall stop, no further action shall be taken on the remaining agenda items, and notice of the continued meeting will be provided.

Agenda

Item	Description	Enclosure	Action
1.	Roll Call		
2.	<p>Public Comment</p> <p>This time is made available for comments from the public on matters within the Council’s jurisdiction that are not on the agenda. Each speaker will be limited to three (3) minutes. Attention is called to the fact that the Council is prohibited by law from taking any substantive action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the Council does not respond to the public comment at this time. It is requested that no comments be made during this period on items that are on today’s agenda. Members of the public may comment on any item that is on today’s agenda when the item is called and should notify the Chair of their desire to address the Council when that agenda item is called.</p>		
3.	Approve Minutes of November 5, 2024, Social Services Transportation Advisory Council Meeting	Yes	Action
4.	<p>Local Transit Agency Updates</p> <ul style="list-style-type: none"> • City of Madera – Madera Metro • City of Chowchilla – CATX • County of Madera - MCC 	No	Information
5.	<p>Unmet Transit Needs FY 2025 - 2026</p> <ul style="list-style-type: none"> • Madera County “Unmet Transit Need” and “Reasonable to Meet” Definitions 	Yes	Information
6.	Announcements		
7.	Adjourn		



ITEM 3

SOCIAL SERVICE TRANSPORTATION ADVISORY COUNCIL

MINUTES

DATE

Tuesday, November 5, 2024

The regular meeting of the Social Service Transportation Advisory Council was held Tuesday, November 5, 2024, and was called to order by Chair Frank Simonis, at 12:06 pm.

MEMBERS PRESENT

Frank Simonis, Chair, Potential Transit User Who Has a Disability – appeared via Zoom
Bertha Vega, Vice Chair, Local Social Service Provider for Persons of Limited Means
Lynda Schafhauser, Potential Transit User Who is 60 Years of Age or Older
Monty Cox, Social Service Transportation Provider for Seniors
Nancy Ramirez, Social Service Provider for Persons with Disabilities
Cynthia Ortegon, Potential Transit User Who Has a Disability
Franklina Bogan, Potential Transit User Who is 60 Years of Age or Older
Mattie Mendez, Local Social Service Provider for Seniors* - appeared via Zoom

MEMBERS ABSENT

Vincent Parker, Social Service Transportation Provider for Persons with Disabilities
Olga Olivia Saucedo-Garcia, Local Social Service Provider for Seniors

MCTC STAFF PRESENT:

Natalia Austin, Senior Regional Planner
Evelyn Espinosa, Senior Regional Planner
Jeff Findley, Principal Regional Planner
Troy McNeil, Deputy Director/Fiscal Supervisor

VISITORS PRESENT:

Deborah Martinez, Director of Social Services for Madera County, Public Guardian
Xochitl Villasenor, City of Madera, Transit Program Manager
Marcela Zuniga, City of Madera, City Grants Administrator
Liliana Zapien, County of Madera, Transit Administrative Analyst

*appeared after roll call

1. Roll Call

At 12:06 pm, Chair Frank Simonis called the meeting to order and instructed that the roll call for attendance be taken. It was determined that a quorum was present.

2. Public Comment

Deborah Martinez, Director of Social Services and Public Guardian, commented that they are in the process of completing a Madera County Local Aging and Disability Action Plan. Four hundred and seven surveys were collected, including information about how constituents feel about transportation that is provided in Madera County. She wanted to make the group aware because the results of the survey may coincide with the unmet transit needs process. Many respondents of the survey indicated that they did not have walkable options to access public transit. The final report will be completed in March 2025. Deborah will make the survey available to MCTC before the final report is completed.

Approve Minutes - Approve Minutes of the August 6, 2024, Social Services Transportation Advisory Council Meeting

Frank Simonis moved to approve the minutes of the August 6, 2024, Social Services Transportation Advisory Council Meeting.

Seconded by Lynda Schafhauser

Roll Call Vote:

Ayes: Frank Simonis, Nancy Ramirez, Lynda Schafhauser, Monty Cox, Mattie Mendez, Bertha Vega, Cynthia Ortegon, Franklina Bogan

Noes: None

MOTION CARRIED UNANIMOUSLY

3. Presentation – Madera County Microtransit Study

SSTAC Member and Madera County Transit Manager, Monty Cox, presented the results of the Madera County Microtransit Study. He presented information on the background of microtransit, existing transit services in the area, recommended microtransit service options, possible funding sources for the services, and next steps. A question-and-answer discussion followed. Comments were made about the flexibility of the vans that would be used for the service, the needs of the communities of La Vina and Fairmead, security for older adults and people with disabilities, and other ways to reserve microtransit service without the app. Existing transit service will not be reduced. Microtransit service would be provided in addition to existing service.

4. Results of the Unmet Transit Needs Process for FY 2024-2025

Natalia Austin, MCTC Senior Regional Planner, gave an update on the results of the unmet transit needs process for FY 2024-2025. On May 29, 2024, the MCTC Policy Board

adopted Resolution Number 24-05, approving the unmet transit need finding for FY 2024-2025:

“The Madera County Transportation Commission finds that there are unmet transit needs that are reasonable to meet in FY 2024/25 within the jurisdiction of the County of Madera.

1. *Testimony was received regarding the need for more lighting at bus stops and to provide schedules with lighting at the bus stops that show if the bus is running on time, particularly in La Vina. These were found to be unmet transit needs that are reasonable to meet. The Transit App (by Swiftly) provides the location of the bus in real-time. The schedules are also accessible on the app. The County has plans to install new schedule holders that have a solar light at bus stops throughout the county, including in the community of La Vina. Together with the app and the lighted schedule holders, this unmet transit need will be met.*
2. *That the Madera County Transportation Commission finds that there are no unmet transit needs that are reasonable to meet in FY 2024/25 within the jurisdiction of the City of Chowchilla.*
3. *That the Madera County Transportation Commission finds that there are no unmet transit needs that are reasonable to meet in FY 2024/25 within the jurisdiction of the City of Madera.”*

Natalia Austin reminded the Council that the latest unmet transit needs finding and assessment for Madera County, can be found on the website here: [Unmet Transit Needs Final Analysis and Recommendations Report for FY 2024-2025](#). The required unmet transit needs documentation for FY 2024-2025 has been submitted to the California Department of Transportation and has been approved. The unmet transit needs process for FY 2025-2026 will begin in February 2025.

5. Announcements

Evelyn Espinosa, MCTC Senior Regional Planner, provided a link to the 2026 Sustainable Communities Strategy Survey and asked the Council to share it.

Survey link: [MCTC 2026 Sustainable Communities Strategy Survey](#)

Natalia Austin, MCTC Senior Regional Planner, introduced the newest member of the Council, Nancy Ramirez, from the Department of Social Services for Madera County. She is representing a local Social Service Provider for Persons with Disabilities.

6. Adjournment

The meeting was adjourned by Chair Frank Simonis at 1:22 PM.



STAFF REPORT
 Social Services Transportation Advisory
 Council Meeting
 February 4, 2025

AGENDA ITEM: 5

PREPARED BY: Natalia Austin, Senior Regional Planner

SUBJECT:

Several workshops and a public hearing are scheduled during the next few months to receive comments regarding unmet transit needs in Madera County for FY 2025-2026.

Enclosure: Yes

Action: For information and discussion

SUMMARY:

MCTC is the administrator of the Transportation Development Act (TDA) funds for Madera County and is responsible for performing the annual “unmet transit needs” process. The purpose of this process is to ensure that all “unmet transit needs” that are “reasonable to meet” are met before any TDA funds are expended for non-transit uses, such as street and roads.

The TDA also requires that MCTC establish a Social Services Transportation Advisory Council (SSTAC). The Public Utilities Code (PUC) defines the required membership of the SSTAC. The SSTAC solicits public input regarding transit service needs for transit-dependent and transportation-disadvantaged persons, including older adults, persons with disabilities and low-income. Annually, the SSTAC makes a recommendation to the MCTC Policy Board that:

- There are no unmet transit needs, or
- There are no unmet transit needs that are reasonable to meet, or
- There are unmet transit needs, including needs that are reasonable to meet.

There are several opportunities for Madera County residents to give their input on transit service needs. As required by law, a public hearing will be held at the regular MCTC Policy Board meeting on April 23, 2025. In addition, in-person and virtual workshops will be held in various locations throughout the county for residents to learn about the unmet transit needs process and provide comments. Interpreting services will be available at all workshops and the public hearing. However, it is easy to participate in the unmet transit needs process all year long in many convenient ways. Options include submitting a comment by phone, mail, email, or by filling out an online survey. Also, the unmet transit needs webpage on the MCTC

website makes information regarding the unmet transit needs process, submitting a comment, or looking at past years’ unmet transit needs reports readily accessible.

MCTC Unmet Transit Needs webpage: [Click here](#)

Unmet Transit Needs Bilingual Survey link: [Click here](#)

Unmet Transit Needs English and Spanish Comment Form: [Click here](#)

When	Where	In-Person	Virtual
Spanish Language Workshop Tuesday, March 11 at 6:00 PM	Casas De La Vina 23784 Avenue 9 Madera, CA 93637	Yes	No
Workshop Wednesday, March 12 at 6:00 PM	Madera Ranchos Library 37398 Berkshire Drive Madera, CA 93636	Yes	No
Workshop Thursday, March 13 at 5:00 PM	Oakhurst Library 49044 Civic Circle Drive Oakhurst, CA 93644	Yes	No
Workshop Tuesday, March 18 at 6:00 PM	Fairmead Elementary School 19421 Avenue 22 ¾ Chowchilla, CA 93610	Yes	No
Workshop - Zoom Webinar Thursday, March 20 at 6:00 PM	Webinar ID: 882 7273 5705 Passcode: 554773 Click here to join!	No	Yes
Public Hearing Wednesday, April 23 at 3:00 PM	MCTC Policy Board Meeting 2001 Howard Road, Ste. 201 Madera, CA 93637 See MCTC website for Zoom information	Yes	Yes

For details regarding last year’s unmet transit needs finding and an assessment of the size and location of groups likely to be transit-dependent in Madera County, please see the [Unmet Transit Needs Final Analysis and Recommendations Report for FY 2024-2025](#).

In addition to participating in the unmet transit needs process, attendees will have the opportunity to learn about and provide feedback on the 2026 Sustainable Communities Strategy at the in-person workshops. Find out more on MCTC’s website here:

<https://www.maderactc.org/transportation/page/2026-madera-county-regional-transportation-plan-and-sustainable-communities>

For more information, please contact Natalia Austin at naustin@maderactc.org or 559-675-0721 ext. 6.

FISCAL IMPACT:

No fiscal impact to the approved 2024-25 Overall Work Program and Budget.



**Madera County Transportation Commission
Unmet Transit Needs and Reasonable to Meet Definitions
Policy Board Adopted by Resolution No. 22-01**

The Madera County Transportation Commission adopted the following definitions for its Unmet Transit Needs process:

- A. **UNMET TRANSIT NEEDS**: An unmet transit need is an expressed or identified need that is not currently being met through existing public transportation services. An unmet transit need also is a need required to comply with the Americans with Disabilities Act (ADA).
- B. **REASONABLE TO MEET**: The term “reasonable to meet” shall apply to public or specialized transportation services that meet the following minimum criteria:
1. **Feasibility**
 - The proposed service can be provided with available Transportation Development Act (TDA) funding and/or other funding sources (per State law, the lack of available resources shall not be the sole reason for finding that a transit need is not reasonable to meet per PUC § 99401.5 (c)).
 - Sufficient ridership potential exists for new, expanded, or revised transit services.
 - The proposed transit service will be safe and comply with local, State and federal law.
 2. **Community Acceptance**
 - The proposed transit service has community support from the general public, community groups, and/or community leaders.
 3. **Benefit to Population**
 - The proposed transit service serves a significant number of residents where it is needed and would benefit the general public and/or senior and disabled persons as a whole.
 4. **Cost-Effective**
 - The proposed transit service will not affect the ability of the overall system of the implementing agency or agencies to meet applicable transit system performance objectives or the State TDA farebox ratio requirement after any exemption(s) period(s) if the service is eligible for an exemption(s) per CCR 6633.2.
 - The proposed transit service, if implemented or funded, would not cause the responsible operator to incur expenditures in excess of the maximum amount of LTF, STA, FTA funds, and fare revenues and local support.
 5. **Consistent with Intent of Existing Transit Service(s) and Plans**
 - Once established, the proposed transit service will not abuse or obscure the intent of existing transit service(s).



- The proposed transit need should be in conformance with the goals included in the Regional Transportation Plan/Sustainable Communities Strategy, and consistent with the intent of the goals of the adopted Short Range Transit Plan.



STAFF REPORT
Board Meeting of February 19, 2025

AGENDA ITEM: 6-E

PREPARED BY: Troy McNeil, Deputy Director/Fiscal Supervisor

SUBJECT:

Transportation Funding Programs Update

Enclosure: No

Action: Information and Discussion Only

SUMMARY:

MCTC staff will be giving a verbal presentation to provide an update on the transportation funding programs available to local agencies. This presentation will cover key funding opportunities and any relevant updates to assist local agencies in accessing and utilizing these resources effectively.

FISCAL IMPACT:

No fiscal impact to the approved 2024-25 Overall Work Program and Budget.



STAFF REPORT
Board Meeting of February 19, 2025

AGENDA ITEM: 8-A

PREPARED BY: Troy McNeil, Deputy Director/Fiscal Supervisor

SUBJECT:

Executive Minutes – January 22, 2025

Enclosure: Yes

Action: Approve January 22, 2025, Meeting Minutes

SUMMARY:

Attached are the Executive Minutes for January 22, 2025, Policy Board Meeting.

FISCAL IMPACT:

No fiscal impact to the approved 2024-25 Overall Work Program and Budget.

EXECUTIVE MINUTES

Date: January 22, 2025

Time: 3:00 pm

Location: Madera County Transportation Commission
In person and Zoom

Members Present: Commissioner Waseem Ahmed
Commissioner Cecelia Gallegos
Commissioner Macaulay
Commissioner Robert Poythress
Commissioner David Rogers

Member Appearing Remotely: Jose Rodriguez

Policy Advisory Committee: Above Members
Michael Navarro, Caltrans District 06, Deputy Director

MCTC Staff: Patricia Taylor, Executive Director
Troy McNeil, Deputy Director/Fiscal Supervisor
Dylan Stone, Principal Regional Planner
Jeff Findley, Principal Regional Planner
Evelyn Espinosa, Senior Regional Planner
Natalia Austin, Senior Regional Planner
Sandy Ebersole, Administrative Analyst
Samantha Saldivar, Accounting Technician



1. CALL TO ORDER by Chair Gallegos

2. PLEDGE OF ALLEGIANCE

3. ELECTION OF OFFICERS

3-A. Election of Officers

Action: Elect a Chairperson and Vice Chairperson

Election of Officers Action on Item 3A

Upon motion by Commissioner Poythress, seconded by Commissioner Rodriguez, to appoint Commissioner Gallegos as Policy Board Chair. A vote was called, and the motion carried.

Roll call for votes:

Commissioner Ahmed	Yes
Commissioner Gallegos	Yes
Commissioner Macaulay	Yes
Commissioner Poythress	Yes
Commissioner Rodriguez	Yes
Commissioner Rogers	Absent

Vote passed 5-0

Upon motion by Commissioner Rodriguez, seconded by Commissioner Macaulay, to appoint Commissioner Poythress as Policy Board Vice Chair. A vote was called, and the motion carried.

Roll call for votes:

Commissioner Ahmed	Yes
Commissioner Gallegos	Yes
Commissioner Macaulay	Yes
Commissioner Poythress	Yes
Commissioner Rodriguez	Yes
Commissioner Rogers	Absent

Vote passed 5-0

Commissioner Rogers joined the meeting at 3:05 pm.

4. PUBLIC COMMENT

This time is made available for comments from the public on matters within the Board’s jurisdiction that are not on the agenda. Each speaker will be limited to three (3) minutes. Attention is called to the fact that the Board is prohibited by law from taking any substantive action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the Board does not respond to the public comment at this

time. It is requested that no comments be made during this period on items that are on today's agenda. Members of the public may comment on any item that is on today's agenda when the item is called and should notify the Chair of their desire to address the Board when that agenda item is called.

Chair Gallegos opened the floor for public comment. No public comment was received.

MCTC SITTING AS THE TRANSPORTATION POLICY COMMITTEE

5. TRANSPORTATION CONSENT ITEMS

All items on the consent agenda are considered routine and non-controversial by MCTC staff and will be approved by one motion if no member of the Committee or public wishes to comment or ask questions. If comment or discussion is desired by anyone, the item will be removed from the consent agenda and will be considered in the listed sequence with an opportunity for any member of the public to address the Committee concerning the item before action is taken.

5-A. California Transportation Commission (CTC) 2024 Annual Report to the California Legislature

Action: Information and Discussion Only

5-B. The California State Transportation Agency (CalSTA) 2024 Accomplishments Report

Action: Information and Discussion Only

5-C. 2024 California State Rail Plan

Action: Information and Discussion Only

5-D. 2025 San Joaquin Valley Regional Policy Conference

Action: Information and Discussion Only

5-E. Caltrans District 6 Local Assistance Disadvantaged Business Enterprise (DBE) Training

Action: Information and Discussion Only

5-F. Build America Bureau Fiscal Year 2024 Rural and Tribal Assistance Pilot Program

Action: Information and Discussion Only

5-G. State Route 99 Comprehensive Multimodal Corridor Plan - Virtual Community Meeting

Action: Information and Discussion Only

5-H. 2025 San Joaquin Valley Blueprint Awards Call for Nominations

Action: Information and Discussion Only

5-I. MCTC 2025 Federal Transportation Improvement Program (FTIP) Amendment No. 1 – (Type 1 – Administrative Modification)

Action: Ratify



5-J. Supplemental Carbon Reduction Program (CRP) Award of Projects List
Action: Approve Supplemental MCTC CRP Program Award List – City of Madera Pine Street Pedestrian Facility Project

5-K. Federal Railroad Administration (FRA) Railroad Crossing Elimination (RCE) Grant Award – City of Madera
Action: Information and Discussion Only

5-L. Award Contract – Program Environmental Impact Report for the 2026 Regional Transportation Plan and Sustainable Communities Strategy
Action: Award Contract in an amount not to exceed \$125,000

Transportation Consent Calendar Action on Items 5A-5L

Upon motion by Commissioner Rogers, seconded by Commissioner Ahmed, to approve Transportation Consent Items 5A-5L. A vote was called, and the motion carried.

Roll call for votes:

- Commissioner Ahmed Yes
- Commissioner Gallegos Yes
- Commissioner Macaulay Yes
- Commissioner Poythress Yes
- Commissioner Rodriguez Yes
- Commissioner Rogers Yes

Vote passed 6-0

Chair Gallegos opened the floor for public comment. No public comment was received.

6. TRANSPORTATION ACTION/DISCUSSION ITEMS

6-A. State Legislative Update – Governor’s FY 2025-26 State Budget
Action: Information and Discussion Only

Chair Gallegos opened the floor for public comment. No public comment was received.

MCTC SITTING AS THE MADERA COUNTY TRANSPORTATION COMMISSION

7. REAFFIRM ALL ACTIONS TAKEN WHILE SITTING AS THE TRANSPORTATION POLICY COMMITTEE

Upon motion by Commissioner Poythress, seconded by Commissioner Rogers, to reaffirm all actions taken while sitting as the Transportation Policy Committee. A vote was called, and the motion carried.

Roll call for votes:

- Commissioner Ahmed Yes



Commissioner Gallegos	Yes
Commissioner Macaulay	Yes
Commissioner Poythress	Yes
Commissioner Rodriguez	Yes
Commissioner Rogers	Yes
Vote passed 6-0	

Chair Gallegos opened the floor for public comment. No public comment was received.

8. ADMINISTRATIVE CONSENT ITEMS

All items on the consent agenda are considered routine and non-controversial by MCTC staff and will be approved by one motion if no member of the Committee or public wishes to comment or ask questions. If comment or discussion is desired by anyone, the item will be removed from the consent agenda and will be considered in the listed sequence with an opportunity for any member of the public to address the Committee concerning the item before action is taken.

8-A. Executive Minutes – December 4, 2024

Action: Approve December 4, 2024, Meeting Minutes

8-B. Transportation Development Act (LTF) – Allocation, Resolution 23-09 Amendment No. 6

Action: Approve Resolution 23-09 Amendment No. 6

8-C. Transportation Development Act (LTF, STA) – Allocation, Resolution 24-09 Amendment No. 2 and Resolution 24-10 Amendment No. 2

Action: Approve Resolution 24-09 Amendment No. 2 and Resolution 24-10 Amendment No. 2

8-D. MCTC Policy Board Committee Appointments

Action: Reaffirm Committee Appointments

Administrative Consent Action on Items 8A-8D

Upon motion by Commissioner Rodriguez, seconded by Commissioner Rogers, to approve the Administrative Consent Items 8A-8D. A vote was called, and the motion carried.

Roll call for votes:

Commissioner Ahmed	Yes
Commissioner Gallegos	Yes
Commissioner Macaulay	Yes
Commissioner Poythress	Yes
Commissioner Rodriguez	Yes
Commissioner Rogers	Yes



Vote passed 6-0

Chair Gallegos opened the floor for public comment. No public comment was received.

9. ADMINISTRATIVE ACTION/DISCUSSION ITEMS

9-A. Appointment of two Ad-Hoc Committee members for Executive Director Contract Renewal

Action: Approve the appointment of two members of the Policy Board to serve on the Ad-Hoc Committee for the Executive Director Contract Renewal

Administrative Action/Discussion on Item 9A

Upon motion by Commissioner Rogers, seconded by Commissioner Ahmed, to appoint Commissioner Rodriguez and Commissioner Poythress to serve on the Ad-Hoc Committee for the Executive Director Contract Renewal. A vote was called, and the motion carried.

Roll call for votes:

- Commissioner Ahmed Yes
- Commissioner Gallegos Yes
- Commissioner Macaulay Yes
- Commissioner Poythress Yes
- Commissioner Rodriguez Yes
- Commissioner Rogers Yes

Vote passed 6-0

Chair Gallegos opened the floor for public comment. No public comment was received.

9-B. Madera County Transportation Commission (MCTC) Financial and Transportation Development Act (TDA) Fund Audit for Fiscal Year ended June 30, 2024

Action: Accept the MCTC Financial and Transportation Development Act (TDA) Fund Audit for Fiscal Year ended June 30, 2024

Administrative Action/Discussion on Item 9B

Upon motion by Commissioner Rogers, seconded by Commissioner Poythress, to approve the Administrative Action/Discussion Item 9-B. A vote was called, and the motion carried.

Roll call for votes:

- Commissioner Ahmed Yes
- Commissioner Gallegos Yes
- Commissioner Macaulay Yes
- Commissioner Poythress Yes
- Commissioner Rodriguez Yes
- Commissioner Rogers Yes

Vote passed 6-0

Chair Gallegos opened the floor for public comment. No public comment was received.

MCTC SITTING AS THE MADERA COUNTY 2006 TRANSPORTATION AUTHORITY

10. AUTHORITY – ADMINISTRATIVE CONSENT ITEMS

All items on the consent agenda are considered routine and non-controversial by MCTC staff and will be approved by one motion if no member of the Authority or public wishes to comment or ask questions. If comment or discussion is desired by anyone, the items will be removed from the consent agenda and will be considered in the listed sequence with an opportunity for any member of the public to address the Authority concerning the item before action is taken.

10-A.HdL Newsletter – 3rd Quarter 2024

Action: Information and Discussion Only

10-B. Measure T Citizens’ Oversight Committee Vacancy

Action: Information and Discussion Only

Administrative Consent Calendar Action on Items 10A-10B

Upon motion by Commissioner Poythress, seconded by Commissioner Ahmed, to approve the Administrative Consent Items 10A-10B. A vote was called, and the motion carried.

Roll call for votes:

Commissioner Ahmed	Yes
Commissioner Gallegos	Yes
Commissioner Macaulay	Yes
Commissioner Poythress	Yes
Commissioner Rodriguez	Yes
Commissioner Rogers	Yes

Vote passed 6-0

Chair Gallegos opened the floor for public comment. No public comment was received.

Commissioner Rogers left the meeting at 3:20 pm.

11. AUTHORITY – ACTION/DISCUSSION ITEMS

11-A. Measure T Citizens’ Oversight Committee Member Recognition

Action: Recognize outgoing member for service – Mr. Max Rodriguez, District 4

11-B. 2024 Measure T Renewal Election Results and Next Steps

Action: Information and Discussion Only

OTHER ITEMS

12. MISCELLANEOUS

12-A. Items from Staff

Patricia Taylor, Executive Director, provided the following comment:

- Staff, in collaboration with Khouri Consulting, is in the process of developing a legislative platform and aims to schedule a trip to Sacramento in late February or early March, contingent on the legislative calendar.

12-B. Items from Caltrans

Michael Navarro, Deputy Director Caltrans District 06, provided the following comments:

- Diana Gomez retired December 26, 2024, Harpreet Binning has been appointed as the Interim Director.
- Jeff Wiley is the new Deputy Director of External Affairs.
- The Caltrans Sustainable Transportation Planning Grant application deadline is January 22, 2025.
- The State Route 99 Comprehensive Multimodal Corridor Plan will be completed by June 30, 2025, the draft will be ready for review in April and presented at the San Joaquin Valley Policy Conference April 9-11, 2025. Fresno and Madera County public workshops will be held February 11-12, the south valley public workshop will be held February 19.
- The South Madera Six Lane Avenue 12-17 project is currently in design, design should be completed fall 2025. Caltrans is in the process of addressing right-of-way issues with property owners. Construction is scheduled for fall of 2025.
- The North Madera Six Lane project, Avenue 17 to Avenue 22 project environmental review process has begun. The environmental review process is expected to take two years to complete.
- The plans for the Downtown Madera Capital Preventative Maintenance project are currently under review, with utility certification expected in May. The project is scheduled to be listed for construction in June, with construction anticipated to begin in December 2025.
- The State Route 99/233 Interchange Improvement project 60% constructability review meeting is targeting for April 2025.



- Cottonwood Creek Bridge Replacement project is targeting opening the northbound offramp in February 2025. Construction is anticipated to be completed by spring/summer of 2025.
- The Madera Ranchos Rehabilitation project between Avenue 15 and State Route 145 targeted completion is April 2025.
- The Madera South Expressway project consultant and county are coordinating with Caltrans for the 95% constructability review. As a result of Supervisor Wamhoff's transportation open house, Caltrans will be providing interim improvements at the intersection of Avenue 12 and State Route 41.

12-C. Items from Commissioners

Commissioner Poythress provided the following comment:

- Commissioner Poythress, serving on the Rural County Representatives of California (RCRC) Roadway Infrastructure Ad Hoc Committee for 2024, engaged in discussions with the California Trucking Association, Lori Wilson—Chair of the Assembly Transportation Committee, and Toks Omishakin—Secretary of Transportation. As a result of the committee's efforts, amendments were made to transportation policies for rural counties, including the rollback of certain electric truck requirements

Commissioner Macaulay provided the following comment:

- Commissioner Macaulay, a newly appointed member of the MCTC Policy Board, also serves on the San Joaquin Valley Air Pollution Control District Board and the YARTS Board. He looks forward to continuing his advocacy for Madera County.

Commissioner Rodriguez provided the following comment:

- Commissioner Rodriguez congratulated Chair Gallegos and Vice Chair Poythress on their appointments to the MCTC Policy Board.

13. CLOSED SESSION

NONE

14. ADJOURNMENT

Meeting adjourned at 3:36 pm.

Next meeting scheduled for Wednesday, February 19, 2025



Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "PST", is positioned above the typed name.

Patricia S. Taylor
Executive Director
Madera County Transportation Commission



STAFF REPORT
Board Meeting of February 19, 2025

AGENDA ITEM: 8-B

PREPARED BY: Troy McNeil, Deputy Director/Fiscal Supervisor

SUBJECT:

Revised Accounting & Financial Policies and Procedures Manual

Enclosure: Yes

Action: Approve Revised Accounting & Financial Manual

SUMMARY:

The Accounting & Financial Policies and Procedures Manual has been updated due to the following:

- Recognition of updated Caltrans Travel Reimbursement Rates and Policies
- Added language for clarification on the accrual policy for Trust funds
- Added cybersecurity language to address updates in 2 CFR Part 200 regulations
- Increased Capitalization Threshold from \$5,000 to \$10,000
- Made some minor grammatical corrections

FISCAL IMPACT:

No fiscal impact to the approved 2024-25 Overall Work Program and Budget.



Accounting & Financial Policies and Procedures Manual

Adopted
January 19, 2011
Last Revised February 2025

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INTRODUCTION

The following accounting manual is intended to provide an overview of the accounting policies and procedures for the Madera County Transportation Commission, which shall be referred to as “Commission” throughout this manual.

This manual shall document the financial operations of the Commission. Its primary purpose is to provide overall guidance, formalize accounting policies and selected procedures, and provide written policies to ensure that the Commission complies with financial management standards.

These financial management standards require accurate, current, and complete disclosure of the results of its financial activities in accordance with the reporting requirements of all grants and subgrants. Accounting records will be maintained to identify the sources and uses of funds which will include awards and authorizations, obligations, unobligated balances, assets, liabilities, expenditures, and income. Accounting records will be supported by source documentation such as paid bills, payrolls, time and attendance records, contract and subgrant awards and other appropriate documents.

It also documents internal controls. Effective control and accountability must be maintained for all cash, real and personal property, and other assets. Budgetary control will be maintained by the comparison of actual expenditures with budgeted amounts for each grant or subgrant. Financial information will be related to performance or productivity data whenever appropriate or specifically required in the grant agreement.

Applicable OMB cost principles and the funding terms and conditions will be followed by determining the reasonableness, allowability, and allocability of costs.

The contents of this manual were approved as the official policy of the Commission by the Policy Board. All Commission staff are bound by the policies herein and any deviation from established policy is prohibited unless prior authorization from the Executive Director is obtained. Financial procedures will be reviewed as deemed necessary by the Executive Director and/or the Fiscal Supervisor.

GENERAL POLICIES

ORGANIZATIONAL STRUCTURE

The Commission is organized into a Policy Board supported by the Transportation Policy Committee and the Technical Advisory Committee. The Commission staff includes an Executive Director; a Deputy Director/Fiscal Supervisor; two Principal Planners; two Senior Regional Planners; an Administrative Analyst; and an Accounting Technician. There is currently one standing committee -- the Social Services Transportation Advisory Council (SSTAC) which reports through the Technical Advisory Committee. The relationship between the Board, its staff, and the committees is illustrated in Figure 1 and discussed in more detail below.

The Commission Policy Board is comprised of three (3) members from the Madera County Board of Supervisors; two (2) members from the Madera City Council; and one (1) member from the Chowchilla City Council. The members shall be appointed by the member agencies. Each member agency designates at least one alternate who shall be an elected member of the designated agency.

The Transportation Policy Committee (TPC) has the same membership as the Board with the addition of one (1) person representing the Caltrans District 06 Director. This committee reviews transportation plans and programs prior to action by the Commission, with particular attention to compliance with applicable state and federal planning and programming requirements.

The Technical Advisory Committee (TAC) includes the County of Madera, City of Madera, City of Chowchilla, and one representative from Caltrans District 06. The North Fork Mono Rancheria, Picayune Rancheria of Chukchansi Indians, and other tribal governments are also invited to participate in the monthly TAC meetings. The TAC reviews staff work conducted pursuant to the Overall Work Program; advises the Commission and TPC on transportation issues; and makes recommendations on planning and programming actions to be taken by the Commission. TAC review is generally focused upon the technical merits of various transportation issues coming before the Commission. Staff consults with tribal governments as it relates to transportation planning issues and initiates consultation with the tribal governments at the government-to-government level.

The Role of the Policy Board

The Commission is governed by its Policy Board, which is responsible for the oversight of the Commission by:

1. Employment of the Executive Director
2. Establishing broad policies, including financial and personnel policies and procedures
3. Approving grant applications and amendments
4. Ongoing process of budget development, approval, and review
5. Reviewing and accepting the annual audit
6. Reviewing financial information
7. Identifying and proactively dealing with emerging issues and community needs
8. Reviewing the compensation of the Executive Director

9. Establishing and maintaining programs and systems designed to assure compliance with terms of contracts and grants
10. Reviewing operations and activities
11. Authorizing establishment of all bank accounts and check signers.

The Executive Director shall be responsible for the day-to-day oversight and management of the Commission. The primary responsibility for the Commission's financial reporting, internal control, and management rests with management, as overseen by the Policy Board.

Documentation of Governing Board Meetings

Accurate minutes of all meetings of the Policy Board will be prepared and retained by the Administrative Analyst, following all the applicable guidelines and procedures for meetings of the Commission. The Executive Director will receive and review a copy of all minutes of the Policy Board. The Fiscal Supervisor will note all items in the minutes relating to financial matters and take appropriate action.

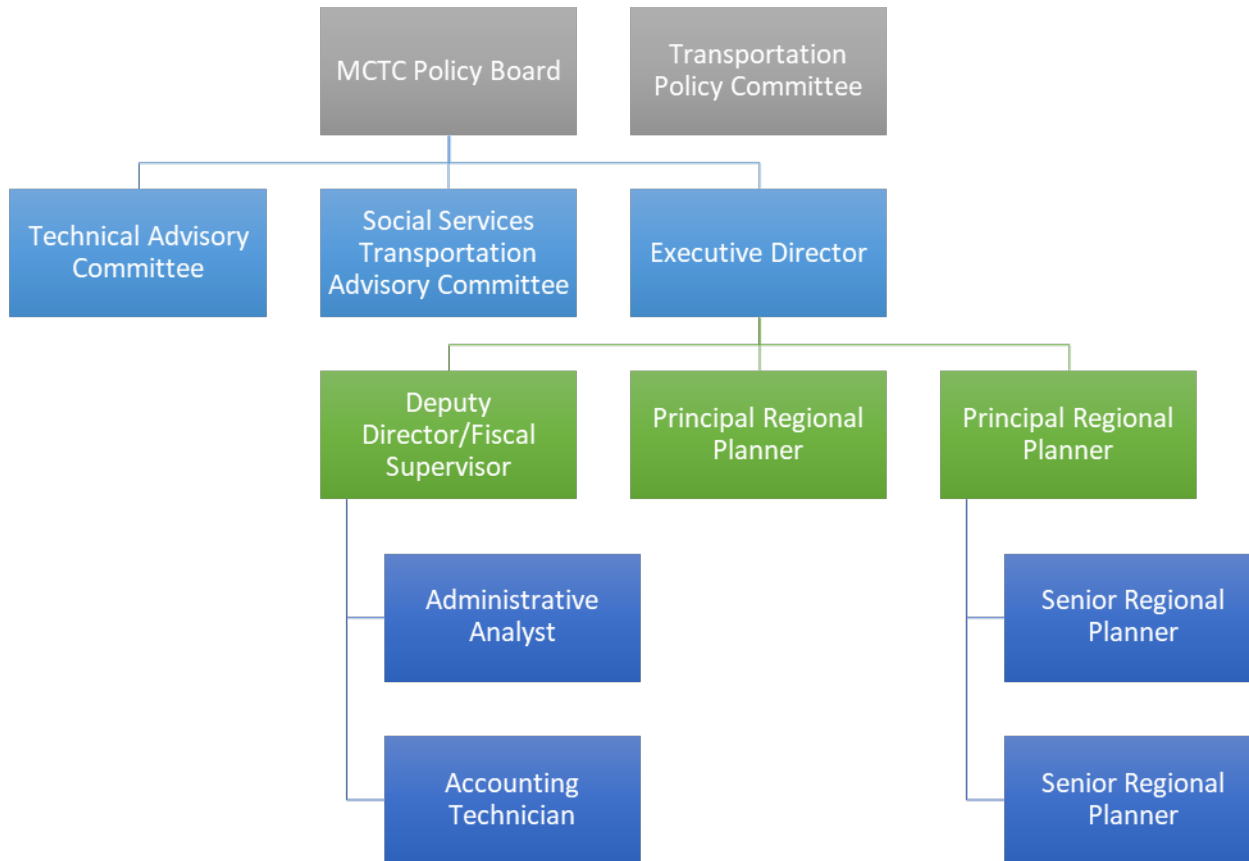
The Roles of the Executive Director and Staff

The Policy Board jointly hires the Executive Director who reports directly to the Board. The Executive Director has responsibility for the day-to-day operations and activities of the Commission, including financial management. The Executive Director is responsible for hiring and evaluating the Fiscal Supervisor.

Current job descriptions will be maintained for all employees, indicating duties and responsibilities.

The lines of authority on the Commission Organizational Chart will be followed by all employees.

Organization Chart (Figure 1)



Responsibilities

The primary responsibilities of the Fiscal Supervisor consist of:

- General ledger
- Budgeting
- Cash and investment management
- Asset management
- Grants and contracts administration
- Purchasing
- Accounts receivable and billing
- Cash receipts
- Accounts payable
- Cash disbursements
- Payroll and benefits
- Financial statement processing
- External reporting of financial information
- Bank reconciliation
- Reconciliation of subsidiary ledgers
- Compliance with government reporting requirements
- Annual audit
- Leases
- Insurance

Standards for Financial Management Systems

In accordance with 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements For Federal Awards, the Commission maintains a financial management system that provides for the following. Specific procedures to carry out these standards are detailed in the appropriate sections of this manual.

1. Accurate, current, and complete disclosure of the financial results of each Federally-sponsored project or program in accordance with the reporting requirements of 2 CFR Part 200 and/or the award.
2. Records that identify adequately the source and application of funds for Federally-sponsored activities. These records shall contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, outlays, income, and interest.
3. Effective control over and accountability for all funds, property, and other assets. The Commission shall adequately safeguard all such assets and assure they are used solely for authorized purposes.
4. Comparison of outlays with budget amounts for each award. Whenever possible, financial information shall be related to performance and unit cost data.

5. Written procedures for determining the reasonableness, allocability, and allowability of costs in accordance with the provisions of the applicable Federal cost principles and the terms and conditions of the award.
6. Accounting records including cost accounting records that are supported by source documentation.

BUSINESS CONDUCT

Practice of Ethical Behavior

The highest standards of ethical conduct are required of employees, officers, board members, consultants, and independent contractors in their performance and Commission responsibilities. Unethical actions, or the appearance of unethical actions, are unacceptable under any conditions.

An obligation exists to exercise honesty, objectivity, and diligence in the performance of duties and responsibilities for the Commission. Activities shall not be entered into which may conflict with the interests of the Commission or which would prejudice the ability of the office to objectively carry out its duties and responsibilities. Confidential and proprietary information shall not be used for personal gain or in a manner which would be detrimental to the interests of the Commission.

Each employee, officer, board member, consultant, and independent contractor must apply her/his own sense of personal ethics, which should extend beyond compliance with applicable laws and regulations in business situations, to govern behavior where no existing regulation provides a guideline. Each individual is responsible for applying common sense in business decisions where specific rules do not provide all the answers.

In determining compliance with this standard in specific situations, individuals should ask themselves the following questions:

1. Is my action legal?
2. Is my action ethical?
3. Does my action comply with Commission policy?
4. Am I sure my action does not appear inappropriate?
5. Am I sure that I would not be embarrassed or compromised if my action became known within the Commission or publicly?
6. Am I sure that my actions meet my personal code of ethics and behavior?
7. Would I feel comfortable defending my actions on the 6 o'clock news?

Each individual should be able to answer "yes" to all of these questions before taking action.

The Executive Director is responsible for the ethical business behavior of her/his subordinates. The Executive Director must carefully weigh all courses of action suggested in ethical, as well as economic terms, and base their final decisions on the guidelines provided by this policy, as well as their personal sense of right and wrong.

Compliance with Laws, Regulations, and Commission Policies

The Commission does not tolerate:

- The willful violation or circumvention of any federal, state, local, or foreign law by an employee during the course of that person's employment;
- The disregard or circumvention of Commission policy or engagement in unscrupulous dealings;
- The manipulation or disregard of policies or provisions to secure a benefit for friends and family members.

Employees should not attempt to accomplish by indirect means, through agents or intermediaries, that which is directly forbidden.

The performance of all levels of employees will be measured against the implementation of the provisions of these standards.

CONFLICTS OF INTEREST

Introduction

In the course of business, situations may arise in which a Commission decision-maker has a conflict of interest, or in which the process of making a decision may create an appearance of a conflict of interest.

All employees, officers, board members, policy members, and volunteers have an obligation to:

1. Avoid conflicts of interest, or the appearance of conflicts, between their personal interests and those of the Commission in dealing with outside entities or individuals,
2. Disclose real and apparent conflicts of interest to the Executive Director, and
3. Refrain from participation in any decisions on matters that involve a real conflict of interest or the appearance of a conflict.

What Constitutes a Conflict of Interest?

No employee, officer, or board member of the Commission, whether paid or unpaid, shall engage in any business transactions, or shall have a financial interest, direct or indirect, which is incompatible with the proper discharge of their official capacity in the public interest or would tend to impair their independence of judgment or action in the performance of their official duties.

A conflict of interest arises when an employee, officer, or board member involved in making a decision is in the position to benefit, directly or indirectly, from his/her dealings with the Commission or person conducting business with the Commission.

Examples of conflicts of interest include, but are not limited to, situations in which an employee:

1. Negotiates or approves a contract, purchase, or lease on behalf of the Commission and has a direct or indirect interest in, or receives personal benefit from, the entity or individual providing the goods or services;
2. Negotiates or approves a contract, sale, or lease on behalf of the Commission and has a direct or indirect interest in, or receives personal benefit from, the entity or individual receiving the goods or services;
3. Employs or approves the employment of, or supervises a person who is an immediate family member of the director or employee;
4. Sells products or services in competition with the Commission;
5. Uses the Commission's facilities, other assets, employees, or other resources for personal gain;

6. Receives a gift from a vendor, if the employee is responsible for initiating or approving purchases from that vendor.

Disclosure Requirements

An employee, officer, or board member who believes that he/she may be perceived as having a conflict of interest in a discussion or decision must disclose that conflict to the group making the decision. Most concerns about conflicts of interest may be resolved and appropriately addressed through prompt and complete disclosure.

The Commission requires the following:

1. On an annual basis, all members of the Policy Board, the Caltrans representative, the Executive Director, the Fiscal Supervisor, and any other individual involved with approving expenditures shall complete Form 700, Report of Economic Interests.
2. Employees, officers, or board members of the Commission are required to notify the Executive Director of any financial conflict of interest that may arise in the course of carrying out assigned duties.
3. If a conflict arises during the year, the employee, officer, or board member will immediately notify the Executive Director who will determine an appropriate resolution.

Resolution of Conflicts of Interest

All real or apparent conflicts of interest shall be disclosed to the Board Chairperson or the Executive Director of the Commission. Conflicts shall be resolved as follows:

- The chair of the board shall be responsible for making all decisions concerning resolutions to the conflict involving the Executive Director or other board members.
- The Executive Director shall be responsible for making all decisions concerning resolutions of conflicts involving employees.

An employee, officer, or board member may appeal the decision that a conflict (or appearance of conflict) exists as follows:

- An appeal must be directed to the Board Chairperson.
- Appeals must be made within 30 days of the initial determination.
- Resolution of the appeal shall be made by vote of the full Policy Board.
- Board members who are the subject of the appeal, or who have a conflict of interest with respect to the subject of the appeal, shall abstain from participating in, discussing, or voting on the resolution, unless their discussion is requested by the remaining members of the Board.

Disciplinary Action for Violations of this Policy

Failure to comply with the standards contained in this policy will result in disciplinary action that may include termination, referral for criminal prosecution, and reimbursement to the Commission or to the government, for any loss or damage resulting from the violation. As with all matters involving disciplinary action, principles of fairness will apply. Any employee, officer, or board member charged with a violation of this policy will be afforded an opportunity to explain her/his actions before disciplinary action is taken.

Disciplinary action will be taken:

1. Against any employee who authorizes or participates directly in actions that are a violation of this policy.
2. Against any employee who has deliberately failed to report a violation or deliberately withheld relevant and material information concerning a violation of this policy.
3. Against any supervisor who attempts to retaliate, directly or indirectly, or encourages others to do so, against any employee who reports a violation of this policy.

A board member who violates this policy will be reported to his/her respective governing board for possible removal.

POLICY ON SUSPECTED MISCONDUCT

Introduction

This policy communicates the actions to be taken for suspected misconduct committed, encountered, or observed by employees.

Like all organizations, the Commission faces many risks associated with fraud, abuse, and other forms of misconduct. The impact of these acts, collectively referred to as misconduct throughout this policy, may include, but not be limited to:

- Financial losses and liabilities
- Loss of current and future revenue
- Negative publicity and damage to the Commission's good public image
- Loss of employees and difficulty in attracting new personnel
- Deterioration of employee morale
- Harm to relationships with vendors, bankers, and subcontractors
- Litigation and related costs of investigations, etc.

The Commission is committed to establishing and maintaining a work environment of the highest ethical standards. Achievement of this goal requires the cooperation and assistance of every employee at all levels of the Commission.

Definitions

For purposes of this policy, misconduct includes, but is not limited to:

1. Actions that violate any Commission policies
2. Fraud (see below)
3. Forgery or alteration of checks, bank drafts, documents, or other records (including electronic records)
4. Destruction, alteration, mutilation, or concealment of any document or record with the intent to obstruct or influence an investigation, or potential investigation, carried out by a department or agency of the Federal government or by the Commission in connection with this policy
5. Disclosure to any external party of proprietary information or confidential personal information obtained in connection with employment with or service to the Commission
6. Unauthorized personal or other inappropriate (non-business) use of equipment, assets, services, personnel, or other resources
7. Acts that violate federal, state, or local laws or regulations
8. Accepting or seeking anything of material value from contractors, vendors, or persons providing goods or services to the Commission.

9. Impropriety of the handling or reporting of money in financial transactions.
10. Failure to report known instances of misconduct in accordance with the reporting responsibilities described herein (including tolerance by supervisory employees of misconduct of subordinates).

Fraud is further defined to include, but not be limited to:

- Theft, embezzlement, or other misappropriation of assets (including assets of or intended for the Commission, as well as those of our clients, subcontractors, vendors, contractors, suppliers, and others with whom the Commission has a business relationship)
- Intentional misstatements in the Commission's records, including intentional misstatements of accounting records or financial statements
- Authorizing or receiving payment for goods not received or services not performed
- Authorizing or receiving payments for hours not worked
- Forgery or alteration of documents, including but not limited to checks, timesheets, contracts, purchase orders, receiving reports
- The manipulation or disregard of policies or provisions to secure a benefit for friends and family members.

The Commission prohibits each of the preceding acts of misconduct on the part of employees, officers, executives, volunteers, and others responsible for carrying out the Commission's activities.

Reporting Responsibilities

Every employee, officer, board member, policy member, and volunteer is responsible for immediately reporting suspected misconduct to the Executive Director, or designee. When the Executive Director has received a report of suspected misconduct, he/she must immediately report such acts to the Board Chairperson.

Whistleblower Protection

The Commission will consider any reprisal against a reporting individual an act of misconduct subject to disciplinary procedures. A "reporting individual" is one who, in good faith, reported a suspected act of misconduct in accordance with this policy, or provided to a law enforcement officer any truthful information relating to the commission or possible commission of a Federal offense.

Investigative Responsibilities

Due to the sensitive nature of suspected misconduct, supervisors and managers should not, under any circumstances, perform any investigative procedures.

The Executive Director has the primary responsibility for investigating suspected misconduct involving any employees.

The Policy Board has the primary responsibility for investigating suspected misconduct involving the Executive Director, as well as board members and officers.

Investigation into suspected misconduct will be performed without regard to the suspected individual's position, length of service, or relationship with the Commission.

In fulfilling its investigative responsibilities, the Executive Director and/or the Board shall have the authority to seek the advice and/or contract for the services of outside firms, including but not limited to law firms, CPA firms, forensic accountants, and investigators, etc.

Members of the investigative team (as authorized by the Board) shall have free and unrestricted access to all Commission records and premises, whether owned or rented, at all times. They shall also have the authority to examine, copy, and remove all or any portion of the contents (in paper or electronic form) of filing cabinets, storage facilities, desks, credenzas, and computers without prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of an investigation into suspected misconduct or related follow-up procedures.

The existence, status, or results of investigations into suspected misconduct shall not be disclosed or discussed with any individual other than those with a legitimate need to know in order to perform their duties and fulfill their responsibilities effectively.

Protection of Records – Federal Matters

The Commission prohibits the knowing destruction, alteration, mutilation, or concealment of any record, document, or tangible object with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States government, or in relation to or contemplation of any such matter or case.

Employees that are in violation of this policy will be subject to the investigative, reporting, and disclosure procedures described earlier in this Policy on Suspected Misconduct.

Disciplinary Action

Based on the results of investigations into allegations of misconduct, disciplinary action may be taken against violators. Disciplinary action shall be taken by the Executive Director. The seriousness of misconduct will be considered in determining appropriate disciplinary action, which may include:

- Reprimand
- Probation
- Demotion
- Termination
- Reimbursement of losses or damages
- Referral for criminal prosecution or civil action

This list of possible disciplinary actions is for information purposes only and does not bind the Commission to follow any particular policy or procedure.

Confidentiality

The Executive Director will treat all information received confidentially. Any employee, officer, or board member who suspects dishonest or fraudulent activity will notify the Executive Director immediately and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act (see “Investigative Responsibilities” section above).

Great care must be taken in the investigation of suspected improprieties or irregularities to avoid mistaken accusations or alerting suspected individuals that an investigation is under way. Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the Commission from potential civil liability.

Any employee, officer, board member, policy member, or volunteer who discovers or suspects fraudulent activity may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual(s), his or her attorney or representative(s), or any other inquirer should be directed to the Board or legal counsel. No information concerning the status of an investigation will be given out. The proper response to any inquiry is “I am not at liberty to discuss this matter.” Under no circumstances should any reference be made to “the allegation,” “the crime,” “the fraud,” “the forgery,” “the misappropriation,” or any other specific reference.

The reporting individual should be informed of the following:

1. Do not contact the suspected individual to determine the facts or demand restitution.
2. Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the Commission’s legal counsel or the Board.

Disclosure to Outside Parties

Allegations of and information related to allegations of suspected misconduct shall not be disclosed to third parties except under the provisions described in this policy (such as disclosure to outside investigators hired by the Commission to aid in an investigation).

However, all known frauds involving the Executive Director or members of the Policy Board, as well as all material frauds involving employees below the senior management level, shall be disclosed to the Commission’s external auditors.

SECURITY

The Commission's blank check stock shall be stored in a locked file cabinet in the Commission office. Access to this cabinet shall be by keys in the possession of the Administrative Analyst and Accounting Technician.

Petty cash is stored in a drawer locked with a key. The Accounting Technician and the Administrative Analyst will be the only employees with keys to the petty cash drawer.

Access to Electronically Stored Accounting Data

The Commission utilizes passwords to restrict access to accounting software and data. Only duly authorized personnel with data input responsibilities will be assigned passwords that allow access to the system.

Accounting personnel are expected to keep their passwords secret and to change their passwords as necessary. Administration of passwords shall be performed by a responsible individual independent of programming functions.

Each password enables a user to gain access to only those software and data files necessary for each employee's required duties.

Storage of Back-Up Files

The Commission maintains back-up copies of electronic data files in a secure fire-safe environment. Access to back-up files shall be limited to individuals authorized by management. Multiple copies of backup media are recommended so as to not overwrite the most recent backup.

The Commission should have a regularly scheduled test of its capability to restore from backup media.

Storage of Sensitive Data

In addition to accounting and financial data, other sensitive data, such as social security numbers of employees or clients, etc. may be stored in areas. Therefore, the Commission:

1. Minimizes the storage of sensitive data outside the secure accounting file cabinet shredding documents with such data or deleting the sensitive data from documents that are stored outside the accounting file cabinet whenever possible; and
2. Requires that all sensitive data that is stored in areas other than the accounting file cabinet be secured in locked filing cabinets.

Further, the Commission restricts access to sensitive data to Commission employees only (no temporary workers or contractors) and only to employees with a legitimate need for such access. The Commission also requires employees to claim print jobs which contain sensitive information immediately upon printing.

Cybersecurity

Policy Statement

1. **Purpose:** This policy establishes guidelines to protect the confidentiality, integrity, and availability of sensitive information and systems managed by the Commission. It aligns with the requirements outlined in 2 CFR Part 200.303(e) regarding cybersecurity.
2. **Scope:** This policy applies to all employees, contractors, and third-party entities with access to the Commission's financial and operational systems.
3. **Responsibilities:**
 - **Management:** The Fiscal Supervisor is responsible for overseeing cybersecurity measures and ensuring compliance with this policy.
 - **Employees:** All employees are responsible for understanding and adhering to cybersecurity policies, reporting any suspected breaches promptly, and participating in training programs as required.
4. **Cybersecurity Measures:**
 - **Access Control:** Access will be limited to sensitive systems and information based on job responsibilities.
 - **Data Protection:** Encryption and access measure controls will be implemented to safeguard sensitive data.
 - **Incident Response:** Incidents should be reported to the Fiscal Supervisor promptly.
 - **Training:** Regular training to employees in cybersecurity best practices and emerging threats will be provided.
 - **Monitoring and Assessment:** Regular assessments of cybersecurity measures to identify and mitigate vulnerabilities should be conducted on a regular basis.
5. **Compliance and Enforcement:**
 - Non-compliance with this policy may result in disciplinary action, up to and including termination of employment or contract.
6. **Policy Review:** This policy will be reviewed annually to ensure relevance and effectiveness in addressing cybersecurity risks.

GENERAL LEDGER AND CHART OF ACCOUNTS

The general ledger is the collection of all assets, liability, net assets, revenue, and expense accounts. It is used to accumulate all financial transactions and is supported by subsidiary ledgers that provide details for certain accounts. The general ledger is the foundation for the accumulation of data and production of reports. The Commission will utilize a double entry system of accounting for all funds so that information can be provided by cost objectives.

Chart of Accounts Overview

The chart of accounts is the framework for the general ledger system and the basis for the accounting system. The chart of accounts consists of account titles. General ledger accounts are used to accumulate transactions and the impact of these transactions on each asset, liability, net asset, revenue, expense, and gain and loss account.

The Commission's chart of accounts is comprised of four types of accounts:

1. Assets
2. Liabilities
3. Revenues
4. Expenses

Distribution of Chart of Accounts

All Commission employees involved with account coding or budgetary responsibilities will be issued a current chart of accounts. As the chart of accounts is revised, an updated copy of the chart of accounts shall be promptly distributed to these individuals.

Control of Chart of Accounts

The Fiscal Supervisor monitors and controls the chart of accounts, including all account maintenance, such as additions and deletions. Any additions or deletions of accounts should be approved by the Fiscal Supervisor, who ensures that the chart of accounts is consistent with the Commission's structure and meets the needs of the Commission.

Account Definitions

Assets

Assets are probable future economic benefits obtained or controlled by the Commission as a result of past transactions or events. Assets are classified as current assets, fixed assets, contra-assets, and other assets.

Current assets are assets that are available or can be made readily available to meet the cost of operations or to pay current liabilities. Some examples are cash, temporary

investments, and receivables that will be collected within one year of the statement of financial position date.

Fixed assets (property and equipment) are tangible assets with a useful life of more than one year that are acquired for use in the operation of the Commission and are not held for resale.

Contra-assets are accounts that reduce asset accounts, such as accumulated depreciation and reserves for uncollectible accounts receivable.

Other assets include long-term assets that are assets acquired without the intention of disposing of them in the near future. Some examples are security deposits, property, and long-term investments.

Liabilities

Liabilities are probable future sacrifices of economic benefits arising from present obligations of the Commission to transfer assets or provide services to other entities in the future as a result of past transactions or events. Liabilities are classified as current or long-term.

Current liabilities are probable sacrifices of economic benefits that will likely occur within one year of the date of the financial statements or which have a due date of one year or less. Common examples of current liabilities include accounts payable, accrued liabilities, short-term notes payable, and deferred revenue.

Long-Term Liabilities are probable sacrifices of economic benefits that will likely occur more than one year from the date of the financial statements. An example is the non-current portion of a mortgage loan.

Revenues

Revenues are inflows or other enhancements of assets, or settlements of liabilities, from delivering or producing goods, rendering services, or other activities that constitute a Commission's ongoing major or central operations. Revenues include grants received from government agencies, private foundations and corporations, and contributions received from donors.

Gains are increases in net assets from peripheral or incidental transactions and from all other transactions and

other events and circumstances affecting the Commission except those that result from revenues.

Losses are decreases in net assets from peripheral or incidental transactions and from all other transactions and other events and circumstances affecting the Commission except those that result from expenses.

Gains or losses occur when the Commission sells a fixed asset or writes off as worthless a fixed asset with the remaining book value.

Expenses

Expenses are outflows or other activities using assets, or incurrences of liabilities from delivering or producing goods, rendering services, or carrying out other activities that constitute the Commission's ongoing major or central operations.

Fiscal Year of Commission

The Commission shall operate on a fiscal year that begins on July 1 and ends on June 30. Any changes to the fiscal year of the Commission must be ratified by majority vote of the Commission's Policy Board.

Accounting Estimates

The Commission utilizes numerous estimates in the preparation of its interim and annual financial statements. Some of those estimates include:

1. Useful lives of property and equipment
2. Fair market values of investments
3. Joint cost allocations
4. Allocations of certain indirect costs
5. Allocations of time/salaries

The Fiscal Supervisor will reassess, review, and approve all estimates yearly. All key conclusions, bases, and other elements associated with each accounting estimate shall be documented in writing. All material estimates, and changes in estimates from one year to the next, shall be disclosed to the external audit firm.

Journal Entries

All general ledger entries that do not originate from a subsidiary ledger shall be supported by journal vouchers or other documentation, including an explanation of each such entry. Examples of such journal entries are:

1. Recording of noncash transactions

2. Corrections of posting errors
3. Nonrecurring accruals of income and expenses

Certain journal entries, called recurring journal entries, occur in every accounting period. These entries may include, but are not limited to:

1. Depreciation of fixed assets
2. Amortization of prepaid expenses
3. Accruals of recurring expenses
4. Amortization of deferred revenue

Recurring journal entries shall be supported by a schedule associated with the underlying asset or liability account or, in the case of short-term recurring journal entries or immaterial items, a journal voucher.

POLICIES ASSOCIATED WITH REVENUES AND CASH RECEIPTS

REVENUE

Revenue Recognition Policies

The Commission receives revenue from several types of transactions. Revenue from each of these types of transactions is recognized in the financial statements in the following manner:

1. **Grant income** - Quarterly accrual based on incurrence of allowable costs (for cost reimbursement awards) or based on other terms of the award (for fixed price, unit-of-service, and other types of awards).
2. **Tax revenue income** – Yearly accrual based on incurrence of allowable costs (for cost-reimbursement awards)

Revenue may be recorded on the cash basis of accounting (i.e., recorded as revenue when received) as deemed appropriate by the Fiscal Supervisor and adjusted on the Commission's fiscal year end or the grant year end, as applicable.

ADMINISTRATION OF AWARDS

Definitions

The Commission may receive financial assistance from a grantor agency through the following types of agreements:

Grant: A financial assistance award given to the Commission to carry out its programmatic purpose.

Contract: A mutually binding legal agreement where the Commission agrees to provide services and the funder agrees to pay for them.

Cooperative Agreement: A legal agreement where the Commission implements a program with the direct involvement of the funder.

Compliance with Laws, Regulations, and Provisions of Awards

The Commission recognizes that as a recipient of grants and public funds, the Commission is responsible for compliance with all applicable laws, regulations, and provisions of contracts and grants. To ensure that the Commission meets this responsibility, the following policies apply with respect to every grant or contract received directly or indirectly from an agency:

1. For each grant award, the Executive Director will be responsible for administering the award.
2. The Executive Director or designee shall take the following steps to identify all applicable laws, regulations, and provisions of each grant and contract:
 - a. Read each award and understand the key compliance requirements and references to specific laws and regulations.
 - b. Review the section of the Catalog of Federal Domestic Assistance (CFDA) applicable to the award.
 - c. The Executive Director will communicate grant requirements to those who will be responsible for carrying them out or impacted by them.
3. The Fiscal Supervisor shall identify and communicate any special changes in policies and procedures necessitated by Federal awards as a result of the review of each award.
4. The Fiscal Supervisor shall take all reasonable steps necessary to identify applicable changes in laws, regulations, and provisions of contracts and grants. Steps taken in this regard shall include, but not be limited to, reviewing subsequent grant and contract renewals, reviewing annual revisions to the appropriate cost principles regulations, and communications with the awarding agency personnel.
5. The Fiscal Supervisor shall inform the independent auditors of applicable laws, regulations, and provisions of contracts and grants. The Fiscal Supervisor shall also

communicate known instances of noncompliance with laws, regulations, and provisions of contracts and grants to the auditors.

Close Out of Federal and Non-Federal Awards

The Commission shall follow the close out procedures described in 2 CFR Part 200 and in the grant agreements as specified by the granting agency. The Commission and all subrecipients shall liquidate all obligations incurred under the grant or contract within 90 days of the end of the grant or contract agreement, unless prior approval is received from the granting agency, or other specified time period for non-federal grant awards.

BILLING/INVOICING POLICIES

Overview

The Commission's primary sources of revenue are:

- Reimbursement grants – billed quarterly, or as funders require, based on allowed, incurred expenses
- Tax revenues – received according to the specific tax ordinance and guidelines

Responsibilities for Billing and Collection

The Commission's Fiscal Supervisor is responsible for the invoicing of funding sources and the collection of outstanding receivables. (Note: Cash receipts, credit memo, and collection policies will be discussed in subsequent sections.)

Billing and Financial Reporting

The Commission strives to provide management, staff, and funding sources with timely and accurate financial reports applicable to all awards. These reports include quarterly and cumulative expenditures, a project budget, and a balance remaining column.

The Commission shall prepare and submit financial reports as specified by the financial reporting clause of each grant or contract award document. Preparation of these reports shall be the responsibility of the Fiscal Supervisor.

The following policies shall apply to the preparation and submission of billings to agencies under awards made to the Commission:

1. The Commission will request reimbursement after expenditures have been incurred unless an award specifies another method.
2. Labor costs billed on invoices are reflective of the labor hours worked for the same period and fiscal year.
3. Each award normally specifies a particular billing cycle. Therefore, a schedule is established for each grant and contract to ensure that reimbursement is made on a timely basis along with any other reporting that is required in addition to the financial reports.
4. Requests for reimbursement of award expenditures will use the actual amounts as posted to the general ledger as the source for all invoice amounts, with the exception of the indirect cost allocation which may not be posted as of that point in time.
5. All financial reports required by each award will be prepared and filed on a timely basis. To the extent the Commission's year-end audit results in adjustments to

amounts previously reported to agencies, revised reports shall be prepared and filed in accordance with the terms of each award.

The Commission shall maintain separate billing records in addition to the official general ledger accounting records. Billing records shall be reconciled to the general ledger on a periodic basis.

At the time invoices (requests for reimbursement) are prepared, revenue and accounts receivable shall be recorded on the books of the Commission by the Fiscal Supervisor.

If an award authorizes the payment of cash advances to the Commission, the Fiscal Supervisor may require that a request for such an advance be made. Upon receipt of a cash advance, the Commission shall reflect deferred revenue equal to the advance. As part of the periodic invoicing process, the deferred revenue shall be reduced, and revenue recognized, in an amount equal to the allowable costs incurred for that period.

Accounts Receivable Entry Policies

Individuals independent of the cash receipts function shall post customer invoices, credit adjustments, and other adjustments to the accounts receivable subsidiary ledger.

CASH RECEIPTS

Overview

Cash (including checks payable to the Commission) is the most liquid asset the Commission has. Therefore, it is the objective of the Commission to establish and follow the strongest possible internal controls in this area.

Processing of Checks and Cash Received in the Mail

The following procedures will be followed:

- All cash and checks received by mail shall be forwarded to the Fiscal Supervisor, who will record the cash receipts on the County of Madera – Deposit Permit form.
- In the event that the Fiscal Supervisor is absent or on leave, the Accounting Technician or Administrative Analyst will record the cash receipts.
- After the Deposit Permit form is completed, staff will coordinate with the County Auditor-Controller's Office to receive a cash receipts batch proof.
- The deposit permit and batch proof, with accompanying checks, are taken to the County Treasurer within 24 hours of receipt or as soon as reasonably possible.
- The Fiscal Supervisor will record the deposit on the proper general ledger.

Timeliness of Bank Deposits

Bank deposits will be made on a daily basis, unless the total amount received for deposit is less than \$10,000. In no event shall deposits be made less frequently than weekly.

GRANTS RECEIVABLE MANAGEMENT

Monitoring and Recognition

The Commission records grants receivable and income as follows:

1. Upon billing the granting agency, grants receivable and grants revenue will be recorded. If a cash advance is received, the deferred revenues will be reduced and grants revenues will be recognized in an amount equal to the expenses incurred for that period.
2. During the year, when cash is received for expenses incurred, the grants receivable is reduced.
3. In order to comply with GAAP requirements, at the end of the fiscal year, the remaining deferred amount will offset the remaining receivable, and advance will be recorded as deferred revenue.

POLICIES ASSOCIATED WITH EXPENDITURES AND DISBURSEMENTS

PURCHASING POLICIES AND PROCEDURES

Please refer to the Commission's Procurement Policies and Procedure Manual for specific purchasing and procurement policies and procedures.

POLITICAL INTERVENTION

Prohibited Expenditures

Consistent with its agreements and government codes, the Commission shall not incur any expenditure for political intervention. For purposes of this policy, political intervention shall be defined as any activity associated with the direct or indirect support or opposition of a candidate for elective public office at the Federal, state, or local level. Examples of prohibited political expenditures include, but are not limited to, the following:

1. Contributions to political action committees
2. Contributions to the campaigns of individual candidates for public office
3. Contributions to political parties
4. Expenditures to produce printed materials (including materials in periodicals) that support or oppose candidates for public office
5. Expenditures for the placement of political advertisements in periodicals

Endorsements of Candidates

The Commission will not endorse any candidates for public office in any manner, either verbally or in writing. This policy extends to the actions of management and other representatives of the Commission, when these individuals are acting on behalf of, or are otherwise representing, the Commission.

Prohibited Use of Commission Assets and Resources

No assets or human resources of the Commission shall be utilized for political activities, as defined above. This prohibition extends to the use of Commission assets or human resources in support of political activities that are engaged in personally by board members, members of management, employees, or any other representatives of the Commission. An employee shall not, directly or indirectly, solicit or receive political funds or contributions, knowingly, from other officers or employees of the Commission or from persons on the employment lists of the Commission during working hours. While there is no prohibition against these individuals engaging in political activities personally (on their own time, and without representing the Commission), these individuals must at all times be aware that Commission resources cannot at any time be utilized in support of political activities.

Partisan political activity of any kind during working hours is strictly prohibited. However, participation on a school board, or similar non-partisan community board is encouraged and will not be considered in violation of Commission policies.

Employment may not be offered as a consideration or reward for the support or defeat of any political party or candidate for public office.

LOBBYING

The Commission must comply with all Federal statutes relating to lobbying activities.

What is lobbying?

A lobby activity is any contact with an executive or legislative official with regard to governmental policy, action, legislation, programs including negotiation and administration of grants, contracts and loans. It includes urging others to make governmental contacts. Lobbying does **not** include:

- Broad discussion of social, economic, and other policy issues (cannot address merits of specific legislation.)
- Monitoring legislative, regulatory, or other activities (unless part of another lobby activity).
- Responding to a request from an executive agency or legislature for information, advice, recommendations, or comment.

As required by Section 1352, Title 31 of the U.S. Code, and implemented as 34 CFR Part 82, when entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Section 82.105 and 82.10, the Commission is required to certify that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Commission, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an office or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a federal grant or cooperative agreement, the Commission is required to complete and submit a Disclosure of Lobbying Activities form.
3. The Commission shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts, under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.
4. In addition, Commission staff involved in Lobbying Activities with non-Federal funds is required to complete a Lobbying Activity Log and submit it.

CHARGING OF COSTS TO FEDERAL AWARDS

Overview

The Commission charges costs that are reasonable, allowable, and allocable to an award directly or indirectly. All unallowable costs shall be appropriately segregated from allowable costs in the general ledger in order to ensure that unallowable costs are not charged to any awards.

Segregating Unallowable from Allowable Costs

The following steps shall be taken to identify and segregate costs that are allowable and unallowable with respect to each award:

1. The budget and grant or contract for each award shall be reviewed for costs specifically allowable or unallowable.
2. Accounting personnel shall be familiar with the allowability of costs provisions of 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements For Federal Awards," particularly:
 - a. The list of specifically unallowable costs found in Subpart E, such as alcoholic beverages, bad debts, contributions, fines and penalties, lobbying, etc.
 - b. Those costs requiring advance approval from Federal agencies in order to be allowable in accordance with Subpart E, such as foreign travel, equipment purchases, etc.
3. No costs shall be charged directly to any award until the cost has been determined to be allowable under the terms of the award and/or 2 CFR Part 200.
4. For each award, an appropriate set of general ledger accounts (or account segments) shall be established in the chart of accounts to reflect the categories of allowable costs identified in the award or the award budget.
5. All items of miscellaneous income or credits, including the subsequent write-offs of uncashed checks, rebates, refunds, and similar items, shall be reflected for grant accounting purposes as reductions in allowable expenditures if the credit relates to charges that were originally charged to an award or to activity associated with an award. The reduction in expenditures shall be reflected in the year in which the credit is received (i.e., if the purchase that results in the credit took place in a prior period, the prior period shall not be amended for the credit).

Criteria for Allowability

All costs must meet the following criteria from 2 CFR Part 200, Subpart E, in order to be treated as allowable direct or indirect costs under an award:

1. The cost must be "reasonable" for the performance of the award, considering the following factors:

- a. Whether the cost is of a type that is generally considered as being necessary for the operation of the Commission or the performance of the award;
 - b. Restraints imposed by such factors as generally accepted sound business practices, arm's length bargaining, federal and state laws and regulations, and the terms and conditions of the award;
 - c. Whether the individuals concerned acted with prudence in the circumstances;
 - d. Consistency with established policies and procedures of the Commission, deviations from which could unjustifiably increase the costs of the award.
2. The cost must be "allocable" to an award by meeting one of the following criteria:
 - a. The cost is incurred specifically for an award;
 - b. The cost benefits both the award and other work, and can be distributed in reasonable proportion to the benefits received; or
 - c. The cost is necessary to the overall operation of the Commission, except where a direct relationship to any particular program or group of programs cannot be demonstrated.
 3. The cost must conform to any limitations or exclusions of 2 CFR Part 200 or the award itself. 2 CFR Part 200 is included as a reference.
 4. Treatment of costs must be consistent with policies and procedures that apply to both financed activities and other activities of the Commission.
 5. Costs must be consistently treated over time.
 6. The cost must be determined in accordance with generally accepted accounting principles.
 7. Costs may not be included as a cost of any other financed program in the current or prior periods.
 8. The cost must be adequately documented.

Direct Costs

Direct costs are costs that are incurred/performed primarily as a service to clients or the general public, when significant and necessary to the organization's mission. These costs are generally incurred for a specific objective and can be easily identified with a particular project (fund/contract) or activity. The Commission identifies and charges these costs exclusively to each award or program receiving the benefit.

Each invoice shall be coded with the appropriate account reflecting which program received direct benefit from the expenditure. Direct costs may be allocated as either program expenses or program coordination (administration). Invoices are approved by the appropriate project manager and reviewed by the Fiscal Supervisor.

Time sheets or personnel activity reports are also submitted on a regular basis, reflecting employees' work and which programs directly benefited from their effort. Time sheets or personnel activity reports shall serve as the basis for charging salaries directly to Federal

awards and non-Federal functions. See the Payroll section of this manual for detailed procedures.

Equipment purchased for exclusive use on an award and reimbursed by an agency shall be accounted for as a direct cost of that award (i.e., such equipment shall not be capitalized and depreciated).

Indirect Costs

Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular grant or program but are necessary to the operation of the organization. Indirect costs may be allocated to benefiting grants through the use of an indirect cost rate.

Indirect Cost Rate

The Commission maintains an annual indirect cost proposal. Each year a new indirect cost proposal is prepared and submitted with documentation to Caltrans, Division of External Audits, for approval. The indirect cost rate approved is used when determining the overhead applied to each Federal award.

Examples of the types of expenditures normally included in the indirect cost pool are:

1. General administration
2. Salaries and benefits of the executive officers, fiscal, human resources, and administrative personnel
3. Depreciation of equipment and buildings
4. Office rent and maintenance
5. General office repairs and maintenance

These rates are submitted to the Commission's Cognizant Agency and will be binding on all other Federal agencies and their contracting officers unless specifically prohibited by statute.

The following costs are unallowable as part of the indirect cost base (administrative cost center):

- Interest
- Equipment of \$5,000 and greater except with prior approval
- Building improvements
- Building renovations

Compensation for the use of buildings and other equipment may be made through use allowances or depreciation.

Accounting for Specific Elements of Cost

The Commission shall utilize the following methods of charging specific elements of cost to Federal awards as direct or indirect costs:

Salaries and Wages – Salaries and wages shall be charged directly and indirectly based on the functions performed by each employee, as documented on each employee’s timesheet (or personnel activity sheet), as follows:

Direct costs – The majority of the employees of the Commission charge their time directly since their work is specifically identifiable to specific grants or other (non-Federal) programs or functions of the Commission.

Mixed charges – The following employees may charge their salary costs to both direct and indirect activities:

Executive Director
Deputy Director/Fiscal Supervisor
Principal Regional Planner
Senior Regional Planner
Associate Regional Planner
Administrative Analyst
Accounting Technician

Compensated absences (vacation leave earned, sick leave used, and holiday pay) are considered part of salary costs. The costs associated with compensated absences will be recorded as a direct or indirect cost in the same manner that salary costs are recorded.

Employee Benefits – The Commission incurs costs for the following statutory and non-statutory employee benefits:

- FICA
- Unemployment insurance
- Worker’s compensation
- Health insurance
- Contributions to retirement plan
- Accrued vacation fringe

The Commission will charge each such benefit cost directly and indirectly in the same proportion as each individual’s salaries and wages.

Occupancy Expenses – Monthly rent expense and related pass-through expenses shall be allocated indirectly.

Utilities – Utilities costs include electricity and water. Such utilities costs shall be charged indirectly.

Supplies and Materials – To the maximum extent possible, office supplies and materials are charged directly to the grant or program/function that uses the supplies or materials. All supplies and materials used by staff that is engaged in indirect activities shall be charged indirectly.

Postage and Shipping – To the maximum extent possible, postage and shipping costs shall be charged directly to the grant or program/function that benefits from the postage or shipping costs.

Photocopying and Printing – Photocopying costs include all paper and copy supplies, copier maintenance charges and the actual lease cost or depreciation expense of the copier. Photocopying costs shall be charged directly and indirectly based on the activity.

All printing costs are charged directly to the benefiting grant or program/function.

Communications – Communication costs include the costs of local telephone service and long-distance telephone charges, including charges associated with telephone calls, facsimile transmissions, and Internet connections. Local telephone service costs are charged indirectly.

Outside Services – The Commission incurs outside service costs for its annual audit, legal fees, etc. Outside service costs shall be charged as follows:

Audit fees – Cost of the financial statement audit and any preparation applicable reports shall be charged as a direct cost or an indirect cost.

Legal fees – Legal fees shall be charged directly to the program/work element that benefits from the services. Legal fees that are not identifiable with specific direct grants or work elements shall be charged indirectly.

Consultants – Costs associated with consultants shall be charged directly to the program/work element that benefits from the services. Fees that are not identifiable with specific direct grants or work elements shall be charged indirectly.

Insurance – To the extent that insurance premiums are associated with insurance coverage for specific grants or programs, those premium costs shall be charged directly. All insurance costs that are not identifiable with specific direct grants or work elements (such as the Commission's general liability coverage) shall be charged indirectly.

Credits – The applicable portion of any credits resulting from cash discounts, volume discounts, refunds, write-off of stale outstanding checks, trade-ins, scrap sales or similar credits shall be credited directly or indirectly in the same manner as the purchase that resulted in the credit.

The above costs are typical examples of other expenses which may be used as a guide.

ACCOUNTS PAYABLE MANAGEMENT

Overview

The Commission strives to maintain efficient business practices and good cost control. A well-managed accounts payable function can assist in accomplishing this goal from the purchasing decision through payment and check reconciliation. The following are general policies for accounts payable:

- Assets or expenses and the related liability are recorded by an individual who is not responsible for ordering and receiving.
- The amounts recorded are based on the vendor invoice for the related goods or services.
- The vendor invoice should be supported by an approved purchase order, where necessary, and should be reviewed and approved by the Fiscal Supervisor prior to being processed for payment.
- Invoices and related general ledger account codes are reviewed prior to posting to the accounting system.

The primary objective for accounts payable and cash disbursements is to ensure that:

1. Disbursements are properly authorized
2. Invoices are processed in a timely manner
3. Vendor credit terms and operating cash are managed for maximum benefits

Recording of Accounts Payable

All valid accounts payable transactions, properly supported with the required documentation, shall be recorded as accounts payable in a timely manner.

Accounts payable are processed twice a month, or more if necessary. Information is entered into the system from approved invoices or disbursement vouchers with appropriate documentation attached.

Only original invoices will be processed for payment unless duplicated copies have been verified as unpaid by researching the vendor records. No vendor statements shall be processed for payment.

Accounts Payable Cut-Off

In order to ensure that expenditures are charged to the proper grant period, if the invoice pertains to goods or services of a particular grant or contract that has ended, this time period may be extended up to ninety days. At the Commission's June 30 fiscal year end, this time frame is extended for sixty days to appropriately record all the Commission's expenditures and accounts payable liabilities.

Completed Purchase Orders

Payments for merchandise or services can be processed without a check request if the invoice does not exceed the purchase order by submitting the following documents and the Fiscal Supervisor approved the purchase requisition initially:

1. Vendor invoice copy, signed and dated with the expenditure account number and description, if needed. Also include the purchase order number is not on the invoice copy.
2. Packing slip (where appropriate), signed, and dated
3. Receiving report (or other indication of receipt of merchandise and authorization of acceptance)
4. Any other supporting documentation deemed appropriate

Occupancy Cost Procedures

Ongoing month-to-month services for occupancy costs such as rent, utilities, phone service, garbage disposal, alarm service, etc. will be reviewed by the Fiscal Supervisor.

Rent will be paid based on the current lease contract agreement. It is the responsibility of the Fiscal Supervisor or designee to maintain up-to-date agreements for all merchandise or services provided by contractual arrangements.

Processing of Accounts Payable

The following procedures shall be applied by the Accounting Technician or Administrative Analyst:

1. Check the mathematical accuracy of the vendor invoice.
2. Compare the nature, quantity and prices of all items ordered per the vendor invoice to the purchase order, packing slip and receiving report.
3. Document the general ledger distribution, using the Commission's current chart of accounts.
4. Verify the proper accounting period, budget, allowability, allocability, and reasonableness.
5. Obtain the review and approval of the Fiscal Supervisor associated with the goods or services purchased.

Payment Discounts

To the extent practical, the Commission takes advantage of all prompt payment discounts offered by vendors. When such discounts are available, and all required documentation in support of payment is available, payments will be scheduled so as to take full advantage of the discounts.

Late Payment Fees, Penalties and Fines

In the unlikely event that the Commission is assessed any late payment fees, penalties, or fines, those are unallowable costs under 2 CFR Part 200 except when incurred as a result of compliance with specific provisions of an award or instructions in writing from the

awarding agency. The Fiscal Supervisor should first request that the vendor or imposing agency waive the fees, penalties, or fines. If not waived, those costs should be charged to the unallowable cost fund and not any grant funds.

Employee Expense Reports

Reimbursements for travel expenses, business meals, or other approved costs will be made only upon the receipt of a properly approved and completed expense reimbursement form (see further policies under “Travel and Business Entertainment”). All required receipts must be attached, and a brief description of the business purpose of the trip or meeting must be noted on the form. Expense reports will be processed for payment in the next vendor payment cycle. The Executive Director’s expense reports must be approved by the Fiscal Supervisor.

Reconciliation of A/P Subsidiary Ledger to General Ledger

Periodically, the total amount due to vendors per the accounts payable subsidiary ledger shall be reconciled to the total per the accounts payable general ledger account (control account). All differences are investigated and adjustments are made as necessary. The reconciliation and the results of the investigation of differences are reviewed and approved by the Fiscal Supervisor.

On a monthly basis, the Accounting Technician or Administrative Analyst shall perform the following procedures:

1. Check all statements received for unprocessed invoices.
2. Check the purchase order file for open purchase orders more than 60 days old and follow up.

Management of Accounts Payable Vendor Master File

Upon the receipt of an invoice from a new vendor that is not already in the Commission’s Accounts Payable Vendor Master File, the Accounting Technician or Administrative Analyst shall mail (or email) a Form W-9 and a request for completion of the Form W-9, including the vendor’s full address and Federal employer identification number.

For vendors that will be paid a total of \$500 or less during the Commission’s fiscal year, the vendor file data may be limited to the vendor name and address. However, for all vendors to be paid more than \$600 during a fiscal year, the file should include all of the following data:

1. Vendor’s legal name and any DBA name(s)
2. Street address (payments may be mailed to a P.O. Box, but a street address should be in the file)
3. Federal employer identification number
4. Telephone number

TRAVEL AND BUSINESS ENTERTAINMENT

Travel Authorization

Travel for Commission staff and board members must be authorized. All ordinary travel by Commission staff, as authorized by the MCTC Policy Board's approval of the Overall Work Program, is considered to be preauthorized upon assignment of related work tasks. (Ordinary travel is defined as all travel to locations that are routine or frequently visited in carrying out one's assigned work tasks, typically day travel.) Overnight travel is not considered ordinary travel and requires written approval of the Executive Director.

Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements and submit a meeting or travel authorization for prepaid expenses. A copy of any authorization, if applicable, or the registration form or circular should be attached to the travel request.

A traveler may not approve his/her own travel and/or reimbursement. Authorizing signatures include the Executive Director, or designee in his/her absence.

Travel authorization and/or reimbursement for the Executive Director must be approved by the Fiscal Supervisor.

All requests for reimbursement must be reviewed for reasonableness. Authorizations should not be approved of any request if there is reason to believe that the expenditures are inappropriate or extravagant.

Personal Funds

Travelers should review guidelines in the Commission's Financial Procedures Manual before spending personal funds for business travel to determine if such expenses are reimbursable. The Commission reserves the right to deny reimbursement of travel related expenses for failure to comply with Commission policies and procedures.

Commission employees are strongly encouraged not to use personal funds to pay any travel expenses on behalf of prospective staff or board members. Travelers who use personal funds to facilitate travel arrangements will not be reimbursed until after the trip occurs and review of the expenditures has been completed by the Fiscal Supervisor or his/her designee.

Travel Incentives

Commission travelers may accrue frequent flyer/rider miles for Commission related travel. In accordance with this policy, any accrued miles must be used for Commission related business travel. Frequent flyer/rider miles cannot be used to upgrade tickets to first-class. Accrual of hotel points, rental car company enticements, and other inducements in connection with Commission related travel are prohibited.

Special Travel Circumstances

Sponsored Projects and Grant Travel - Travel funded through sponsored projects or grants are subject to federal/state regulations and/or the terms and conditions of the contract agreement. All such travel arrangements must be coordinated through the Administrative Analyst and approved by the Executive Director.

Personal Travel – Travelers may combine personal travel with Commission travel as long as the official trip serves a valid and authorized Commission purpose. The basic rule is that the traveler pays any and all additional costs of the personal portions. The traveler also has full responsibility and liability for any events that occur during personal portions of the trip. If personal travel occurs during normal work hours/schedule, the traveler must identify such time as vacation, administrative leave time, or time off without pay on his/her payroll timesheet. In addition, if the traveler changes his/her original travel itinerary, the Executive Director must be notified and the traveler must receive authorization.

Board Member Travel – Board members traveling on behalf of the Commission and incurring reimbursable expenses shall adhere to these policies.

Consultants – Consultants are responsible for their own travel itinerary. Travel cost associated with consultant's service must be defined in the consultant's contract language prior to releasing funds.

Travel Advances

For expenditures other than those associated with air travel, funds will be advanced for upcoming travel only upon receipt of a completed and properly approved meeting or travel authorization and request for travel advance and for a minimum amount of \$50. Otherwise travel will be reimbursed after travel is completed. Travel advances are to be used only for the purpose intended. Travel expenses are to be made in accordance with the Commission's travel policies as explained later in this section.

Employees receiving travel advances are required to sign for the advance signifying their acknowledgement of, and agreement to, these policies. Employees receiving travel advances must submit an expense report within seven (7) days of returning from travel. Any outstanding advances may be deducted from an employee's next paycheck.

Commercial Air Travel

Commercial air travel expenses are based on the actual cost incurred by the traveler using normally traveled routes. All business travel will be at the most economical class of service. Prior to booking travel, the traveler should conduct an on-line search to ensure the Commission receives the most cost-effective fares.

Air carrier selection cannot be biased by any traveler's frequent flyer affiliation. The lowest cost air travel will take precedence over frequent flyer programs. Frequent flyer bonuses will be retained by the Commission.

Often significant savings on air fares will result from booking a flight with a Saturday stay-over. Many conferences and meetings commence on Sunday or Monday to take advantage of this factor. It is the Commission's policy to authorize Saturday stay-over to the extent that resulting savings in airfare are greater than the additional costs incurred for hotel, car rental, etc.

The Commission will issue payment for commercial air travel. Any personal travel causing an increase in the airfare will be reimbursed to the Commission by the traveler at the time the reservation is made.

Vehicle Usage

When an employee is required to travel to attend a conference, training, or meeting for Commission purposes, and the form of transportation is an automobile, the employee may be required to use a rental car, at Commission expense, instead of his/her personal vehicle.

Car Rental – Travelers may rent vehicles when other transportation is not available or when such use will result in saving of cost and time. Travelers are encouraged to choose compact or mid-sized cars whenever possible. However, promotional rates may offer greater savings. Travelers should seek the best rental rate available at the time of booking. Employees who are required to rent without prior reservations should always request the best currently available rate.

Personal Vehicle – Travel by personal vehicle may be desirable to save time, to transport equipment or to reduce costs when a number of persons are traveling to the same destination together. The current mileage reimbursement rate, commensurate with the IRS mileage rate, is issued annually by the Commission's Fiscal Supervisor. This rate is intended to cover all transportation and operating costs including auto insurance. Personal vehicles may not be used for Commission business unless verification of insurance is on file and supports adequate coverage. Employees' insurance coverage must meet the State of California's minimum liability coverage.

Employees requesting reimbursement should use a travel form and should include the following:

- Name and position
- Date
- Purpose of trip
- Starting point
- Destination
- Number of Miles
- Calculation of the reimbursable amount

The Commission reimburses from the point of business activity (home, work, sub office) to the location of business of the Commission. Mileage must be reasonable to the distance noted or standard mileage chart. Any significant differences should be supported with an explanation. Mileage is paid either from the employee's residence or normal work site, whichever is the shortest.

Local Transportation – Cost of public transportation, airport buses/shuttles and limousines including taxis are acceptable for services to and from airports and railroad stations, between appointments, and between hotels and meeting locations. Advancement of funds will be made, if possible, with documentation of estimated costs. However, receipts are required and must be submitted within seven days upon completion of travel. If receipts are not turned in, the advanced funds must be returned to the Commission.

Lodging

Short-term Travel – Employees who incur overnight lodging expenses at a commercial lodging establishment catering to short-term travelers, such as a hotel, motel, bed and breakfast, public campground, etc. must provide a receipt to claim reimbursement. No reimbursement will be paid without a receipt. The rate of reimbursement follows state policy and is based upon the federal standard and non-standard reimbursement rates at time of travel. The daily lodging reimbursement chart is found at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

The Commission will pay by credit card for lodging cost. When a reservation is booked for an employee who is not a Commission credit card holder and the Commission credit card will be used, a credit card authorization form must be requested from the hotel, completed, and faxed to the hotel prior to the arrival date. Reimbursement will not be made for employees staying with friends or relatives.

If an employee wishes to incur lodging costs greater than the above listed reimbursement rates, prior approval must be obtained from the Executive Director, and the Fiscal Supervisor must be notified to ensure that all costs above the listed reimbursement rates will be charged to local funds.

Meals

Travelers will be reimbursed for meal expenses while traveling on Commission business. All reimbursements will be made using local funds.

*Reimbursement for meals related to same day travel is included as wages and will be subject to federal and state income tax. IRC 162 (a) (2)

The Commission has adopted the following meal per diem rates:

	<u>Low-Cost</u>	<u>High-Cost</u>
Breakfast	\$16.00	\$ <u>20.00</u>
Lunch	<u>19.00</u>	22.00
Dinner	<u>33.00</u>	<u>38.00</u>
Total	\$ <u>68.00</u>	\$ <u>80.00</u>

The following counties are considered to be High Cost: Alameda, Contra Costa, El Dorado, Humboldt, Los Angeles, Marin, Mariposa, Mendocino, Mono, Monterey, Napa, Nevada, Orange, Placer, Sacramento, San Diego, San Francisco, San Joaquin, Santa Barbara, Santa

Clara, [Santa Cruz](#), San Luis Obispo, San Mateo, City of Santa Monica, Sonoma, and Ventura. All other counties not listed will be considered as Low Cost. For out-of-state meal reimbursement rates, please consult with the Fiscal Supervisor whether it will be considered a low or high-cost rate.

Meal per diem shall apply as follows:

1. Travel commencing before 7:00 a.m. shall receive breakfast per diem.
2. Travel commencing prior to noon shall receive lunch per diem.
3. Travel extending beyond 6:00 p.m. shall receive dinner per diem.
4. If a meal is provided by the conference, per diem will not be made.
5. Continental breakfast is not considered a meal.
6. A travel expense/reimbursement claim form must be submitted for meal per diem if an advance was not requested.
7. Personal entertainment and alcohol are not reimbursable and should not be on receipts submitted for reimbursement.

Expenses on Behalf of Others

Ordinary and necessary business expenses directly related to Commission business incurred on behalf of others, including but not limited to food, beverages, and refreshments will be reimbursed. Expenses for personal entertainment are not reimbursable. Original receipts must be provided which document the date, location, event, cost, general business purpose, and names and affiliations of person in attendance.

Miscellaneous Expenses

An employee will be reimbursed for miscellaneous expenses associated with business travel not specifically addressed in the above categories. Examples include parking and tolls. Receipts are required for expenses. The Commission is not responsible for any parking tickets and/or towing expenses incurred by the employee during travel on commission business, unless towing expenses are due to mechanical failure of a Commission vehicle or commission-provided rental vehicle. No personal entertainment (i.e. in-room hotel movies, room service, etc.) will be reimbursed.

Travel Time Compensated

Travel reimbursement begins at the time an employee leaves his/her residence or job site. Federal and state law counts time spent attending lectures, meetings, and training programs as hours worked unless all of the following apply:

1. Attendance is outside the employee's regular working hours
2. Attendance is voluntary
3. The program attended is not directly related to the employee's job. A program is deemed directly related if it is designed to make him/her handle his/her job more effectively as distinguished from training the employee for another job or a new or additional skill
4. The employee does not perform any productive work.

Generally, travel time to and from lectures and meetings will count as work time if it occurs because of the attendance at a meeting and lecture for which the employee will be compensated. However, the Commission reserves the right to establish a different pay for travel time, provided that the rate is not less than the minimum wage. Employees will be clearly informed of the different rate before travel occurs.

Overnight Travel Out of Town

If an employee's duties require the employee to travel out of town overnight, travel time during the employee's normal working hours (on both normal working days and days that are normally his/her days off) is counted as hours worked. However, the employee's lunch and dinner periods will not be considered hours worked. If a non-exempt employee performs required work while traveling during the time period other than normal working hours, the time involved will be counted as hours worked.

Employee and Board Member Business Travel

At the conclusion of a Commission business trip, an employee or member of the Policy Board that has incurred business-related expenses should complete a travel expense claim in accordance with the following policies:

1. Identify each separately incurred business expense (i.e., do not group all expenses associated with one trip together).
2. Except for tips, tolls, and reimbursed mileage all business expenses must be supported with invoices/receipts.
3. Vendor receipts/invoices must be submitted for all lodging and any expenditure other than meals. Credit card charge slips do not represent adequate supporting documentation – a hotel receipt must be obtained to substantiate all lodging expenditures.
4. For airfare, airline-issued receipts should be obtained. If a traveler fails to obtain a receipt, other evidence must be submitted indicating that a trip was taken and the amount paid (for example, a combination of an itinerary, a credit card receipt, and boarding passes).
5. Mileage may be reimbursed at the standard Federal rates currently in effect, as published each year by the IRS.
6. The business purpose of each trip must be adequately explained on each report.
7. General ledger account coding must be identified for all expenditures.
8. For all meals and other business expenditures, the following must be clearly identified:
 - a. Names, titles, agencies, and business relationships of all persons entertained
 - b. The business purpose of the meal or other business event (topics discussed, etc.)
9. All expense reports must be signed and dated by the employee.
10. All expense reports must be approved by the Executive Director.
11. Only one expense report form should be prepared for each trip.

An employee will not be reimbursed for expense reports not meeting the preceding criteria. If the expense report results in a balance due to the Commission (as a result of

receiving a travel advance greater than actual business expenditures), the employee must attach a check or sign a statement indicating authorization to settle the balance due through a payroll deduction.

Lost Travel Documents

Employees authorized to travel should be responsible to handle Commission funds in a professional manner. If documents are lost, then it will be the obligation of the traveler to obtain duplicate copies.

Non-Reimbursable Expenses

The Commission does not reimburse any employee or board member for separate travel costs (air fare, etc.) associated with his/her spouse or partner. The cost of a shared hotel room need not be allocated between employee/director and spouse/partner for purposes of this policy if the cost of the room is the same for single or double occupancy.

An employee is personally responsible for payment of the following travel expenses:

- First class travel, or other seating above the coach level
- Purchase of unnecessary flight insurance
- Personal entertainment
- Personal purchases of goods and services
- Airline clubs
- Rental of luxury or sport car models
- Haircuts
- Baby-sitting
- Traffic fines
- Hotel laundry service (for stays less than 5 days)
- Hotel valet service
- Personal phone calls
- Hotel amenities (in-room movies, exercise facilities)
- Cost incurred by failure to cancel reservations (hotel or transportation)

CASH DISBURSEMENTS (CHECK-WRITING) POLICIES

Check Preparation

The Commission prints vendor checks and expense reimbursement checks on a weekly basis, or more often if needed. Checks shall be prepared by persons independent of those who initiate or approve expenditures, as well as those who are authorized check signers.

All vendor and expense reimbursement checks shall be produced in accordance with the following guidelines:

1. Expenditures must be supported in conformity with purchasing, accounts payable, and travel and business entertainment policies described in this manual.
2. Timing of disbursements should generally be made to take advantage of all early-payment discounts.
3. Generally, all vendors should be paid within 30 days of submitting a proper invoice upon delivery of the requested goods or services.
4. Total cash requirements associated with each check run is monitored in conjunction with available cash balance in bank prior to the release of any checks.
5. All supporting documentation is attached to the corresponding check. If documentation is not attached to the check copy, i.e. lease payments, then the check copy will clearly reference where the documentation can be located.
6. Checks shall be utilized in numerical order and unused checks are stored in a locked file cabinet.
7. Checks shall never be made payable to "bearer" or "cash."
8. Checks are signed and pre-numbered electronically while being printed, providing an original and a duplicate copy.
9. After the preparation of a check, the Accounting Technician or Administrative Analyst will mark the invoices paid and matches the duplicate copy of the check with vendor invoices and other supporting documentation.
10. All paid invoices are filed alphabetically by vendor. The accounts payable detail register is filed for future reference.

Check Signing

All checks of the Commission require two signatures. No check shall be signed prior to the check being completed in its entirety (no signing of blank checks).

The Commission Policy Board has designated the Executive Director, a Principal Regional Planner, and all the Board Commissioners with check signing authority. All authorized signers need to have their information and signature on file with the appropriate bank before any checks are signed by a respective individual.

All original supporting documentation should be reviewed and initialed prior to the printing and signing of the checks by the Accounting Technician or Administrative Analyst. On occasion, it may be necessary for the vendor to provide a copy of facsimile invoice which has been lost or misplaced. The Accounting Technician or Administrative Analyst will exercise care to avoid duplicate payment or overpayment in these situations. The Fiscal

Supervisor verifies that the expenditures have been paid in the proper amounts and time periods, charged to the appropriate general ledger codes, and also reviews for allowability, allocability, and reasonableness of the expenses. Checks should not be authorized or signed if supporting documentation appears to be missing or there are any questions about a disbursement.

Voided Checks and Stop Payments

Checks may be voided due to processing errors by defacing the check by clearly marking it as "VOID" and the signature portion of the original check, if available, will be perforated or cut out. All voided checks shall be retained to aid in preparation of bank reconciliations.

Stop payment orders may be made for checks lost in the mail or other valid reasons. Stop payments are processed by telephone instruction and written authorization to the bank by the Fiscal Supervisor or his/her designee. When the check is voided in the accounting software by the Fiscal Supervisor or his/her designee, the software generates the journal entry to record the stop payment. Any related bank fees are recorded when the bank account is reconciled.

Recordkeeping Associated with Independent Contractors

The Commission shall obtain a completed Form W-9 or equivalent substitute documentation from all vendors to whom payments are made (see "Accounts Payable Management" policies). A record shall be maintained of all vendors to whom a Form 1099 is required to be issued at year end. Payments to such vendors shall be accumulated over the course of a calendar year.

CREDIT CARDS

The following policies and procedures will govern the use of purchasing or credit cards:

1. Upon approval of the vendor or credit card company, a card may be issued bearing the names of the individual, both the individual and MCTC, or MCTC.
2. Purchasing/credit cards will not be transferable between individuals without prior approval of the Executive Director.
3. The Executive Director may delegate transaction authority to the cardholder.
4. The individual will be responsible to ensure credit card charges are accurate on the monthly statements.
5. All cardholders are required to sign a purchasing/credit cardholder agreement.

Cardholder Responsibilities

The cardholder must only use the purchasing/credit card for legitimate business purposes. The purchasing/credit card should not be used for travel, registration fees, purchasing program supplies, food, and other items for which vendors are able to accept a Commission purchase order without express approval of the Executive Director. The cardholder is to be aware that many credit cards look alike and care should be taken to avoid confusing Commission and personal credit cards. Cardholders must notify the Executive Director of any inadvertent personal charges and must reimburse the Commission immediately for such personal charges. Misuse of the card will subject the cardholder to disciplinary action in accordance with Commission policies and procedures relating to progressive discipline, up to and including voluntary termination. The cardholder must:

1. Ensure the purchasing/credit card is only used for legitimate business purposes
2. Ensure that expenditures are budgeted, allowable for grant purposes, necessary for the program, and that funds are available for the expenditure
3. Maintain the purchasing/credit card in a secure location at all times
4. Not allow other individuals to use the purchasing/credit card, unless authorized
5. Adhere to the purchase limits and restrictions of the purchasing/credit card
6. In some situations, the issuer (i.e., Office Depot) still requires a purchase order for authorization purposes. The cardholder is responsible for securing a purchase order, as applicable.
7. Obtain all sales slips, register receipts, and/or purchasing/credit card slips and provide same to the Accounting Technician for reconciliation, approval, and allocation of transactions
8. Attempt to resolve disputes or billing errors directly with the vendor and notify the Fiscal Supervisor if the dispute or billing error is not satisfactorily resolved
9. Ensure that an appropriate credit for the reported disputed item(s) or billing error appears on a subsequent cardholder statement
10. Not accept cash in lieu of a credit to the purchasing/credit card account
11. Immediately report a lost or stolen card to the credit card issuer (24 hours a day, 365 days a year) and to the Fiscal Supervisor during normal working hours
12. Return the purchasing/credit card to the Accounting Technician upon terminating employment with the Commission.

Cardholder Eligibility

The criteria to receive a Commission purchasing/credit card is as follows:

- Applicants must be an employee of the Commission
- Applicant's request for a purchasing/credit card must be approved by the Executive Director
- Employee must attend a training session before he/she may be issued a purchasing/credit card
- Each individual cardholder must sign a cardholder agreement

Cardholder Liability

The purchasing/credit card is a corporate charge card which will not affect the cardholder's personal credit; however, it is the cardholder's responsibility to ensure that the card is used within stated guidelines of the purchasing/credit card policies as well as Commission policies and procedures relating to expenditures of Commission funds. Failure to comply with program guidelines may result in permanent revocation of the card, notification of the situation to management, and further disciplinary measures that may include involuntary termination.

Lost, Misplaced, or Stolen Purchasing/Credit Cards

Cardholders are required to immediately report any lost or stolen purchasing/credit cards to the Fiscal Supervisor. The Fiscal Supervisor or designee is responsible for immediately reporting the lost/stolen card to the issuer. In the event the discovery of the lost/stolen card is made outside of normal Commission business hours, the cardholder is responsible for notifying the issuer directly.

Erroneous Declines

Should the purchasing/credit card be erroneously declined by a vendor, the cardholder should immediately contact the Accounting Technician for assistance. If the purchase is being made outside of the normal Commission business hours, the employee must find an alternate payment method or terminate the purchase and contact the Accounting Technician during normal business hours.

Credits

Vendors will issue all credits to the individual purchasing/credit card account for any item they have agreed to accept for return. This credit will appear on a subsequent statement. Under no circumstances should a cardholder accept cash in lieu of a credit to the purchasing/credit account.

Unresolved Disputes and Billing Errors

The cardholder is responsible for contacting the vendor to resolve any disputed charges or billing errors. If the matter is not resolved with the vendor, the Fiscal Supervisor should be contacted for assistance.

Security and Storage

Cardholders should always treat the Commission purchasing/credit card with at least the same level of care as one does their own personal credit cards. The cards should be maintained in a secure location and the card account number should be carefully guarded.

Documentation

Every month, each cardholder will be provided with a statement detailing the expenditures that were charged to his/her corporate credit card. The cardholder will review this statement for its accuracy and any unauthorized purchases. The individual assigned to each purchasing/credit card will maintain the cardholder's vendor receipts/packing slips/charge slips until such time as they are forwarded to the Accounting Technician for payment. Each cardholder shall authorize the approved charges. The statement shall then be forwarded to the Fiscal Supervisor, accompanied by original supporting documentation for all charges. Documentation of meals, travel and valid business entertainment expenditures shall include all the same elements as described in the earlier policy on "Employee and Director Business Travel" (i.e., names of people involved, business purpose, etc.).

All other documentation concerning the purchasing/credit card program will be maintained by the Accounting Technician. This documentation includes, but it not limited to, applications, cardholder agreements, Commission billing statements, reconciliation of accounting statements, and copies of transmittals, and correspondence with issuing companies.

Employee Credit Cards

Employees and officers incurring legitimate Commission business expenses may utilize their personal credit cards for such expenditures. The Commission shall reimburse employees and officers for properly supported and documented business expenditures charged to personal credit cards within the next vendor processing cycle upon the proper completion of an expense report. (See the earlier policy on Travel and Business Entertainment for expense report preparation procedures.) Travel advances may be requested in special circumstances (e.g. situations in which legitimate business expenses are expected to exceed an employee's credit card limit or other special cases).

PAYROLL AND RELATED POLICIES

Classification of Workers as Independent Contractors or Employees

The Commission considers all relevant facts and circumstances regarding the relationship between the Commission and the individual in making determinations about the classification of workers as independent contractors or employees. This determination is based on the degree of control and independence associated with the relationship between the Commission and the individual. Facts that provide evidence of the degree of control and independence fall into three categories:

1. Behavioral control
2. Financial control
3. The type of relationship of the parties

Facts associated with each of these categories that will be considered in making employee/contractor determinations shall include:

1. Behavioral control:
 - a. Instructions given by the Commission to the worker that indicate control over the worker (suggesting an employee relationship), such as:
 - (1) When and where to work
 - (2) What tools or equipment to use
 - (3) What workers to hire or to assist with the work
 - (4) Where to purchase supplies and services
 - (5) What work must be performed by a specified individual
 - (6) What order or sequence to follow
 - b. Training provided by the Commission to the worker (i.e., employees typically are trained by their employer, whereas contractors typically provide their own training).
2. Financial control:
 - a. The extent to which the worker has unreimbursed business expenses (i.e., employees are more likely to be fully reimbursed for their expenses than is a contractor).
 - b. The extent of the worker's investment in the facilities/assets used in performing services for the Commission (greater investment associated with contractors).
 - c. The extent to which the worker makes services available to the relevant market.
 - d. How the Commission pays the worker (i.e., guaranteed regular wage for employees vs. flat fee paid to some contractors).
 - e. The extent to which the worker can realize a profit or loss.
3. Type of relationship between worker and Commission:
 - a. Written contracts describing the relationship that the Commission and the individual intend to create.
 - b. Whether the Commission provides the worker with employee-type benefits, such as insurance, paid leave, etc.

- c. The permanency of the relationship.
- d. The extent to which services performed by the worker are a key aspect of the regular business of the Commission.

If an individual qualifies for independent contractor status, the individual will be sent a Form 1099 if total compensation paid to that individual for any calendar year, on the cash basis, is \$600 or more. The amount reported on a Form 1099 is equal to the compensation paid to that person during a calendar year (on the cash basis). Excluded from “compensation” are reimbursements of business expenses that have been accounted for by the contractor by supplying receipts and business explanations.

If an individual qualifies as an employee, a personnel file will be created for that individual and all documentation required by the Commission personnel policies shall be obtained. The policies described in the remainder of this section shall apply to all workers classified as employees.

General

The Policy Board hires or terminates the Executive Director. The Executive Director approves the hiring/termination of all other employees.

Wages and Compensation

The Commission’s Policy Board has authorized delegation of the human resources and the classification procedures to the Executive Director. The Executive Director is responsible for the overall coordination, review, and control of the Commission’s compensation classification plan. The Commission will comply with all state and federal laws, Commission policies and procedures, as well as the standards, guidelines, practices, and requirements that are specified by its grantors. The Commission may perform wage comparability studies every three years to ensure the salary and wage structure is similar to other agencies of like size and employee base in our area.

Payroll Administration

The Commission operates on a bi-weekly payroll. A personnel file is established and maintained for all employees with current documentation, as described throughout this section. The Accounting Technician or Administrative Analyst is responsible for ensuring that all employees complete the appropriate paperwork applicable to payroll and the personnel files.

Changes in Payroll Data

All of the following changes in payroll data are to be authorized in writing:

1. New hires
2. Terminations
3. Changes in salaries and pay rates
4. Voluntary payroll deductions
5. Changes in income tax withholding status

6. Court-ordered payroll deductions

New hires, terminations, and changes in salaries or pay rates shall be authorized in writing by the Executive Director.

Voluntary payroll deductions and changes in income tax withholding status shall be authorized in writing by the individual employee. An employee may request in writing to have his/her paycheck electronically deposited to an account in a financial institution of the employee's choice.

Documentation of all changes in payroll data shall be maintained in each employee's personnel or payroll file.

Payroll Taxes

The Accounting Technician or Administrative Analyst is responsible for ensuring all required tax forms are properly completed and submitted, and that all required taxes are withheld and paid. The Accounting Technician or Administrative Analyst processes the payroll in-house payroll system.

The Accounting Technician or Administrative Analyst will prepare and process the appropriate payroll tax deposits and related payroll deductions based on the payroll register. The Fiscal Supervisor will approve the check requests and payroll tax amounts.

The Executive Director or his/her designee will review and approve the payroll tax reports and will sign the reports.

Withholding of Federal income taxes shall be based on the most current Form W-4 prepared by each employee. The current Form W-4 will be utilized for state income tax withholding unless the employee has completed the appropriate California state withholding documentation.

Personnel Activity Reports

The Commission follows the guidelines in 2 CFR Part 200, Subpart E, 200.430, *Compensation – Personal Services*, as well as requirements in specific grants. Therefore, salaries and wages charged to grants will be supported as follows:

1. Charges will be based on documented payrolls approved by responsible officials of the Commission.
2. Every staff member whose compensation is charged, in whole or in part, directly or indirectly to grant awards or contracts, will complete activity reports (timesheets) that account for the total activity for which the employee is compensated.
3. The reports will reflect an after-the-fact determination of the actual activity of each employee. Budget estimates will not be used as support for charges to awards.

4. The reports must be signed by the individual employee or by a responsible supervisor who has first-hand knowledge of the activities performed by the employee.
5. The reports will be prepared on a bi-weekly basis, the same as the pay periods.
6. Charges for non-exempt employees will also be supported by records required by the Fair Labor Standards Act.

Preparation of Timesheets

The Fiscal Supervisor will prepare a payroll calendar at the beginning of each calendar year noting the pay periods and pay dates. Each Commission employee must submit to the Accounting Technician or Administrative Analyst a signed and approved timesheet no later than 5:00 p.m. at the close of each pay period. The deadline may be adjusted as necessary for holiday schedules. Timesheets shall be prepared in accordance with the following guidelines:

1. Each timesheet shall reflect all hours worked during the pay period (time actually spent on the job performing assigned duties), whether compensated or not.
2. Timesheets shall be prepared in ink (or electronically).
3. Errors shall be corrected by crossing through the incorrect entry, filling in the correct entry, and placing the employee's initials next to the change.
4. Employees shall identify and record hours worked based on the nature of the work performed;
5. Compensated absences (vacation, holiday, sick leave, etc.) should be clearly identified as such;
6. Timesheets shall be signed by the employee prior to submission to his/her supervisor.

After preparation, the corresponding supervisor shall approve timesheets prior to submission to the Accounting Technician. The Fiscal Supervisor shall approve the timesheet of the Executive Director. Corrections identified by an employee's supervisor shall be authorized by the employee or at a minimum, the Executive Director or their designee are required to contact the employee by telephone, email, or other communication method to notify the employee of the change.

A Commission employee who is on leave, traveling, or is ill on the day that timesheets are due may telephone or email timesheet information (actual time worked and the appropriate classifications) to his or her supervisor (or designated alternate). Timesheets submitted in this manner shall bear an appropriate notation. The timesheet shall be signed by the supervisor or the designated alternate.

Processing of Timesheets

The Accounting Technician or Administrative Analyst will process the timesheets by checking them for mathematical accuracy, then entering all timesheets into the in-house payroll system. Incomplete time sheets signed by the employee and approved by the supervisor will be returned to the employee.

The Accounting Technician or Administrative Analyst should not change or correct timesheets. However, the Accounting Technician or Administrative Analyst is not permitted to pay out more vacation, sick leave, or administrative leave than the employee has accrued. Additionally, the amount of holiday pay shown on the timesheet may not reflect the amount to which the employee is entitled based upon the payroll records. The employee should be notified of these errors.

POLICIES PERTAINING TO SPECIFIC ASSET ACCOUNTS

CASH AND CASH MANAGEMENT

Cash Accounts

General Expense Account:

This account provides for the operational expenses of the Commission. On a monthly basis, staff will request a transfer from the Commission Fund in the County of Madera investment pool of an amount sufficient to cover expenses for the period and deposit this amount into the general expense account.

Payroll Account:

The payroll account is a separate account. The payroll account is a minimum-balance account. As such, only the amount needed to cover each payroll is transferred into this account from the general expense account, based on the amount calculated. Transfers from the general account into the payroll account are initiated by the Fiscal Supervisor or his/her designee.

Commission Fund (County Pool):

All cash and check deposits are made to this account. This is an interest-bearing account that is included in the County of Madera investment pool.

All advances of Federal funds, if any, shall be deposited in this interest-bearing account. Interest earned on such funds will be allocated to Federal and non-Federal awards, as applicable, based on the funds received and disbursed during the grant year for each award.

Insurance and Collateralization

Grant and contract funds will be deposited in an interest-bearing federally insured account. Where deposits exceed the insured amounts, adequate collateralization in excess of the insured amount is necessary.

Authorized Signers

The following Commission personnel are authorized to sign checks drawn on any of the Commission's accounts:

- Executive Director
- Principal Regional Planner
- All Board Commissioners

The Fiscal Supervisor is responsible for notifying the Commission's financial institutions of changes in authorized signatures upon the departure of any authorized signer.

Bank Reconciliations

Bank account statements are received each month and forwarded to the Fiscal Supervisor. The Fiscal Supervisor shall review the statement for unusual or unexplained items, such as unusual endorsements on checks, indications of alterations to checks, etc. This review must be performed in a timely manner so that reconciliation of the bank account is not delayed. Unusual or unexplained items shall be reported immediately to the Executive Director.

After this review is complete, a reconciliation between the bank balance and general ledger balance is prepared by the Fiscal Supervisor. The bank reconciliation process will be completed as soon as possible after the receipt of each bank statement.

All bank reconciliations, including any adjusting journal entries resulting from preparing bank reconciliations, are done by the Fiscal Supervisor on a monthly basis. The Fiscal Supervisor should be notified of all outstanding checks over 60 days, and should take appropriate action on these checks. Bank reconciliations, cancelled checks, and copies of resulting journal entries are filed in the current year's fiscal files.

Cash Flow Management

The Fiscal Supervisor monitors cash flow needs on a monthly basis to eliminate idle funds and to ensure that payment obligations can be met. Cash transfers between accounts are performed on a monthly basis.

Stop Payments

General Expense – Stop payments will be issued by the Fiscal Supervisor or his/her designee 10 working days after the check date to allow time for mail processing and delays. Depending on other circumstances, this timeframe may be shortened. Once the stop payment has been issued, the replacement check will be released.

Payroll – Stop payments will be issued by the Fiscal Supervisor or his/her designee 5 working days after the check date to allow for mail processing and delays. Depending on other circumstances such as a lost payroll check, this timeframe may be shortened.

Stale and Old Outstanding Checks

Outstanding accounts payable checks over three months and outstanding payroll checks over two months are considered old. After the bank reconciliation process determines that there are outstanding checks which meet this criteria, the following steps will be taken to clarify their status.

General Expense – The Fiscal Supervisor completing the bank reconciliation will follow-up with the recipient to see where the check is in their system. If the check is in their possession, they will be asked to cash it as soon as possible. If the payee did not receive it or lost it, the old check will be voided and a new check issued. A stop payment on the old check will be made if the dollar amount of the replacement check exceeds \$20. The Fiscal

Supervisor will be required to void the check in the accounting software and determine the void date.

Payroll - The Fiscal Supervisor completing the bank reconciliation will determine the best way to contact the employee to determine the status of the check. Usually, it is better to go through the administrative section of the program involved. If the check is in the employee's possession, they will be asked to cash it as soon as possible. If the employee did not receive it or lost it, the old check will be voided and a new check issued. A stop payment on the old check will be made before the re-issuance. The Fiscal Supervisor will be required to void the check in the accounting software and determine the void date.

If the status of either the accounts payable or payroll checks cannot be determined, the Commission will write off checks that are more than 6 months old that have not cleared the Commission's bank.

All stale checks that are written off within the same fiscal year as they were written shall be credited to the same expense or asset account that was debited when the check was written, or the expenditure incurred. For stale checks written off in fiscal years subsequent to the year in which the check was written, the credit shall be to miscellaneous income.

Petty Cash and Change Fund

The Commission will provide funds for valid, minor office expenditures, and to periodically replenish these funds up to its authorized balance. The petty cash custodian is responsible for ensuring that the petty cash fund is locked at all times.

Disbursement of \$50 or less may be made from the petty cash fund for program incurred expenses. All disbursements or requests for advances from the petty cash fund must be accompanied by a completed and approved petty cash voucher. Receipts must be furnished for all disbursements and advances from petty cash.

The Fiscal Supervisor will determine if advance authorization is required for petty cash disbursements. The purchaser shall present the petty cash voucher approved by the Executive Director, to the petty cash custodian for payment. A receipt for all purchases must be furnished to the petty cash custodian that will be attached to the petty cash slip. The petty cash custodian shall ensure that the petty cash voucher is properly completed, approved, and that a proper receipt is attached. At all times, the petty cash fund will contain receipts and cash totaling the amount of the fund.

The petty cash custodian shall prepare a reconciliation of the petty cash account on a periodic basis when funds are low or at the program's or Commission's fiscal year end. The petty cash custodian will total the disbursement by program and account classification and submit the recap and all receipts to the Fiscal Supervisor for review.

Petty cash reconciliations are subject to review by the Fiscal Supervisor, who may also perform periodic surprise cash counts and reconciliations. Any irregularities in the petty cash fund will be immediately reported in writing to the Executive Director. Loans or check cashing will not be made from petty cash funds.

Wire Transfers

In the event that a future wire transfer is initiated, the Executive Director shall be the only Commission employee authorized to transact wire transfers from Commission bank accounts. To prevent anyone other than the ~~Fiscal Supervisor~~Executive Director from transacting wire transfers, a system shall be employed that requires the use of pass codes. Pass codes issued only to the Executive Director, are assigned by the bank and are changed periodically. Confirmations of all wire transfers are delivered to the Executive Director.

PREPAID EXPENSES

Accounting Treatment

The Commission treats payments of expenses that have a time-sensitive future benefit as prepaid expenses and will amortize these items over the corresponding time period. For purposes of this policy, payments of less than \$100 shall be expensed as paid and not treated as prepaid expenses, regardless of the existence of a future benefit unless it would be considered an “out of period” expense and prohibited by the funding source.

Prepaid expenses with future benefits that expire within one year from the date of the financial statements shall be classified as current assets. Prepaid expenses that benefit future periods beyond one year from the financial statement date shall be classified as non-current assets.

Procedures

As part of the account coding process performed during the processing of accounts payable, all incoming vendor invoices shall be reviewed for the existence of time-sensitive future benefits. If future benefits are identified, the payment shall be coded to a prepaid expense account code.

The Fiscal Supervisor shall maintain a schedule of all prepaid expenses. The schedule shall indicate the amount and date paid, the period covered by the prepayment, the purpose of the prepayment, and the monthly amortization. This schedule shall be reconciled to the general ledger balance as part of the closeout process.

INVESTMENT POLICIES

Introduction

All assets of the Commission, including those funds that are legally unrestricted, will be treated as though they are held in a fiduciary capacity for the purpose of accomplishing the Commission's purpose. As such, the policies described in this section are to be interpreted in light of that overall sense of stewardship, and the investment standards shall be those of a prudent investor.

Funds to be invested do not include those from Federal awards. Such funds will be spent on program requirements as budgeted or returned to the awarding agency. Any advances of Federal funds will be maintained in an interest-bearing account. Interest earned on such funds will be allocated to federal grants based on a percentage of funds received and disbursed during the grant year.

Delegation of Authority

The Policy Board of the Commission has delegated supervisory authority over its investing activities to the Executive Director through its long-range financial planning responsibility.

Investment Objectives

The Commission's investment objectives are the preservation and protection of the Commission's assets, as well as the maintenance of liquid reserves to meet obligations arising from unanticipated activities, by earning an appropriate return on investments.

The table below identifies the investment types that are authorized for the Commission. The table also identifies certain provisions that address interest rate risk, credit risk, and concentration of credit risk.

Authorized Investment Type	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds	5 Years	None	None
US Treasury Obligations	5 Years	None	None
US Agency Securities	5 Years	None	None
Banker's Acceptances	180 Days	40%	None
Commercial Paper	270 Days	None	None
Negotiable Certificates of Deposit	5 Years	None	None
Repurchase Agreements	1 Year	None	None
Reverse Repurchase Agreements	92 Days	None	None
Medium-Term Notes	5 Years	None	None
Mutual Funds	n/a	None	None
Money Market Mutual Funds	n/a	None	None

Mortgage Pass-Through Securities	5 Years	None	None
County Pooled Investment Funds	n/a	100%	None
Local Agency Investment Fund (LAIF)	n/a	None	None

Accounting Treatment

All purchased investments shall initially be recorded at cost.

Subsequent to acquisition, the Commission carries all equity securities with readily determinable fair market values and all debt securities at their market values. Adjustments to market value shall be made in the accounting records and financial statements of the Commission on a quarterly basis.

Adjustments to market value result in unrealized gains and losses on investments. Such gains and losses resulting from contributed investments (or from investments purchased with contributed funds) shall be classified as unrestricted, temporarily restricted, or permanently restricted based on the existence or absence of explicit restrictions on such appreciation and depreciation from the donor, as defined earlier. Such unrealized gains and losses from investments purchased with unrestricted funds shall be classified as unrestricted.

Procedures and Reporting

In conjunction with the Executive Director and approval from the Policy Board, procedures and reporting requirements will be developed, as necessary, to ensure that investments are properly managed and that the investment policies are consistent with the mission of the Commission and accurately reflect the current financial condition of the Commission.

PROPERTY AND EQUIPMENT

Capitalization Policy

Physical assets such as real property and non-expendable personal property having a useful life of more than one year and an acquisition cost of \$10,000 or more are capitalized as property and equipment on the Commission's financial statements. Items with unit costs below this threshold shall be expensed in the year purchased. All items of property and equipment should follow the procurement policies outlined in the Procurement Policies and Procedures Manual.

If an awarding agency requires a lower amount for equipment, the Commission will adhere to that dollar amount only for that program or contract.

Capitalized property and equipment additions are accounted for at their historical cost and all such assets, except land, are subject to depreciation over their estimated useful lives, as described later.

Capitalized assets will be reported as expensed for grants if they were so budgeted in the grant application. However, for the Commission's financial statements, these assets will be capitalized and depreciated according to these policies.

The Fiscal Supervisor or his/her designee within the Commission will be assigned the responsibility for recording and maintaining the information on the property records and for monitoring the locations and use of all property held by the Commission.

Equipment and Furniture Purchased With Federal Funds

MCTC may occasionally purchase equipment and furniture that will be used exclusively on a program funded by a Federal agency. Equipment and furniture charged to Federal awards will be subject to certain additional policies as described below.

For the purposes of Federal award accounting and administration, "equipment" shall include all assets with a unit cost equal to the greater of \$10,000 or the capitalization threshold utilized by the Commission.

All purchases of "equipment" with Federal funds shall be approved, in advance and in writing, by the Federal awarding agency. Prior approval is required only when the value of the equipment to be purchased exceeds \$25,000. In addition, the following policies shall apply regarding equipment purchased and charged to Federal awards:

1. Adequate insurance coverage will be maintained with respect to equipment and furniture charged to Federal awards.
2. For equipment (or residual inventories of supplies) with a remaining per unit fair market value of \$10,000 or less at the conclusion of the award, the Commission shall retain the equipment without any requirement for notifying the Federal agency.

3. If the remaining per unit fair market value is \$10,000 or more, the Commission shall gain a written understanding with the Federal agency regarding the disposition of the equipment. This understanding may involve returning the equipment to the Federal agency, keeping the equipment and compensating the Federal agency, or selling the equipment and remitting the proceeds, less allowable selling costs, to the Federal agency.
4. The Fiscal Supervisor along with the Executive Director shall determine whether a specific award with a Federal agency includes additional equipment requirements or thresholds and requirements that differ from those described above.
5. A physical inventory of all equipment purchased with Federal funds shall be performed at least once every two years. The results of the physical inventory shall be reconciled to the accounting records of the Commission.

Establishment and Maintenance of a Fixed Asset Listing

Capitalized property and equipment will be managed until transfer, replacement, or disposition takes place by maintaining a perpetual inventory of all equipment. All capitalized property and equipment shall be recorded in an inventory form. This form shall include the following information with respect to each asset:

1. Date of acquisition
2. Cost
3. Description (including manufacturer's model, serial number or other identification number)
4. Commission assigned asset number
5. Source of the equipment, including the Federal award number, if applicable
6. Whether the title vests in the Commission or the Federal Government
7. Information to calculate the Federal share of the cost of the equipment, if applicable
8. Location, use, and condition of asset
9. Depreciation method
10. Estimated useful life
11. All pertinent information on the ultimate transfer, replacement, or disposition of the asset.

A physical inventory of all assets capitalized under the preceding policies will be taken on a bi-annual basis by the Commission. This physical inventory shall be reconciled to the property log and adjustments made as necessary. All adjustments resulting from this reconciliation will be approved by the Fiscal Supervisor.

Receipt of Newly-Purchased Equipment and Furniture

At the time of arrival, all newly-purchased equipment and furniture shall be examined for obvious physical damage. If an asset appears damaged or is not in working order, it shall be returned to the vendor immediately.

In addition, descriptions and quantities of assets per the packing slip or bill of lading shall be compared to the assets delivered. Discrepancies should be resolved with the vendor immediately.

Depreciation and Useful Lives

All capitalized assets are maintained in the special property and equipment account group and are not included as an operating expense. Property and equipment are depreciated over their estimated useful lives using the straight-line method.

In the year of acquisition, depreciation is recorded based on the number of months the asset is in service, counting the month of acquisition as a full month (Example: an asset purchased on the 15th day of the fifth month shall have eight full months of depreciation (eight-twelfths of one year) recorded for that year.)

Estimated useful lives of capitalized assets shall be determined by the Fiscal Supervisor. The following is a list of the estimated useful lives of each category of fixed asset for depreciation purposes:

Furniture and fixtures	7 years
General office equipment	5 years
Computer hardware and peripherals	3-5 years
Vehicles	5 years
Buildings	39 years
Leased assets	life of lease
Leasehold Improvements	remaining lease term

For accounting and financial reporting purposes, depreciation expense will be recorded on an annual basis.

Changes in Estimated Useful Lives

If it becomes apparent that the useful life of a particular capitalized asset will be less than the life originally established, an adjustment to the estimated useful life shall be made. All such changes in estimated useful lives of capitalized assets must be approved by the Fiscal Supervisor.

When a change in estimated useful life is made, the new life is used for purposes of calculating annual depreciation expense. In the year in which the change in estimate is made, the cumulative effect of the change shall be reflected as depreciation expense in the Commission’s statement of activities.

For example, if in the fourth year of an asset’s life, it is determined that the asset will last five years instead of the original estimate of seven years, depreciation expense for that year shall be equal to the difference between 4/5 of the asset’s basis (accumulated depreciation at the end of year four) and 3/7 of the asset’s basis (accumulated depreciation at the beginning of the year).

Repairs of Property and Equipment

Physical assets will be properly maintained and serviced periodically in order to keep the asset in good working order condition. Expenditures to repair capitalized assets shall be expensed as incurred if the repairs do not materially add to the value of the property or materially prolong the estimated useful life of the property.

Expenditures to repair capitalized assets shall be capitalized if the repairs increase the value of property, prolong its estimated useful life, or adapt it to a new or different use. Such capitalized repair costs shall be depreciated over the remaining estimated useful life of the property. If the repairs significantly extend the estimated useful life of the property, the original cost of the property shall also be depreciated over its new, extended useful life.

Loss, Damage, or Theft

Physical assets will be maintained in secured areas in order to safeguard the assets and prevent loss, damage or theft. Any such event will be investigated, fully documented and reported to the Fiscal Supervisor and will make a report to the Executive Director of all cases of loss, damage, or destruction of physical assets.

Dispositions of Property and Equipment

For dispositions of property and equipment purchased with Federal dollars, the procedures outlined previously under the section entitled Equipment and Furniture Purchased with Federal Funds should be followed. When the Commission disposes of or sells equipment it no longer needs, specific information regarding the sale or disposal should be documented on the inventory form. For some programs/contracts, approval must be granted from the funding agency to dispose of equipment or property. The Fiscal Supervisor will review the funding terms and conditions to determine the appropriate action to be taken.

If equipment is sold, scrapped, donated, or stolen, adjustments need to be made to the fixed asset listing and property log. If money is received for the asset, then the difference between the money received and the "book value" (purchase price less depreciation) of the asset will be recorded as a loss (if the money received is less than the book value) or a gain (if the money received is more than the book value).

Write-Offs of Property and Equipment

The Fiscal Supervisor approves the disposal of all capitalized fixed assets that may be worn-out or obsolete. Property that is discovered to be missing or stolen will be reported immediately to the Fiscal Supervisor. If not located, this property will be written off the books with the proper notation specifying the reason.

LEASES

General

The decision to lease or purchase should be based on the lowest cost of acquiring the property and equipment, the history, and the life expectancy of the equipment. However, factors other than cost could be more significant in reaching the final decision to lease or purchase.

It may be more practical to purchase assets other than space for federally funded programs rather than leasing. However, an analysis is necessary for purchases of \$5,000 or more, for emergencies, or for other situations where it is apparent that non-cost factors outweigh cost factors in reaching a final decision.

Cost factors that should be considered include the equipment cost, insurance, repair and maintenance cost, down payment or deposit, salvage value, metering, and tie-in sales (usage of specialized brand name supplies). Factors other than cost that need to be considered before reaching a final decision include the length of the program, length or amount of use, technical obsolescence, responsibility for asset disposal, restrictive subleasing provisions, cancellation provisions, purchase option, or lease renewal options.

All leases will be approved by the Executive Director or his/her designee. Leases will correspond to grant or funding terms whenever possible. Copies of lease agreements will be immediately forwarded to the Fiscal Supervisor.

Classification of Leases

GASB Statement No. 87 changed the way that leases are reported by governments. The objective of Statement No. 87 is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. Statement No. 87 increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, the Commission is required to recognize a lease liability and an intangible right-to-use lease asset, thereby enhancing the relevance and consistency of information about the Commission's leasing activities.

Definition of a Lease

A lease is defined as a contract that conveys control of the right to use another entity's nonfinancial asset (the underlying asset) as specified in the contract for a period of time in an exchange or exchange-like transaction. Examples of nonfinancial assets include buildings, land, vehicles, and equipment. Any contract that meets this definition should be accounted for under the lease's guidance, unless specifically excluded in Statement No. 87.

Lease Term

The lease term is defined as the period during which the Commission has a noncancelable right to use an underlying asset, plus the following periods, if applicable:

- a. Periods covered by the Commission's option to extend the lease if it is reasonably certain, based on all relevant factors, that the Commission will exercise that option
- b. Periods covered by the Commission's option to terminate the lease if it is reasonably certain, based on all relevant factors, that the Commission will not exercise that option

A fiscal funding or cancellation clause should affect the lease term only when it is reasonably certain that the clause will be exercised.

The Commission should reassess the lease term only if one or more of the following occur:

- a. The Commission elects to exercise an option even though it was previously determined that it was reasonably certain that the Commission would not exercise that option.
- b. The Commission elects not to exercise an option even though it was previously determined that it was reasonably certain that the Commission would exercise that option.
- c. An event specified in the lease contract that requires an extension or termination of the lease takes place.

Short-Term Leases

A short-term lease is defined as a lease that, at the commencement of the lease term, has a maximum possible term under the lease contract of 12 months (or less), including any options to extend, regardless of their probability of being exercised. The Commission should recognize short-term lease payments as outflows of resources based on the payment provisions of the lease contract.

Accounting

The Commission should recognize a lease liability and a lease asset at the commencement of the lease term, unless the lease is a short-term lease, or it transfers ownership of the underlying asset. The lease liability should be measured at the present value of payments expected to be made during the lease term (less any lease incentives). The lease asset should be measured at the amount of the initial measurement of the lease liability, plus any payments made to the lessor at or before the commencement of the lease term and certain direct costs.

The Commission should reduce the lease liability as payments are made and recognize an outflow of resources (for example, expense) for interest on the liability. The Commission should amortize the lease asset in a systematic and rational manner over the shorter of the lease term or the useful life of the underlying asset. The notes to financial statements should include a description of leasing arrangements, the amount of lease assets

recognized, and a schedule of future lease payments to be made.

Contracts with Multiple Components and Contract Combinations

Generally, the Commission should account for the lease and nonlease components of a lease as separate contracts. If a lease involves multiple underlying assets, lessees and lessors in certain cases should account for each underlying asset as a separate lease contract. To allocate the contract price to different components, the Commission should use contract prices for individual components as long as they do not appear to be unreasonable based on professional judgment, or use professional judgment to determine their best estimate if there are no stated prices or if stated prices appear to be unreasonable. If determining the best estimate is not practicable, multiple components in a lease contract should be accounted for as a single lease unit. Contracts that are entered into at or near the same time with the same counterparty and that meet certain criteria should be considered part of the same lease contract and should be evaluated in accordance with the guidance for contracts with multiple components.

Lease Modifications and Terminations

An amendment to a lease contract should be considered a lease modification, unless the Commission's right to use the underlying asset decreases, in which case it would be a partial or full lease termination. A lease termination should be accounted for by reducing the carrying values of the lease liability and lease asset by the Commission with any difference being recognized as a gain or loss. A lease modification that does not qualify as a separate lease should be accounted for by remeasuring the lease liability and adjusting the related lease asset by a lessee and remeasuring the lease receivable and adjusting the related deferred inflows of resources by the Commission.

SOFTWARE ACQUISITION AND DEVELOPMENT COSTS

GASB Statement No. 96 changed the way that these types of costs are treated. Statement No. 96 provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, *Leases*, as amended.

A SBITA is defined as a contract that conveys control of the right to use another party's (a SBITA vendor's) information technology (IT) software, alone or in combination with tangible capital assets (the underlying IT assets), as specified in the contract for a period of time in an exchange or exchange-like transaction.

The subscription term includes the period during which the Commission has a noncancellable right to use the underlying IT assets. The subscription term also includes periods covered by an option to extend (if it is reasonably certain that the Commission or SBITA vendor will exercise that option) or to terminate (if it is reasonably certain that the Commission or SBITA vendor will *not* exercise that option).

Under Statement No. 96, the Commission generally should recognize a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability. The Commission should recognize the subscription liability at the commencement of the subscription term, —which is when the subscription asset is placed into service. The subscription liability should be initially measured at the present value of subscription payments expected to be made during the subscription term. Future subscription payments should be discounted using the interest rate the SBITA vendor charges the Commission, which may be implicit, or the Commission's incremental borrowing rate if the interest rate is not readily determinable. The Commission should recognize amortization of the discount on the subscription liability as an outflow of resources (for example, interest expense) in subsequent financial reporting periods.

The subscription asset should be initially measured as the sum of (1) the initial subscription liability amount, (2) payments made to the SBITA vendor before commencement of the subscription term, and (3) capitalizable implementation costs, less any incentives received from the SBITA vendor at or before the commencement of the subscription term. The Commission should recognize amortization of the subscription asset as an outflow of resources over the subscription term.

Activities associated with a SBITA, other than making subscription payments, should be grouped into the following three stages, and their costs should be accounted for accordingly:

- Preliminary Project Stage, including activities such as evaluating alternatives, determining needed technology, and selecting a SBITA vendor. Outlays in this stage should be expensed as incurred.
- Initial Implementation Stage, including all ancillary charges necessary to place the subscription asset into service. Outlays in this stage generally should be capitalized as an addition to the subscription asset.
- Operation and Additional Implementation Stage, including activities such as subsequent implementation activities, maintenance, and other activities for the Commission's ongoing operations related to a SBITA. Outlays in this stage should be expensed as incurred unless they meet specific capitalization criteria.

In classifying certain outlays into the appropriate stage, the nature of the activity should be the determining factor. Training costs should be expensed as incurred, regardless of the stage in which they are incurred.

If a SBITA contract contains multiple components, the Commission should account for each component as a separate SBITA or nonsubscription component and allocate the contract price to the different components. If it is not practicable to determine a best estimate for price allocation for some or all components in the contract, the Commission should account for those components as a single SBITA.

Statement No. 96 provides an exception for short-term SBITAs. Short-term SBITAs have a maximum possible term under the SBITA contract of 12 months (or less), including any options to extend, regardless of their probability of being exercised. Subscription payments for short-term SBITAs should be recognized as outflows of resources.

Statement No. 96 requires the Commission to disclose descriptive information about its SBITAs other than short-term SBITAs, such as the amount of the subscription asset, accumulated amortization, other payments not included in the measurement of a subscription liability, principal and interest requirements for the subscription liability, and other essential information.

POLICIES PERTAINING TO LIABILITY ACCOUNTS

ACCRUED LIABILITIES

Identification of Liabilities

The Fiscal Supervisor shall establish a list of commonly incurred expenses that may have to be accrued at the end of an accounting period. Some of the expenses that shall be accrued by the Commission at the end of an accounting fiscal or program year are:

- Salaries and wages
- Payroll taxes
- Vacation and sick pay (see policy below)
- Rent

In addition, the Commission shall record a liability for deferred revenue (revenue received but not yet earned) in accordance with the revenue recognition policies described elsewhere in this manual. Adjustments to deferred revenue accounts shall be made quarterly, as applicable.

Accrued Leave

Personnel policies permit employees to accumulate unused vacation leave. Such unused leave is payable to an employee upon termination of employment. Accordingly, the Commission records a liability for accrued leave to which employees are entitled. The total liability at the end of an accounting period shall equal the total earned but unused hours of leave, up to a maximum of 240 hours, multiplied by each employee's current hourly pay rate.

Years of Service	Pay Period Accrual	Monthly Accrual	Annual Accrual	Maximum Accrual
0 – 4 years	3.69 hrs	8.00 hrs	96 hours	240 hours
5 – 9 years	4.62 hrs	10.00 hrs	120 hours	240 hours
10 – 14 years	5.54 hrs	12.00 hrs	144 hours	280 hours
15 – 19 years	6.46 hrs	14.00 hrs	168 hours	320 hours
20+ years	7.38 hrs	16.00 hrs	192 hours	360 hours

Personnel policies provide upon termination, not layoff, of an eligible employee, unused sick leave will be compensated according to the following schedule:

Years of Service	Percentage of Accrued Time
0 – 5 years	0%
5 – 10 years	10%
10 – 15 years	25%
15 – 20 years	30%
20+ years	50%

Years of service equal 12 calendar months from date of hire at regular status. The total liability at the end of an accounting period shall equal the total earned but unused hours of sick leave multiplied by each employee's current hourly pay rate. There is no cap on the accrual of sick leave.

Leave that does not "vest" with employees (i.e., leave that is not paid to employees if unused at the time of termination of employment), such as administrative leave or sick leave for ineligible employees, shall not be accrued as a liability.

LOANS AND NOTES PAYABLE

General Policy

The Commission requires that all loans from outside sources (notes payable) be approved by the Policy Board and the Executive Director. A promissory note or other loan documents will be prepared and signed by the Executive Director or his/her designee. The Commission shall maintain adequate records for all notes payable, mortgage obligations, lines of credit, and other financing arrangements. There are no interagency loans (between programs), except from unrestricted funds and other unrestricted resources. Loans or advances to employees will not be approved or authorized.

Accounting and Classification

An amortization schedule shall be maintained for each note payable. Based upon the amortization schedule, the principal portion of payments due with the next year shall be classified as a current liability in the statement of financial position. The principal portion of payments due beyond one year shall be classified as long-term/non-current liabilities in the statement of financial position.

Demand notes and any other notes without established repayment dates shall always be classified as current liabilities.

Unpaid interest expense shall be accrued as a liability at the end of each accounting period.

A detailed record of all principal and interest payments made over the entire term shall be maintained with respect to each note payable. Periodically, the amounts reflected as current and long-term notes payable per the general ledger shall be reconciled to these payment schedules and the amortization schedules, if any, provided by the lender. All differences shall be investigated.

Non-Interest-Bearing Notes Payable

The Commission may, from time-to-time, receive notes payable that do not require the payment of interest, or that require the payment of a below-market rate of interest for the type of obligation involved. In such cases, the Commission will record contribution income for any unpaid interest.

For demand loans, recording of interest expense and contribution income shall be performed at the end of each accounting period, based on the outstanding principal balance of the loan during that period, multiplied by the difference between a normal interest rate for that type of loan and the rate, if any, that is required to be paid.

For loans with fixed maturities or payment dates, the note payable shall be recorded at the present value of the future principal payments, using as a discount rate the difference between a normal interest rate for that type of loan and the rate, if any, required to be paid. The difference between the cash proceeds of the note and the present value shall be recorded as contribution income in the period the loan is made. Thereafter, interest

expense shall be recorded in each accounting period using the effective interest method, with the corresponding credit entry increasing the note payable account to reflect the amount(s) that shall be repaid.

POLICIES ASSOCIATED WITH FINANCIAL REPORTING

FINANCIAL STATEMENTS

Standard Financial Statements of the Commission

Preparing financial statements and communicating key financial information is a necessary and critical accounting function. Financial statements are management tools used in making decisions, in monitoring the achievement of financial objectives, and as a standard method for providing information to interested parties external to the Commission. Financial statements may reflect year-to-year historical comparisons or current year budget to actual comparisons.

The basic financial statements that are maintained on a Commission-wide basis shall include:

Statement of Net Assets – reflects assets, liabilities, and net assets of the Commission and classifies assets and liabilities as current or non-current/long-term.

Statement of Activities - presents support, revenues, expenses, and other changes in net assets of the Commission, by category of net asset including reclassifications between categories of net assets.

Frequency of Preparation

The objective of the Fiscal Supervisor is to prepare accurate financial statements in accordance with generally accepted accounting principles and distribute them in a timely and cost-effective manner. In meeting this responsibility, the following policies shall apply:

A standard set of financial statements described in the preceding section shall be produced on an annual basis. On a quarterly basis, the following schedules will be provided:

1. Individual statements of activities by a work element basis
2. Comparisons of actual year-to-date revenues and expenses with year-to-date budgeted amounts

The supplemental schedules shall be prepared on the accrual method of accounting, including all revenues and expenditures received by the first Friday of the month following the month end.

Review and Distribution

All financial statements and supporting schedules shall be reviewed and approved by the Executive Director, or designee, prior to being issued.

After approval by the Fiscal Supervisor, a set of the supplemental schedules described above, shall be distributed to the following individuals:

- Policy Board Commissioners
- Executive Director

The purpose of this schedule is to provide known explanations for material budget variances in accordance with the Commission's budget monitoring policies described later in this manual (under the "Financial Management Policies" section).

Monthly Distribution

On a monthly basis, the Policy Board will be provided with a monthly summary financial report and/or selected budget analysis grant information.

Annual Financial Statements

A formal presentation of the Commission's annual financial statements may be provided by the Independent Auditor to the Policy Board. This presentation will be concluded with a vote by the Policy Board to accept or reject the annual financial statements. See separate policies regarding the annual audit under "Financial Management Policies."

Reports to Funding Sources

The Fiscal Supervisor will prepare monthly, quarterly, and other reports to funding sources as required in the funding terms and conditions. The Executive Director or his/her designee will review and approve all reports to the funders.

It is the responsibility of the Fiscal Supervisor to ensure that all fiscal reports are submitted on a timely basis while it is the responsibility of the Project Manager to ensure that all activity/progress reports are submitted as required.

GOVERNMENT RETURNS

Overview

To legitimately conduct business, the Commission must be aware of its information return filing obligations and comply with all such requirements of Federal, state, and local jurisdictions. Filing requirements of the Commission include, but are not limited to, annual report to the California State Controller's Office, audit reports, and payroll tax withholding tax returns.

Filing of Returns

The Fiscal Supervisor shall be responsible for identifying all filing requirements and assuring that the Commission is in compliance with all such requirements. The Commission will file complete and accurate reports with all authorities and make all efforts to avoid filing misleading, inaccurate, or incomplete returns. The Executive Director or his/her designee will prepare or cause to be prepared, review, approve, and sign the Commission's reports.

Filings made by the Commission include, but are not limited to, the following reports:

1. **State Controller Reports** – Provides financial data about the Commission to the California State Legislature and other interested parties.
2. **Audit Reports** – Provides financial and compliance information of the Commission to stakeholders.
3. **W-2s and 1099s** - Annual report of employee and non-employee compensation, based on calendar-year compensation, on the cash basis. These information returns are due to employees, independent contractors, and the Federal Government by January 31.
4. **Form 941 and DE 9** - Quarterly payroll tax return filed with IRS and State of California to report wages paid to employees and Federal and state payroll taxes. Form 941 and DE 9 are due by the end of the month following the end of each quarter.

The Commission's fiscal year-end is June 30. All annual tax and information returns of the Commission are filed on the accrual basis of reporting.

Federal and all applicable state payroll tax returns are prepared by the Accounting Technician.

The Commission complies with all state payroll tax requirements by withholding and remitting payroll taxes to the State of California of each Commission employee.

FINANCIAL MANAGEMENT POLICIES

BUDGETING

Overview

Budgeting is an integral part of managing any organization in that it is concerned with the translation of organizational goals and objectives into financial and human resource terms. A budget should be designed and prepared to direct the most efficient and prudent use of the agency's financial and human resources. It provides a tool to monitor program progress and expenditures. A budget is a management commitment of a plan for present and future Commission activities that will ensure survival. It provides an opportunity to examine the composition and viability of the Commission's programs and activities simultaneously in light of the available resources.

Budgets are prepared for funding sources. Awarding agencies may or may not require approval for changes in line items. The Commission will document and follow all such requirements.

Overall Work Program

The Overall Work Program (OWP) is the controlling document for Commission work activities. It documents past accomplishments, identifies all scheduled work for the coming program year, and establishes a detailed budget required to deliver the annual program. The OWP is organized to provide a broad discussion of the Commission, its organization and significant transportation issues. This is followed by the detailed work elements which identify broad projects, specific tasks and products related to each project, and a specific budget for each project. Staffing levels, consultant services, and capital acquisitions are explicitly identified in each work element.

The OWP is a primary means of communication between staff, the Commission Board, and state and federal funding agencies. Through the OWP, the Commission is aware of all staff activities, major projects, and significant milestones. The OWP also serves as a grant application to state and federal agencies for state planning and research funds, and various federal transit planning programs.

Budget Analysis

The Fiscal Supervisor is responsible for completing a budget analysis on all Commission funds. Budget analysis must include budget allocation, current period expenditures, year-to-date expenditures, year-to-date budget, and the percentage of funds expended, encumbrances, and budget balance. Other reports may be prepared, as requested, by the Policy Board. Also, analysis should include revenue received/revenue outstanding.

Budget analysis should be completed on a regular basis and provided to the Executive Director. The budget analysis may be submitted to the Policy Board on a monthly basis for review and comment.

Monitoring Performance

The Commission is responsible for managing the day-to-day operation of its organization, including monitoring the grant activities to ensure compliance with the applicable requirements. From the Commission's perspective, it requires that there is a financial management system with adequate internal policies, financial systems, and written procedures. The fiscal policies are designed to reduce risk, safeguard assets, and provide reasonable assurance.

On an ongoing basis, the Commission monitors its financial transactions by a review and approval process. Accounts payable and payroll transactions are reviewed by the Fiscal Supervisor to provide assurance that the expenditures are approved, accurate, allowable, and properly allocated.

On a quarterly basis, the Commission monitors its financial performance by comparing and analyzing actual results with budgeted results. Financial reports comparing actual year-to-date revenues and expenses with budgeted year-to-date amounts shall be produced by the Fiscal Supervisor and distributed to the Executive Director and governing bodies.

The Commission is subject to an agency-wide single audit requirement which requires that an external auditor issue a report on the Commission's financial statements. The auditor must also report on the Commission's compliance with internal control procedures and the applicable compliance requirements of its grant awards.

ANNUAL AUDIT

Role of the Independent Auditor

The Commission will arrange for an annual audit of the Commission's financial statements to be conducted by an independent accounting firm. The independent accounting firm selected by the Policy Board will be required to communicate directly with the Board upon the completion of their audit.

Audited financial statements, including the auditor's opinion thereon, will be submitted and presented to the Policy Board at a Policy Board meeting.

How Often to Review the Selection of the Auditor

The Commission shall review the selection of its independent auditor in the following circumstances:

1. Anytime there is dissatisfaction with the service of the current firm
2. When a fresh perspective and new ideas are desired
3. At a minimum every 3 years, but no more than 5 years, to ensure competitive pricing and a high quality of service

Selecting an Auditor

The selection of an accounting firm to conduct the annual audit is a task that should be taken very seriously. The following factors shall be considered by the Commission in selecting an accounting firm:

1. The firm's reputation in the local government community
2. The depth of the firm's understanding of and experience with local governments, Federal reporting requirements under 2 CFR Part 200 Subpart F and other relevant funding source requirements
3. The firm's demonstrated ability to provide the services requested in a timely manner
4. The ability of firm personnel to communicate with Commission personnel in a professional and congenial manner

If the Commission decides to prepare and issue a written Request for Proposal (RFP) to be sent to prospective audit firms, the following information should be included:

1. Period of services required
2. Type of contract to be awarded (fixed fee, cost basis, etc.)
3. Complete description of the services requested (audit, management letter, State Controller's Report, etc.)
4. Identification of meetings requiring their attendance, such as staff or Board of Director meetings
5. Chart of account information
6. Financial information about the Commission
7. Copy of prior year reports (financial statements, management letters, etc.)

8. Identification of need to perform audit in accordance with 2 CFR Part 200
9. Other information considered appropriate
10. Description of proposal and format requirements
11. Due date of proposals
12. Overview of selection process (i.e., whether finalists will be interviewed, when a decision shall be made, etc.)
13. Identification of criteria for selection

Minimum Proposal Requirements from prospective CPA firms should include:

1. Firm background
2. Biographical information (resumes) of key firm member who will serve the Commission
3. Client references
4. Information about the firm's capabilities
5. Firm's approach to performing an audit
6. Copy of the firm's most recent quality/peer review report, including any accompanying letter of findings
7. Other resources available with the firm
8. Expected timing and completion of the audit
9. Expected delivery of reports
10. Cost estimate including estimated number of hours per staff member
11. Rate per hour for each auditor
12. Other information as appropriate

Copies of all proposals shall be forwarded to the Fiscal Supervisor who reviews and makes the final recommendation to the Policy Board for approval.

Preparation for the Annual Audit

The Commission shall be actively involved in planning for and assisting with the Commission's independent accounting firm in order to ensure a smooth and timely audit of its financial statements. In that regard, the Fiscal Supervisor shall provide assistance to the independent auditors in the following areas:

Planning - The Fiscal Supervisor is responsible for delegating the assignments and responsibilities to accounting staff in preparation for the audit. Assignments shall be based on the list of requested schedules and information provided by the independent accounting firm.

Involvement - Commission staff will do as much work as possible in order to assist the auditors and, therefore, reduce the cost of the audit.

Interim Procedures - To facilitate the timely completion of the annual audit, the independent auditors may perform selected audit procedures prior to the Commission's year-end. By performing significant portions of audit work as of an interim date, the work required subsequent to year-end is reduced. Commission staff will provide requested schedules and documents to assist the auditors during any interim audit fieldwork.

Throughout the audit process, the Commission will make every effort to provide schedules, documents and information requested by the auditors in a timely manner.

Concluding the Audit

Upon receipt of a draft of the audited financial statements of the Commission from its independent auditor, the Fiscal Supervisor shall perform a detailed review of the draft, consisting of the following procedures:

1. Carefully read the entire report for typographical errors
2. Trace and agree each number in the financial statements and accompanying footnotes to the accounting records and/or internal financial statements of the Commission
3. Review each footnote for accuracy and completeness

Any questions or errors noted as part of this review shall be communicated to the independent auditor in a timely manner and resolved to the satisfaction of the Fiscal Supervisor.

It shall also be the responsibility of the Fiscal Supervisor to review and respond in writing to all management letter or other internal control and compliance report findings and recommendations made by the independent auditor.

In addition, the Single Audit Clearinghouse form shall be completed and filed as required.

INSURANCE

Overview

It is fiscally prudent to have an active risk management program that includes a comprehensive insurance package. This will ensure the viability and continued operations of the Commission.

The Commission maintains adequate insurance against general liability, as well as coverage for buildings, contents, computers, fine arts, equipment, machinery and other items of value.

Coverage Guidelines

As a guideline, the Commission will arrange for the following types and levels of insurance as a minimum:

<u>Type of Coverage</u>	<u>Amount of Coverage</u>
Comprehensive Liability	\$1,000,000 / \$2,000,000 Aggregate
Employee Dishonesty	\$25,000 for each occurrence
Fire and Water Damage	Coverage for all buildings and personal property as determined
Property	Coverage for all buildings and personal property as determined
Workers' Compensation	To the extent required by law

Insurance Definitions

Workers' Compensation and Employer's Liability

Employers and contractors are required to comply with applicable Federal and state workers' compensation and occupational disease statutes. If occupation diseases are not compensated under those statutes, they shall be covered under the employer's liability insurance policy, except when contract operations are so commingled that it would not be practical to require this coverage.

Comprehensive Liability

This type of coverage may include commissioners, officers and employee general liability insurance, buildings, contents, computers, fine arts, boilers and machinery.

RECORDS ACCESS AND RETENTION

Policy

The Policy Board has adopted a policy on Public Inspection and Access to Records and the Public Access to Information Returns described earlier in the Section on Government Returns. The Commission is subject to the California Public Records Act. All requests must be submitted in writing to the Executive Director. Records related to pending litigation and personnel, medical, or similar files which would constitute an invasion of personal privacy are examples of records that are exempted from disclosure.

The Commission will maintain the original financial records, supporting documents, statistical records, and other documents according to the contract and grant conditions. The Commission retains records as required by law and destroys them when appropriate. The destruction of financial records must be approved by the Fiscal Supervisor.

As a general guideline, all financial records will be retained for five years. In the event of litigation or a dispute, this period will be extended.

Payroll timesheets will be retained for seven years, along with payroll records such as W-2s, 941s and other payroll reports. However, personnel files need to be held for three years after termination.

Real property and equipment acquired with Federal grant funds must be retained for three years beyond the date of disposition.

The formal records retention policy of the Commission is as follows:

Audit reports	Permanently
Bank reconciliations	5 Years
Bank Statements	5 Years
Cancelled Checks	5 Years
Contracts, mortgages, notes and leases:	
Expired	5 Years
Still in effect	Permanently
Correspondence:	
General	2 Years
Legal and important matters only	Permanently
Routine with customers and/or vendors	2 Years
Deeds, mortgages, and bills of sales	Permanently
Duplicate deposit slips	5 Years
Employment applications	3 Years
Financial statements:	
Year end	Permanently
Other Optional	
Garnishments	7 Years
General ledgers/year end trial balance and subsidiary ledgers	5 Years
Insurance policies (expired)	3 Years

Current Insurance records (policies, claims, etc.)	Permanently
Internal reports	3 Years
Inventories of products, materials and supplies	5 Years
Invoices (to customers, from vendors)	5 Years
Journals	5 Years
Minute books of directors, bylaws, and charters	Permanently
Payroll records and summaries	7 Years
Personnel records (terminated)	3 Years
Petty cash vouchers	5 Years
Property records (incl. depreciation schedules)	3 Years Beyond Date of
Disposition	
Purchase orders	5 Years
Retirement and pension records	7 Years
Sales records	7 Years
Time sheets/cards	7 Years
Withholding tax statements	7 Years

The Commission will maintain the appropriate software applications to access computerized accounting and financial records for the same time periods, if the information is not available in print.

Authorized representatives of awarding agencies have the right to access books, documents, papers, other Commission records, and personnel for interviews that are pertinent to the grant or contract award.

POLICIES ASSOCIATED WITH TRUST FUNDS

ACCOUNTING RESPONSIBILITY

The Fiscal Supervisor is responsible for maintaining all accounting records for all Trust Funds that the Commission oversees and administers. The accounting records will be maintained in a similar manner as the Commission records.

TRANSPORTATION DEVELOPMENT ACT

The Transportation Development Act (TDA) provides two major sources of funding for public transportation: the Local Transportation Fund (LTF) and the State Transit Assistance fund (STA). These funds are for the development and support of public transportation needs that exist in California and are allocated to areas of each county based on population, taxable sales, and transit performance. Some counties have the option of using LTF for local street and road projects if they can show there are no unmet transit needs.

For specific policies and procedures regarding TDA, please refer to the stand-alone Commission TDA Guidebook.

For accounting purposes, any claims submitted for prior year expenditures that are approved by December 1st will be accrued to the prior fiscal year.

RSTP EXCHANGE

Introduction

Senate Bill (SB) 1435 (Chapter 1177 of the 1992 Statutes), effective September 29, 1992, amended section 182.6 of the Streets and Highways Code (S&HC) to redefine the Optional Federal Exchange program under the Intermodal Surface Transportation Efficiency Act (ISTEA).

Section 182.6(g) of the S&HC permits a Regional Transportation Planning Agency (RTPA) not designated as, nor represented by, a Metropolitan Planning Organization (MPO) with an urbanized area of greater than 200,000 population, to exchange its annual apportionment of Regional Surface Transportation Program (RSTP) funds for non-Federal funds (State cash). If an eligible RTPA elects not to exchange, Section 182.6(h)(1) permits an eligible county represented by that RTPA to exchange its entire annual sub-apportionment, pursuant to Section 182.6(d)(2) (110 percent 1990/91 Federal-aid Secondary minimum), for State cash.

Optional Federal Exchange dollars available are paid as a lump sum cash amount following the annual apportionment of RSTP funds.

RSTP exchange funds must be used for projects as defined in Sections 133(b) and 133(c) of Title 23 of the United States Code (USC)--Highways, and not otherwise excluded by Article XIX--Motor Vehicle Revenues of the State Constitution. Only direct project-related costs are eligible. Local agency overhead and other non-direct charges are ineligible.

Application

Upon notice of available RSTP Exchange funds, Commission staff will process the required agreement with the State and then submit an invoice for the funds. Upon receipt of the funds, Commission staff will notify the local agencies and request a RSTP Application be completed and submitted to the Fiscal Supervisor for processing of their share of the Exchange funds. The Application highlights how the funds will be used. Upon acceptance of an application, a written agreement will then be drafted and executed with the local agency that will certify that the local agency will comply with all of the applicable rules and regulations of the RSTP Exchange program.

After execution of the agreement and after costs have been incurred, the local agency may submit to the Commission a reimbursement claim for the RSTP Exchange funds. Once the claim is approved, the Fiscal Supervisor will submit a claim to the Madera County Auditor-Controller for payment to the local agency.

At any time if it is determined that any expenditures are deemed ineligible by the Commission or the State, the local agency may be required to return funds to the Commission or State.

OTHER

From time to time the Commission will receive funds for programs/projects that are implemented by other agencies. Commission staff will administer and maintain the accounting records of these funds in a similar manner as the other trust funds.



STAFF REPORT
Board Meeting of February 19, 2025

AGENDA ITEM: 8-C

PREPARED BY: Troy McNeil, Deputy Director/Fiscal Supervisor

SUBJECT:

Transportation Development Act (TDA): Local Transportation Fund (LTF), State Transit Assistance (STA), and State of Good Repair (SGR) FY 2025-26 Estimates

Enclosure: Yes

Action: Information and Discussion Only

SUMMARY:

Local Transportation Fund (LTF): Prior to February 1 of each year, the county auditor provides MCTC an estimate of monies to be available for apportionment and allocation during the ensuing fiscal year. The estimate for FY 2025-26 is **\$7,040,344**. The estimate includes monies anticipated to be deposited in the fund during the ensuing fiscal year as well as prior year excess and interest revenues. The county auditor makes an estimate from such data including those which may be furnished by the State Board of Equalization. The county auditor will furnish a revised or updated estimate of funds available when requested by MCTC staff.

State Transit Assistance (STA): Pursuant to Public Utilities Code Section 99312.7, the State Controller is directed to send a preliminary estimate of STA Funds to each transportation planning agency. For the fiscal year 2025-26, there is \$795,443,000 budgeted according to the most current information from the State Controller's Office. The STA allocation estimate for Madera County is **\$1,672,673**.

State of Good Repair (SGR): Pursuant to Public Utilities Code Section 99312.1(c), the State Controller is directed to send an estimate of SGR Funds to each transportation planning agency. For the fiscal year 2025-26, there is \$137,953,000 budgeted according to the most current information from the State Controller's Office. The SGR allocation estimate for Madera County is **\$290,091**.

MCTC staff advised prospective claimants of the estimated area apportionments within Madera County.

FISCAL IMPACT:

No fiscal impact to the approved 2024-25 Overall Work Program and Budget.

Madera County Transportation Commission
Local Transportation Fund (LTF)
2025-26 Apportionment to Member Agencies

2025-26 Estimate per Madera County Auditor/Controller	\$ 6,545,344
One-time Excess Revenues	\$ 650,000
Less MCTC Administration Expense	\$ (155,000)
Balance Available for Allocation	\$ 7,040,344

County/Chowchilla adjustment for prison population per May 21, 1996 Agreement
 1/31/25 Prison Population from DCR = **5,127**

	DOF(E-1) Population 05/01/24	DOF Prison Population	Adjusted Populations
Chowchilla	18,930	(5,127)	13,803
County	73,838	5,127	78,965

Member	DOF Population 05/01/24	Percent	Available for Allocation	2%		3%		Article 4, 8 Balance
				Article 3 - Bicycle & Pedestrian	RTPA Planning	Article 3 - Bicycle & Pedestrian	RTPA Planning	
Chowchilla	13,803	8.66%	\$ 609,923	\$ 12,198	\$ 18,298	\$ 579,427		
Madera	66,560	41.78%	\$ 2,941,136	\$ 58,823	\$ 88,234	\$ 2,794,079		
County	78,965	49.56%	\$ 3,489,285	\$ 69,786	\$ 104,679	\$ 3,314,821		
	159,328	100.00%	\$ 7,040,344	\$ 140,807	\$ 211,210	\$ 6,688,327		

State Transit Assistance Fund (STA)
2025-26 Apportionment to Member Agencies

2025-26 Allocation per State Controller (PUC 99313)	\$ 1,619,503
2025-26 Allocation per State Controller (PUC 99314)	\$ 53,170
	\$ 1,672,673

Member	DOF (E-1) Population 05/01/24	Percent	PUC 99313 Allocation	PUC 99314 Allocation	Total
Chowchilla	13,803	8.66%	\$ 140,302	\$ 36,619	\$ 176,921
Madera	66,560	41.78%	\$ 676,555	\$ 11,854	\$ 688,409
County	78,965	49.56%	\$ 802,646	\$ 4,697	\$ 807,343
	159,328	100.00%	\$ 1,619,503	\$ 53,170	\$ 1,672,673

SB-1 State of Good Repair Program (SGR)
2025-26 Apportionment to Member Agencies

2025-26 Allocation per State Controller (PUC 99313)	\$ 280,869
2025-26 Allocation per State Controller (PUC 99314)	\$ 9,222
	\$ 290,091

Member	DOF (E-1) Population 05/01/24	Percent	PUC 99313 Allocation	PUC 99314 Allocation	Total
Chowchilla	13,803	8.66%	\$ 24,333	\$ 6,351	\$ 30,684
Madera	66,560	41.78%	\$ 117,334	\$ 2,056	\$ 119,390
County	78,965	49.56%	\$ 139,202	\$ 815	\$ 140,017
	159,328	100.00%	\$ 280,869	\$ 9,222	\$ 290,091



STAFF REPORT
Board Meeting of February 19, 2025

AGENDA ITEM: 9-A
PREPARED BY: Patricia Taylor, Executive Director

SUBJECT:

FY 2025-26 Draft Overall Work Program & Budget

Enclosure: No

Action: Authorize circulation of Draft 2025-26 Overall Work Program and Budget for agency review

SUMMARY:

Included on MCTC's [website](#) is the DRAFT 2025-26 MCTC Overall Work Program (OWP) and Budget. This document is prepared annually pursuant to Caltrans guidelines and is required to be submitted to Caltrans, FHWA and FTA. The OWP discusses the MCTC, its organizational structure, regional planning issues, and presents work element descriptions and budgets. Following review of the draft OWP, it will be brought before the Commission for adoption at its April 23, 2025, meeting.

As part of the Draft 2025-26 OWP development process, the MCTC staff met with its federal and state partners. This is an Annual Group Meeting and was held on January 7, 2025. The purpose of the annual group meeting is to discuss the current OWP progress, accomplishments, and carryover activities; and 2025-26 OWP Guidance.

FISCAL IMPACT:

No fiscal impact to the approved 2024-25 Overall Work Program and Budget.