



MEASURE J GROWTH MANAGEMENT PROGRAM COMPLIANCE CHECKLIST

*Allocation of 18% Local Street Maintenance & Improvement Funds for
Fiscal Years 2021–22 and 2022–23*

Reporting Period: Calendar Years 2020 & 2021

Introduction

The Checklist form may be accessed at: <http://ccta.net/GMPchecklist>

To receive its share of funds from the Measure J 18 percent Local Street Maintenance and Improvement (LSM) program and to be eligible for funds from the Transportation for Livable Communities (CC-TLC) program, Measure J requires each jurisdiction in Contra Costa to comply with all of the components of its Growth Management Program (GMP). The Authority assesses compliance with the GMP through the review and approval of a jurisdiction's GMP Compliance Checklist. Each jurisdiction must complete the Checklist (attached), prepare the detailed information requested in the attachments section, approve the completed Checklist and attachments, and transmit a fully-executed and signed copy to the Authority.

The Authority generally distributes the Checklist in even-numbered years. Jurisdictions then have a year to submit their Checklist for review. For the Calendar Years (CYs) 2020 & 2021 reporting period, the Checklist is due no later than June 30, 2023. Provided they have demonstrated compliance with the GMP, jurisdictions are eligible to receive 18 percent (and 2.09 percent additional, if applicable) funds in August following the close of each fiscal year. If the jurisdiction cannot certify that it meets all of the program requirements by June 30, 2023, it should prepare and submit a "Statement of Progress" outlining how it is working to meet those requirements.

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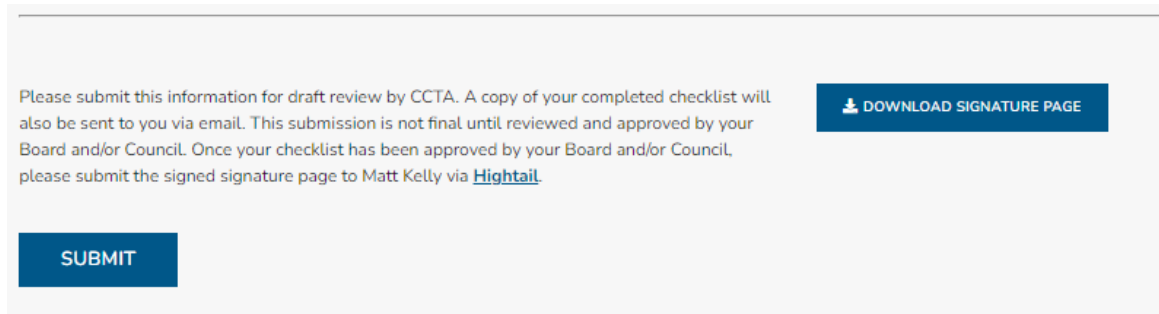
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COMPLETING AND SUBMITTING THE CHECKLIST

There are thirteen questions in the Checklist for which jurisdiction must respond. A “Yes” or “No” answer will suffice for most questions, depending upon whether the jurisdiction has fulfilled the requirement although, for certain questions, the “Not Applicable (N/A)” response may be more appropriate.

The Checklist is available as a fillable online form here:

<http://ccta.net/GMPchecklist>. Local jurisdictions should complete the Checklist questions and upload attachments using the online form. After Question 13, download the signature page (https://ccta.net/wp-content/uploads/2022/07/CCTA_GMPChecklist_SignatureForm.pdf). By clicking the ‘submit’ button, a .pdf file will be generated for your use (see screenshot below), with a draft sent to the Authority.



Please submit this information for draft review by CCTA. A copy of your completed checklist will also be sent to you via email. This submission is not final until reviewed and approved by your Board and/or Council. Once your checklist has been approved by your Board and/or Council, please submit the signed signature page to Matt Kelly via [Hightail](#).

SUBMIT

DOWNLOAD SIGNATURE PAGE

The Checklist, including attachments, must be reviewed and approved by the jurisdiction’s Council or Board, and submitted to the Authority with the executed signature page appended. An electronic signature is also acceptable.

Please submit all of the documents as a single electronic file (.pdf) to:
<https://www.hightail.com/u/MattKellyCCTA>.

AUTHORITY REVIEW AND APPROVAL OF CHECKLISTS

The completed Checklist will be reviewed first by Authority staff for completeness and then by two of the authority’s standing committees: the Citizens Advisory Committee (CAC) and the Planning Committee (PC). A presentation of the Checklist by staff is expected at the CAC meeting. Following the committees’ review, the Authority will review and, if it finds the jurisdiction in compliance with the GMP, approve the Checklist. Once it approves a jurisdiction’s Checklist, the Authority will allocate funds by the adopted formula of 50 percent population and 50 percent road miles. For FY 2021-22, approximately \$19.4 million will be available through

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the LSM program for allocation to local jurisdictions (final allocations are based on sales tax revenues and will be available after September 1, 2022).

An additional 2.09 percent of total Measure J annual revenues is available to local jurisdictions in West, Central, and Southwest Contra Costa County. The allocations in Central and Southwest County are made without regard to compliance with the GMP, while the allocations to the local jurisdictions of West County are subject to compliance and are paid concurrent with the 18% LSM payment.

GMP COMPONENTS REQUIRED FOR COMPLIANCE

Under the Measure J GMP, local jurisdictions must comply with several requirements, described in greater detail below. The initial GMP was established in Measure C, which Contra Costa voters approved in November 1988. It was superseded on April 1, 2009 by Measure J, which carried forward some of the requirements of the Measure C GMP, while modifying or discontinuing others.

The Measure J GMP currently requires compliance with the following:

- **Implementation of Action Plans.** Part of the responsibilities of local jurisdictions is to implement the actions outlined in the adopted Action Plan for their respective RTPC, which for the CYs 2020 & 2021 reporting period, are the Action Plans adopted by the Authority in September 2017. Jurisdictions must also comply with the policies and procedures included in the Action Plans, the *Implementation Guide* and the *Technical Procedures*. These documents address circulation of environmental documents, analysis of the impacts of proposed General Plan amendments and recommendation of changes to Action Plans, conditioning the approval of projects consistent with Action Plan policies, and Regional Transportation Planning Committee (RTPC) review of General Plan Amendments.
- **New or Continued Development Mitigation Programs.** Local jurisdictions must continue and update their existing development mitigation programs: both their local program to mitigate development impacts on local streets, and a regional program developed by the RTPC within their subarea. The regional program establishes fees, exactions, assessments, or other measures to fund regional and subregional transportation projects to mitigate the impacts of new growth on the transportation system.

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- **Housing Options.** Each jurisdiction must demonstrate reasonable progress in achieving the objectives in its Housing Element. The GMP gives jurisdictions three options for demonstrating this progress, as described in the instructions. Additionally, jurisdictions must demonstrate that they have incorporated policies and standards that support transit, bicycle, and pedestrian access into their review of new development.
- **Traffic Impact Studies.** Jurisdictions must conduct traffic impact studies as part of development review for any project estimated to generate more than 100 net new peak-hour vehicle trips. The RTPC may establish a lower threshold. These studies must comply with the Authority’s *Technical Procedures*.
- **Multi-Jurisdictional Planning.** Each jurisdiction must continue its current efforts to participate in an ongoing, multi-jurisdictional cooperative planning process through the RTPCs. This includes participation in meetings of the appropriate RTPC, working with the RTPC to develop and implement the Action Plans, and applying the Authority’s travel demand model and *Technical Procedures* to the analysis of General Plan Amendments (GPAs) and development projects exceeding specified thresholds for their effect on the regional transportation system.
- **Five-Year Capital Improvement Program.** Jurisdictions must continue to prepare five-year capital improvement programs, including approved transportation projects and an analysis of the costs of proposed projects. The program must outline a financial plan for providing proposed improvements.
- **TSM Ordinance, Resolution, or Alternative Form of Mitigation.** Local jurisdictions should have in place an adopted Transportation Systems Management (TSM) or Transportation Demand Management (TDM) ordinance, resolution, or alternative form of mitigation that substantially conforms to the Authority’s Model TSM Resolution.
- **Growth Management Element.** Local jurisdictions must update their Growth Management Elements (GME) consistent with the new Model Growth Management Element adopted by the Authority in June 2007. The GME is the jurisdiction’s main platform for outlining goals and policies for managing growth and requirements for achieving those goals. Jurisdictions are encouraged to supplement their GMEs with any elements outside of the

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Model GME that may be helpful in achieving both the objectives of the GMP and the goals and policies of the local General Plan. Since all local jurisdictions have already adopted a final Measure J GME, at present no updates are required.

- **Urban Limit Line.** To comply with the GMP, jurisdictions must adopt and continuously comply with the provisions of a voter-approved Urban Limit Line (ULL). A jurisdiction may adopt its own local voter-approved Urban Limit Line, or adopt the County’s ULL (Measure L, 2006) to fulfill this requirement. At present, all local jurisdictions in Contra Costa have a voter approved ULL.
- **LSM Reporting and Audit Forms.** Local jurisdictions should report the total amount of Measure J LSM expenditures by eligible category. Individual expenditures of \$10,000 or more should be detailed on the LSM Audit Form.

SUGGESTED REFERENCES

Some important reference documents that the Authority has adopted and that local staff should have on hand when completing the Checklist are:

1. *Growth Management Program Implementation Guide*, February 2021;
2. *The 2017 Update to the Countywide Comprehensive Transportation Plan*, including the Action Plans for Routes of Regional Significance, adopted September 20, 2017;
3. Measure J Model Growth Management Element, December 2021;
4. *Technical Procedures*, updated April 2022; and
5. Model Transportation System Management Ordinance, adopted in 1997.

All of these documents may be downloaded from our website at <https://ccta.net/planning/growth-management/>