



MEMORANDUM

Date: February 12, 2020

To: Contra Costa City Managers, County Administrator, Planning Directors,
and Other Staff Participants (distribution list attached)

From: Matt Kelly, Acting, Director of Planning

RE: Transmittal of the Measure J Calendar Years (CYs) 2018 & 2019 Growth Management Program (GMP) Compliance Checklist for Allocation of Fiscal Years (FYs) 2019-20 and 2020-21 Local Street Maintenance and Improvement (LSM) Funds

The Contra Costa Transportation Authority (Authority) recently approved the release of the Measure J Growth Management Program (GMP) Compliance Checklist covering Calendar Years (CYs) 2018 & 2019. In order to be eligible for receipt of Local Street Maintenance and Improvement (LSM) Funds for Fiscal Years (FYs) 2019-20 and 2020-21, your jurisdiction will need to complete, and your Council or Board will need to approve the Checklist, which may be submitted any time between now and June 30, 2021.

The Checklist and instructions are available on our website at:

<https://ccta.net/2018/10/17/growth-management-program-gmp/>. The Checklist may be completed by hand or electronically. Your Council/Board should approve the completed Checklist and a signed or certified original should be transmitted to the Authority office for processing. (Note: A draft Checklist may be submitted to the Authority for review ahead of Council/Board action).

Upon submittal, Authority staff will review your Checklist for completeness, and will be forwarded to the Citizens Advisory Committee (CAC) for inclusion on the agenda of their next scheduled meeting (typically the fourth Wednesday of each month). Staff from your jurisdiction is requested to attend the CAC meeting and provide a short (5-10 minute) presentation on the Checklist, highlighting any major activities undertaken or milestones achieved during the reporting period.

Jurisdictions found in compliance for CYs 2018 & 2019 will receive LSM funds for FY 2019-20 in accordance with the attached table. An estimated \$16.5 million is available; however, the exact allocation will be determined at the end of the fiscal year. Funds will be available for allocation beginning in August 2020.

The second annual allocation (FY 2020-21 “off-year” funds) will occur automatically on the one-year anniversary of the FY 2019-20 payment date.

Please submit all of the documents in a 3-hole punch binder in the following order: signed transmittal, Council Resolution, Checklist and attachments 1 – 13.

We look forward to receiving your completed Growth Management Compliance Checklist. The attached list of recipients to this memorandum indicates who received this notification. Should you have any questions about the Checklist process, please contact me at (925) 256-4730 (mkelly@ccta.net). Jurisdictions with staff new to the Checklist process are especially encouraged to consult with CCTA ahead of Checklist preparation.

*Attachments: CYs 2018 & 2019 GMP Compliance Checklist Introduction
CYs 2018 & 2019 GMP Compliance Checklist Instructions
CYs 2018 & 2019 GMP Compliance Checklist
Draft FY 2019-20 Measure J LSM Budget Tables
GMP Checklist Distribution List*