



SOUTHERN CALIFORNIA  
ASSOCIATION OF GOVERNMENTS  
900 Wilshire Blvd., Ste. 1700  
Los Angeles, CA 90017  
T: (213) 236-1800  
www.scag.ca.gov

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## SPECIAL MEETING

# EXECUTIVE/ ADMINISTRATION COMMITTEE

### *Remote Participation Only*

**Wednesday, December 2, 2020**

**3:00 p.m. – 4:00 p.m.**

### *To Participate on Your Computer:*

**<https://scag.zoom.us/j/889726747>**

### *To Participate by Phone:*

**Call-in Number: 1-669-900-6833**

**Meeting ID: 889 726 747**

***Please see next page for detailed  
instructions on how to participate in the meeting.***

### ***PUBLIC ADVISORY***

Given recent public health directives limiting public gatherings due to the threat of COVID-19 and in compliance with the Governor's recent Executive Order N-29-20, the meeting will be held telephonically and electronically.

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Peter Waggonner at (213) 630-1402 or via email at [waggonner@scag.ca.gov](mailto:waggonner@scag.ca.gov). Agendas & Minutes are also available at: [www.scag.ca.gov/committees](http://www.scag.ca.gov/committees).

SCAG, in accordance with the Americans with Disabilities Act (ADA), will accommodate persons who require a modification of accommodation in order to participate in this meeting. SCAG is also committed to helping people with limited proficiency in the English language access the agency's essential public information and services. You can request such assistance by calling (213) 630-1402. We request at least 72 hours (three days) notice to provide reasonable accommodations and will make every effort to arrange for assistance as soon as possible.



## Instructions for Public Comments

*You may submit public comments in two (2) ways:*

1. **Submit written comments via email to: [ePublicComment@scag.ca.gov](mailto:ePublicComment@scag.ca.gov) by 5pm on Tuesday, December 1, 2020.**

All written comments received after 5pm on Tuesday, December 1, 2020 will be announced and included as part of the official record of the meeting.

2. **If participating via Zoom or phone, during the Public Comment Period, use the “raise hand” function on your computer or \*9 by phone and wait for SCAG staff to announce your name/phone number. SCAG staff will unmute your line when it is your turn to speak. Limit oral comments to 3 minutes, or as otherwise directed by the presiding officer.**

If unable to connect by Zoom or phone and you wish to make a comment, you may submit written comments via email to: [ePublicComment@scag.ca.gov](mailto:ePublicComment@scag.ca.gov).

***In accordance with SCAG’s Regional Council Policy, Article VI, Section H and California Government Code Section 54957.9, if a SCAG meeting is “willfully interrupted” and the “orderly conduct of the meeting” becomes unfeasible, the presiding officer or the Chair of the legislative body may order the removal of the individuals who are disrupting the meeting.***



## Instructions for Participating in the Meeting

SCAG is providing multiple options to view or participate in the meeting:

### To Participate and Provide Verbal Comments on Your Computer

1. Click the following link: <https://scag.zoom.us/j/889726747>.
2. If Zoom is not already installed on your computer, click “Download & Run Zoom” on the launch page and press “Run” when prompted by your browser. If Zoom has previously been installed on your computer, please allow a few moments for the application to launch automatically.
3. Select “Join Audio via Computer.”
4. The virtual conference room will open. If you receive a message reading, “Please wait for the host to start this meeting,” simply remain in the room until the meeting begins.
5. During the Public Comment Period, use the “raise hand” function located in the participants’ window and wait for SCAG staff to announce your name. SCAG staff will unmute your line when it is your turn to speak. Limit oral comments to 3 minutes, or as otherwise directed by the presiding officer.

### To Listen and Provide Verbal Comments by Phone

1. Call **(669) 900-6833** to access the conference room. Given high call volumes recently experienced by Zoom, please continue dialing until you connect successfully.
2. Enter the **Meeting ID: 889 726 747**, followed by #.
3. Indicate that you are a participant by pressing # to continue.
4. You will hear audio of the meeting in progress. Remain on the line if the meeting has not yet started.
6. During the Public Comment Period, press \*9 to add yourself to the queue and wait for SCAG staff to announce your name/phone number. SCAG staff will unmute your line when it is your turn to speak. Limit oral comments to 3 minutes, or as otherwise directed by the presiding officer.



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**Members – December 2020**

- 1. Hon. Rex Richardson**  
Chair, Long Beach, RC District 29
- 2. Hon. Clint Lorimore**  
1st Vice Chair, Eastvale, RC District 4
- 3. Hon. Jan C. Harnik**  
2nd Vice Chair, RCTC Representative
- 4. Hon. Bill Jahn**  
Imm. Past Chair, Big Bear Lake, RC District 11
- 5. Hon. Jorge Marquez**  
CEHD Chair, Covina, RC District 33
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**OUR MISSION**

*To foster innovative regional solutions that improve the lives of Southern Californians through inclusive collaboration, visionary planning, regional advocacy, information sharing, and promoting best practices.*

**OUR VISION**

*Southern California's Catalyst for a Brighter Future*

**OUR CORE VALUES**

*Be Open | Lead by Example | Make an Impact | Be Courageous*



- 
- 16. Hon. David Ryu**  
Pres. Appt., Los Angeles, RC District 51
  
  - 17. Hon. Andrew Masiel**  
Tribal Govt Regl Planning Board Representative
  
  - 18. Randall Lewis**  
Business Representative, Non-Voting Member

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# EXECUTIVE/ADMINISTRATION COMMITTEE AGENDA

Southern California Association of Governments  
Remote Participation Only  
**Wednesday, December 2, 2020**  
**3:00 PM**

The Executive/Administration Committee may consider and act upon any of the items on the agenda regardless of whether they are listed as Information or Action items.

## **CALL TO ORDER AND PLEDGE OF ALLEGIANCE** *(The Honorable Rex Richardson, Chair)*

### **PUBLIC COMMENT PERIOD**

Members of the public are encouraged to submit written comments by sending an email to: [ePublicComment@scag.ca.gov](mailto:ePublicComment@scag.ca.gov) by 5pm on Tuesday, December 1, 2020. Such comments will be transmitted to members of the legislative body and posted on SCAG's website prior to the meeting. Written comments received after 5pm on Tuesday, December 1, 2020 will be announced and included as part of the official record of the meeting. Members of the public wishing to verbally address the Executive/Administration Committee will be allowed up to 3 minutes to speak, with the presiding officer retaining discretion to adjust time limits as necessary to ensure efficient and orderly conduct of the meeting. The presiding officer has the discretion to reduce the time limit based upon the number of comments received and may limit the total time for all public comments to twenty (20) minutes.

### **REVIEW AND PRIORITIZE AGENDA ITEMS**

#### **ACTION/DISCUSSION ITEM**

1. Resolution No. 20-627-1 Regarding Regional Funding for Housing  
*(Sarah Jepson, Director of Planning)*

#### **RECOMMENDED ACTION FOR EAC:**

Adopt Resolution No. 20-627-1 and authorize SCAG to apply for \$35,603,268, the remaining amount of maximum eligible funding allowed under the Regional Early Action Planning (REAP) Program.

#### **CONSENT CALENDAR**

##### Approval Items

2. Minutes of the Special Meeting - November 4, 2020
3. Approval for Additional Stipend Payments
4. Contracts \$200,000 or Greater: Contract 20-048-C01, Regional Transit Development Management (TDM) Data Clearinghouse and Standards
5. Contracts \$200,000 or Greater: Contract 21-008-C01, Local Demonstration Initiative - Kit of Parts
6. SCAG Memberships and Sponsorships

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Receive and File

7. Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments \$5,000 - \$74,999
8. CFO Monthly Report

**CFO MONTHLY REPORT**

(- " , ° *Chief Financial Officer*)

**PRESIDENT'S REPORT**

*(The Honorable Rex Richardson, Chair)*

- Recognition of Outgoing EAC Members

**EXECUTIVE DIRECTOR'S REPORT**

*(Kome Ajise, Executive Director)*

**FUTURE AGENDA ITEM/S**

**ANNOUNCEMENT/S**

**ADJOURNMENT**

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Southern California Association of Governments  
Remote Participation Only  
December 2, 2020

To: Executive/Administration Committee (EAC)

EXECUTIVE DIRECTOR'S  
APPROVAL

From: Ma'Ayn Johnson, Regional Planner Specialist,  
(213) 236-1975, johnson@scag.ca.gov

Subject: Resolution No. 20-627-1 Regarding Regional Funding for  
Housing

**RECOMMENDED ACTION FOR EAC:**

Acting on behalf of the Regional Council in accordance with Article V, Section C(3)(a) of the SCAG Bylaws, approve Resolution No. 20-627-1 and authorize SCAG to apply for \$35,603,268, the remaining amount of maximum eligible funding allowed under the Regional Early Action Planning (REAP) Program.

**STRATEGIC PLAN:**

This item supports the following Strategic Plan Goal 2: Advance Southern California's policy interests and planning priorities through regional, statewide, and national engagement and advocacy. 4: Provide innovative information and value-added services to enhance member agencies' planning and operations and promote regional collaboration.

**EXECUTIVE SUMMARY:**

*The California 2019-20 Budget Act, also known as Assembly Bill (AB) 101, appropriated a new one-time program to provide designated regional entities with grants for planning activities to enable jurisdictions to increase housing planning and accelerate housing production in order to meet housing needs as determined by the sixth cycle Regional Housing Needs Assessment (RHNA). Up to \$47.5 million is available for SCAG under the Regional Early Action Planning (REAP) Program for eligible activities. Based on Regional Council action, in April 2020 SCAG applied for 25 percent, or \$11.9 million, the maximum allowed for the initial early application. SCAG staff recommends adopting the resolution authorizing SCAG to apply for \$35.6 million, the remaining balance available to SCAG for REAP funding.*

**BACKGROUND:**

The California 2019-20 Budget Act, also known as Assembly Bill (AB) 101, appropriated a new one-time program to provide designated regions with grants for planning activities to enable jurisdictions to increase housing planning and accelerate housing production in order to meet housing needs as determined by the sixth cycle Regional Housing Needs Assessment (RHNA). There are two programs created under AB 101, which are administered by the California Department of Housing and Community Development (HCD): the Local Government Planning Support Grants

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Program (LEAP) and the Regional Early Action Planning (REAP) Program (Health and Safety Code Sections 5015 – 5015.5). A total of \$250 million is available Statewide to fund both programs for related planning activities.

The LEAP program makes population-based formula grants available on an application basis directly to individual cities and counties to support local planning efforts and process improvements to facilitate compliance with recent legislation amending housing element and related land use law to increase and accelerate housing production. SCAG jurisdictions are eligible for a total of \$50.9 million of LEAP funds for applications due to HCD by January 31, 2021. HCD released the LEAP applications on an over-the-counter basis in January 2020; as of early November, more than 30 SCAG jurisdictions had not yet submitted complete applications to HCD. SCAG has encouraged the respective subregions to support their members in applying for the LEAP funds. Local governments were also eligible for SB 2 Planning Grants to support related planning activities.

Under the REAP Program, SCAG and other designated councils of governments design their program frameworks for implementation of eligible REAP planning activities supporting regional policy objectives to accelerate housing production. Regional programs must promote best practices for developing a sufficient supply of housing affordable to all income levels.

The LEAP and REAP programs, both authorizing similar uses for planning activities, enable cities and counties to form partnerships with other units of government, including SCAG, to directly impact land use or development within the participating jurisdiction(s). There are a variety of eligible uses of funding by jurisdictions, including education and outreach, rezoning and environmental clearance, improving and amending local ordinances that promote housing, surplus sites development, infrastructure planning, and technical assistance and temporary staffing. Of the \$125 million available statewide for the REAP program, SCAG is eligible to apply for up to \$47,471,023 in one-time funding. REAP activities can be used to supplement or support LEAP-funded activities along with those awarded using SB 2 Planning Grants.

### **SCAG Regional Early Action Planning Program (REAP)**

#### **Program and Funding Framework**

At the October 3, 2019 CEHD Committee meeting, SCAG identified several draft program areas and funding categories for REAP grant funding. Based on this discussion, SCAG staff developed a draft Program Framework with Program Objectives and Major Funding Elements: Partnerships and Outreach, Regional Policy Solutions, Sustainable Communities Strategy (SCS) Integration, and RHNA Methodology/Allocation (attached to this report).

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## Advance REAP Funding

The REAP program includes an option for the designated councils of governments, including SCAG, to submit an early application for up to twenty-five (25) percent of the maximum amount for which they are eligible – (\$47.5 million for SCAG), or \$11,867,755. At its February 6, 2020 meeting, the Regional Council adopted Resolution 20-618-1 authorizing SCAG to apply for the advance funding. A standard agreement for the advance REAP funding was executed between SCAG and HCD on August 19, 2020.

As part of its advance funding application, SCAG developed several main program areas to be funded by the REAP program based on the Draft Program and Funding Framework. Program work in each of these areas has been in development since Spring 2020. The Call for Collaboration, Subregional Partnership Program, and Sustainable Communities Program Housing & Sustainable Development, as well as the RHNA Methodology/Allocation have been reviewed and approved by the CEHD Committee and Regional Council. These programs seek to help accelerate housing production throughout the region by funding projects that will be implemented by subregional partners, jurisdictions, and community-based organizations and stakeholders.

## Progress

The programs started in the early phases of the REAP program have reached several key points and will continue throughout the REAP funding period:

Subregional Partnership Program: The Regional Council adopted allocation of up to 50% of the REAP funds for which SCAG is eligible - \$23.8 Million, to be allocated among the subregions for qualifying projects in proportion to their final RHNAs. Among the 16 subregional partners, SCAG will be funding, on a reimbursement basis, over 60 projects to support local jurisdictions in accelerating housing production. As of this writing, project applications are yet under review, with Memoranda of Understanding (MOU) being executed as early as January 2021. Proposed projects include accessory dwelling unit (ADU) capacity analyses, strategy plans for regional housing trust funds, land use and zoning ordinances, housing element preparation assistance, and housing element program implementation. <http://www.scag.ca.gov/programs/pages/housing.aspx#REAP>

Regional Policy Solutions: SCAG staff developed a pre-HCD certified housing element data package for use in local housing elements that will save jurisdictional resources and time. SCAG staff also completed the analysis of regional ADU rents to assist in matching anticipated ADUs to RHNA income categories. SCAG, in conjunction with HCD and the Governor's Office of Planning and Research (OPR), held a series of housing element webinars in August 2020. A Housing Element parcel mapping tool will be released in early December via public webinar, including support via the General Plan update technical assistance for the Regional Data Platform (RDP). [www.scag.ca.gov/housing](http://www.scag.ca.gov/housing)

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Call for Collaboration: SCAG completed an MOU with the California Community Foundation in November 2020 to develop a call for projects that promote innovative partnerships that elevate conversations around housing and social equity and justice. The call for projects will begin in January 2021 with awards announced in Spring 2021.

Sustainable Communities Program – Housing and Sustainable Development: A housing call for projects for jurisdictions with several options was released on November 9, 2020, with applications due on January 15, 2021. Awards will be announced in Spring 2021. <http://sustain.scag.ca.gov/Pages/DemoProjApplication.aspx>. SCAG will also undertake additional work supporting Connect SoCal implementation, e.g. issues related to environmental justice, CEQA streamlining, and transit-oriented development (TOD).

### **Full REAP Funding Application**

The deadline to submit an application with an authorizing resolution for REAP funding is January 31, 2021. SCAG plans to continue implementing the Housing Program Framework with the remaining REAP funding and will apply for the remaining \$35.6 million in early January 2021. Pending approval from the Executive/Administration Committee, the balance of funding will fully fund implementation of the Framework. The draft required resolution for the balance of funding is attached to this staff report.

### **Next Steps**

The 6th Cycle RHNA process will be completed by early 2021. SCAG staff will continue to participate in regular calls with HCD to ensure that program progress is consistently reviewed and monitored throughout the REAP funding period.

All funds administered under AB 101, including both LEAP and REAP, must be expended by July 2023. Annual reports for use of the REAP funds, along with a final report on the expenditure of funds, including an evaluation of jurisdiction actions taken to implement the program and impacts on housing production, will be due to HCD from SCAG, for reporting to the Legislature by the end of 2024. SCAG staff will provide more updates and information to the Regional Council, CEHD Committee, and stakeholders as they become available.

### **FISCAL IMPACT:**

Current work on the REAP program is included in the current FY 2020-21 Overall Work Program budget (300.4872.03: Regional Early Action Planning (REAP) Grants Program (AB 101)).



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**ATTACHMENT(S):**

1. Resolution No. 20-627-1
2. REAP Advance Allocation Request Attachment
3. Draft Regional Housing Program Framework



RESOLUTION NO. 20-627-1

A RESOLUTION OF THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS APPROVING REGIONAL EARLY ACTION PLANNING PROGRAM RESOLUTION FOR REMAINING FULL ALLOCATION REQUEST

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS 900 Wilshire Blvd., Ste. 1700 Los Angeles, CA 90017 T: (213) 236-1800 www.scag.ca.gov

REGIONAL COUNCIL OFFICERS

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COMMITTEE CHAIRS

- Executive/Administration Rex Richardson, Long Beach
Community, Economic & Human Development Jorge Marquez, Covina
Energy & Environment David Pollock, Moorpark
Transportation Cheryl Viegas-Walker, El Centro

WHEREAS, the Southern California Association of Governments (SCAG) is the Metropolitan Planning Organization, for the six county region consisting of Los Angeles, Orange, San Bernardino, Riverside, Ventura, and Imperial counties pursuant to 23 U.S.C. § 134 et seq. and 49 U.S.C. § 5303 et seq.; and

WHEREAS, the State of California (the "State"), Department of Housing and Community Development ("Department") is authorized to provide up to \$125,000,000 under the Local Government Planning Support Grants Program (LGPSGP) to Councils of Governments and other Regional Entities ("Applicant") (as described in Health and Safety Code section 50515.02); and

WHEREAS, Department issued a Notice and Opportunity for Funding Allocation Application (NOFA) on February 18, 2020 (Local Government Planning Support Grants Program); and

WHEREAS, Applicant is a Council of Governments eligible to submit a request for funding pursuant to Health and Safety Code section 50515.02(d)(3) to develop and accelerate the implementation of the requirements contained in the Council of Governments' application pursuant to Health and Safety Code section 50515.02(d)(1) including the development of an education and outreach strategy related to the sixth cycle regional housing need allocation; and

WHEREAS, the SCAG Regional Council authorized SCAG staff on February 6, 2020 to apply to the Department for an advance allocation of an amount not exceeding \$11,867,755 (up to 25% of the amount allocated pursuant to Health and Safety Code section 50515.02(b) consistent with the methodology described in 50515.03(a)) through adopted Resolution No. 20-618-1; and

WHEREAS, the Department approved the advance allocation request subject to the terms and conditions of Eligibility, Guidelines, NOFAs, Program requirements, and the Standard Agreement by and between the Department and Local Government Planning Support Grant Recipients and entered into a Standard Agreement with SCAG on August 19, 2020.

NOW, THEREFORE, BE IT RESOLVED, that the Southern California Association of Governments is hereby authorized pursuant to Health and Safety Code section 50515.02(a) and directs the Executive Director or his designee to request an allocation pursuant to the Department's calculation in accordance with the population estimates consistent with the methodology described in subdivision (a) of Section 50515.03. Each council of governments or other regional entity may, in consultation with the

Attachment: Resolution No. 20-627-1 (Resolution No. 20-627-1 Regarding Regional Funding for Housing)

Department and consistent with program requirements, determine the appropriate use of funds or suballocations within its boundaries to appropriately address its unique housing and planning priorities.

**BE IT FURTHER RESOLVED THAT** the Executive Director or his designee is authorized to execute the Allocation Application, on behalf of the Southern California Association of Governments as required by the Department for receipt of LGPSGP funds by submitting the following information:

- (a) An allocation budget for the funds provided pursuant to this section.
- (b) The amounts retained by the council of governments, regional entity, or county, and any suballocations to jurisdictions.
- (c) An explanation of how proposed uses will increase housing planning and facilitate local housing production.
- (d) Identification of current best practices at the regional and statewide level that promote sufficient supply of housing affordable to all income levels, and a strategy for increasing adoption of these practices at the regional level, where viable.
- (e) An education and outreach strategy to inform local agencies of the need and benefits of taking early action related to the sixth cycle regional housing need allocation.

**BE IT FURTHER RESOLVED THAT** when the Applicant receives its allocation of LGPSP funds in the authorized maximum amount of \$ 35,603,268 from the Department pursuant to the above referenced Allocation Application, it represents and certifies that it will use all such funds only for eligible activities as set forth in Health and Safety Code section 50515.02(e), as approved by the Department and in accordance with all LGPSP requirements, NOFA guidelines, all applicable state and federal statutes, rules, regulations, and the Standard Agreement executed by and between the Applicant and the Department.

**BE IT FURTHER RESOLVED THAT** the Executive Director or his designee is authorized to enter into, execute and deliver a State of California Standard Agreement for the maximum amount of \$35,603,268, and any and all other documents required or deemed necessary or appropriate to evidence and secure the LGPSP allocation, the Applicant's obligations related thereto and all amendments the Department deems necessary and in accordance with LGPSGP.

**PASSED, APPROVED AND ADOPTED** by the Executive/Administration Committee on behalf of the Regional Council of the Southern California Association of Governments at its special meeting this 2nd day of December, 2020.

[SIGNATURES ON FOLLOWING PAGE]

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Rex Richardson  
President, SCAG  
Councilmember, Long Beach

Attested by:

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Kome Ajise  
Executive Director

Approved as to Form:

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Justine Block  
Acting Chief Counsel

Regional Early Action Planning Grants Program (REAP) Advance Allocation Request Attachment—revised 07/20/20

Proposed Activity Title	Proposed Activity Description	Application Requirement(s) Developed or Accelerated*	Timing of Proposed Activity	Amount of Funds Utilized for Proposed Activity (rounded,000s)
Partnerships and Outreach	Policy education and local leadership development; partnership development with subregional partners and technical assistance; exploration of collaboration with community-based partners to support community-driven approaches to accommodate more housing; public workshops for leaders and communities; working groups focused on housing; stakeholder engagement	3,4,5	April 2020** – October 2021 (will be ongoing beyond early application)	\$6,681,400
Regional Policy Solutions	Analysis of economic factors beyond siting and zoning; develop a Regional Action Plan in coordination with SCS integration and outreach; adopt and implement Regional Action Plan as part of housing working group policy; policy analyses and white papers focused on State and regional policy solutions, funding models, and RHNA reform; develop data-based tools and resources and guide and support regional strategies and local housing program development	1,2,3,4,5	April 2020** – October 2021 (will be ongoing beyond early application)	\$1,153,000
Sustainable Communities Strategy (SCS) Integration	Transit-oriented development opportunity analysis and partnerships with transportation agencies; priority growth area capacity analysis/data tools; expand, augment, and carry out local planning technical assistance program in areas existing and new program and other strategies that assist and facilitate consistency of local implementation strategies with the SCS, including enhanced infrastructure financing districts (EIFD), smart cities, and parking reform	1,2,3,4,5	April 2020** – October 2021 (will be ongoing beyond early application)	\$2,253,000

APPROVED FOR PAYMENT  
 Housing Policy Development Division  
 By: Paul Mc Douga II  
 Date: July 22, 2020

Regional Early Action Planning Grants Program (REAP) Advance Allocation Request Attachment—revised 07/20/20

RHNA Methodology/Allocation	Reimburse staff expenses associated with improving RHNA methodology and resulting allocation that furthers objectives of State housing law for the 6 <sup>th</sup> RHNA Cycle	5	October 2019 – December 2020	\$1,187,000
Administration Costs	Costs associated with administering the proposed activities that are not considered activities		October 2019 – October 2021 (will be ongoing beyond early application)	\$593,355
	<p>*Application requirements</p> <p>(1) An allocation budget for the funds provided pursuant to this section.</p> <p>(2) The amounts retained by the council of governments, regional entity, or county, and any suballocations to jurisdictions.</p> <p>(3) An explanation of how proposed uses will increase housing planning and facilitate local housing production.</p> <p>(4) Identification of current best practices at the regional and statewide level that promote sufficient supply of housing affordable to all income levels, and a strategy for increasing adoption of these practices at the regional level, where viable.</p> <p>(5) An education and outreach strategy to inform local agencies of the need and benefits of taking early action related to the sixth cycle regional housing need allocation.</p> <p>**SCAG will be able to spend funds after a notice to proceed is issued by HCD. SCAG staff will adjust the timeline accordingly.</p>	<b>Total</b>	<b>October 2019 – October 2021</b>	<b>\$11,867,755</b>

## SCAG: DRAFT Regional Housing Program Framework

### Program Objectives

- Advance Connect SoCal growth vision
- Link to 6<sup>th</sup> Cycle RHNA allocation; compliance
- Maximize funding allocations; Expend funding
- Complement and increase competitiveness for state funding programs, including by increasing number of “prohousing local policies” cities who receive preference in state programs.
- Build longer term capacity to address housing issues, including by:
  - Facilitating compliance with state housing law
  - Strengthening regional/sub-regional partnerships, collaborations and funding models
  - Establishing regional/subregional vision that marries housing/transportation objectives

### Preliminary Program Areas

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#### *Early Action Items (SCAG/AB 101 Funded)*

- **Stakeholder Engagement (Fall/Winter):** Survey, focus groups, President’s Housing Taskforce to gain input on program elements
- **Opportunity Analysis (May 2020)**—Consultant study analyzing barriers/opportunities to development in Connect SoCal Priority Growth Areas. Deliverables: Lit Review; Case Studies, Development Check-list.
- **Housing Innovation Challenge & Showcase (May 2020)**—Pending partnership with foundation to identify, showcase innovative planning, funding, or production models through competitive Call for Solutions (open to public, private, non-profit)
- **Collaborate, Align Regional Housing Initiatives**—Partner to form Regional Housing Steering Committee. Coalition of coalitions focused on leaders in public, private, non-profit sector.
- **RHNA Methodology/Allocation**—Reimburse staff expenses associated with 6<sup>th</sup> Cycle.

#### *Core REAP Program Elements (AB 101 Funded)*

- 1. Housing Planning & Policy Education & Local Leadership Development**
  - Policy Committees, Workshops, Trainings on RHNA, Housing Elements, Best Practices
  - Public Education Materials
- 2. Direct Allocations tied to RHNA Methodology**
  - **Sub-regional/City Partnerships Focused on Housing Element Updates**
    - Examples: Local/Regional Housing Elements, Model Ordinances, Uniform Standards
  - **Job-Transit-Housing Acceleration Fund**
    - Direct Allocation to jurisdiction with highest allocations of Existing Need
    - TOD Partnerships—Metrolink, County Transportation Commissions
- 3. Competitive Program: Expand/Augment Local Planning Technical Assistance Program**
  - **Example Categories:** Housing Supportive Infrastructure, EIFD, Parking Reform, 743, Smart Permitting System, Civic Engagement Plans
- 4. Regional Action Plan (Connect SoCal/RHNA alignment)**
  - Priority Growth Area Capacity Analysis & Data Tools to Support Housing Element Updates
  - Beyond Siting/Zoning: Regional Funding Models, Public Education Campaign, Etc...



Southern California Association of Governments  
Remote Participation Only  
December 2, 2020

**MINUTES OF THE SPECIAL MEETING  
EXECUTIVE/ADMINISTRATION COMMITTEE (EAC)  
WEDNESDAY, NOVEMBER 4, 2020**

THE FOLLOWING MINUTES IS A SUMMARY OF ACTIONS TAKEN BY THE EXECUTIVE/ADMINISTRATION COMMITTEE (EAC). A VIDEO AND AUDIO RECORDING OF THE ACTUAL MEETING IS AVAILABLE AT: <http://scag.iqm2.com/Citizens/>

The Executive/Administration Committee (EAC) of the Southern California Association of Governments (SCAG) held its special meeting telephonically and electronically, given public health directives limiting public gatherings due to the threat of COVID-19 and in compliance with the Governor’s Executive Order N-29-20. A quorum was present.

**Members Present**

<b>Hon. Rex Richardson, President</b>	<i>Long Beach</i>	<b>District 29</b>
<b>Hon. Clint Lorimore, 1<sup>st</sup> Vice President</b>	<i>Eastvale</i>	<b>District 4</b>
<b>Hon. Jan Harnik, 2<sup>nd</sup> Vice President</b>		<b>RCTC</b>
<b>Hon. Bill Jahn, Imm. Past President</b>	<i>Big Bear Lake</i>	<b>District 11</b>
Hon. Jorge Marquez, Chair, CEHD	<i>Covina</i>	District 33
Hon. Frank Yokoyama, Vice Chair, CEHD	<i>Cerritos</i>	District 23
Hon. David Pollock, Chair, EEC	<i>Moorpark</i>	District 46
Hon. Carmen Ramirez, Vice Chair, EEC	<i>Oxnard</i>	District 45
Hon. Cheryl Viegas-Walker, Chair, TC	<i>El Centro</i>	District 1
Hon. Steven Hofbauer, Vice Chair, TC	<i>Palmdale</i>	District 43
Hon. Jose Luis Solache, Chair, LCMC	<i>Lynwood</i>	District 26
Hon. Peggy Huang, Vice Chair, LCMC		TCA
Hon. Margaret Finlay, President’s Appt.	<i>Duarte</i>	District 35
Hon. Kim Nguyen, President’s Appt.	<i>Garden Grove</i>	District 18
Mr. Randall Lewis, Ex-officio	<i>Lewis Group of Companies</i>	Business Representative

**Members Not Present**

Hon. Deborah Robertson, President’s Appt.	<i>Rialto</i>	District 8
Hon. David Ryu, President’s Appt.	<i>Los Angeles</i>	District 51
Hon. Andrew Masiel, Sr.	<i>Pechanga Dev. Corp.</i>	TGRPB Representative

**Staff Present**

Kome Ajise, Executive Director

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Darin Chidsey, Chief Operating Officer  
Debbie Dillon, Chief Strategy Officer  
Justine Block, Acting Chief Counsel/Acting Director of Legal Services  
Sarah Jepson, Director of Planning  
Art Yoon, Director of Policy and Public Affairs  
Erika Bustamante, Acting Chief Financial Officer  
Julie Shroyer, Chief Information Officer  
Peter Waggoner, Office of Regional Council Support  
Maggie Aguilar, Office of Regional Council Support

### **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

The Honorable Rex Richardson called the meeting to order at 3:00 p.m. and asked EEC Vice Chair, Carmen Ramirez, Oxnard, District 45, to lead the Pledge of Allegiance.

Given the public health directives limiting gatherings due to COVID-19, President Richardson announced the meeting was being held telephonically and electronically in compliance with the Governor's Executive Orders.

### **PUBLIC COMMENT PERIOD**

President Richardson opened the Public Comment Period.

He reminded the public to submit comments via email to [ePublicComment@scag.ca.gov](mailto:ePublicComment@scag.ca.gov). Staff acknowledged there were no public comments received by email.

President Richardson closed the Public Comment Period.

### **REVIEW AND PRIORITIZE AGENDA ITEMS**

**There was no prioritization of agenda items.**

### **CONSENT CALENDAR**

#### Approval Items

1. Minutes of the Special Meeting – September 30, 2020
  2. Resolution No. 20-626-1 Regarding SCAG's 2020 Title VI Program
  3. 2021 Meeting Schedule of Regional Council and Policy Committees
-

4. Contracts \$200,000 or Greater: 21-005-C01, State Advocacy
5. Contracts \$200,000 or Greater: 21-009-C01, Transit Asset Management
6. Contract Amendment Greater Than 30% of the Contract's Original Value and \$75,000 or Greater: Contract No. 21-012-C01, Microsoft Enterprise Software License Agreement
7. SCAG Memberships and Sponsorships

Receive and File

8. Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments \$5,000 - \$74,999
9. CFO Monthly Report

A MOTION was made (Finlay) to approve the Consent Calendar, Items 1 through 7; Receive and File Items 8 and 9. Motion was SECONDED (Solache) and passed by the following votes:

**AYES:** Finlay, Harnik, Hofbauer, Huang, Jahn, Lorimore, Marquez, Nguyen, Pollock, Ramirez, Richardson, Solache, Viegas-Walker and Yokoyama (14)

**NOES:** None (0)

**ABSTAIN:** None (0)

**CFO MONTHLY REPORT**

Ms. Erika Bustamante, Acting Chief Financial Officer, reported that Eide Bailly LLP, SCAG's outside independent auditor, finished conducting final audit fieldwork and that the audited Comprehensive Annual Financial Report would be released in December. Regarding membership dues, as of October 21st, 122 cities and four counties had renewed their membership. 67 cities had taken advantage of the 20 percent dues waiver. To-date, SCAG had collected a total of 64 percent of the assessment, which left 66 cities and 2 counties pending. She reported SCAG staff had sent second reminders in October and three cities were being recruited for membership.

Immediate Past President, Bill Jahn, Big Bear Lake, District 11, asked what three cities were being recruited for membership. Ms. Bustamante stated it was the cities of Orange, Rancho Santa Margarita and Manhattan Beach.

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## **PRESIDENT'S REPORT**

President Richardson reported the RHNA Litigation Study Team held a meeting on November 2, per request of Councilmember Peggy Huang. The study team discussed a recent Freddie Mac report on the US housing supply, and a request to revisit options related to HCD's housing need determination last year, of 1.34 million units to the SCAG region. He stated that after deliberations, a majority of the study team members recommended that SCAG not pursue litigation against HCD at this time to challenge their regional determination. He stated if there were further requests by Regional Council members to revisit potential litigation, a closed session may be scheduled for the next EAC and Regional Council meetings. He reminded the EAC Members of the meeting schedule (November 5), with Policy Committees at 9:30 a.m. and the Regional Council meeting 12:30 p.m. He also reported the next meeting of the EAC was scheduled for Wednesday, December 2, 2020 at 3:00 p.m.

Transportation Committee Chair, Cheryl Viegas-Walker, El Centro, District 1, stated that with respect to the recommendation that SCAG not pursue litigation against HCD at this time to challenge their regional determination, she also recalled that the RHNA Litigation Study Team had recommended that SCAG leadership continue dialogue with HCD. President Richardson confirmed that her recollection was accurate.

## **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Kome Ajise reported that on Friday, October 30, the California Air Resources Board (CARB) released their determination of SCAG's Sustainable Communities Strategy (SCS) and agreed that it would achieve the greenhouse gas reduction (GHG) target. He stated the acceptance by CARB makes projects in the SCAG region eligible for State transportation funds, including the approximately 1.4 billion in current funding requests. He stated this was SCAG's first SCS in reaching the new, higher target of 19 percent GHG reduction from 2005 levels by 2035. He stated it will take the continued leadership of SCAG's Regional Council and Committee members and partnership with our local jurisdictions and County Transportation Commissions to implement Connect SoCal and address recommendations raised by CARB.

Mr. Ajise reported that SCAG received a total of 52 RHNA-related appeals filed by local jurisdictions and that the appeals were posted on SCAG's RHNA webpage. He stated local jurisdictions and the State HCD may now provide comments on the appeals submitted to SCAG. He indicated comments should be submitted before December 10. He informed the EAC that SCAG staff will contact the affected jurisdictions on the date of their RHNA Appeals Hearings, which are scheduled to take place between December 11, 2020 through late January 2021.

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Mr. Ajise provided an update on the Digital Divide Resolution and stated that staff had engaged in a two-pronged approach to facilitate or streamline broadband deployment and address the digital divide. SCAG staff developed a draft resolution and model policy that recognize the impact of COVID-19 on underserved communities, and advocates for the need to identify opportunity zones and find ways to expedite broadband deployment. Staff will also bring forward to the Regional Council in January 2021 a resolution that further outlines SCAG's approach and commitment to addressing the digital divide.

Mr. Ajise reported the new Chief Financial Officer, Cindy Giraldo, would start November 16. He stated she had worked for 10 years as the Finance Director for the City of Burbank and 14 years with Ticketmaster.

Mr. Ajise provided an update on the return to the office and stated staff was still assessing our return to the office and investigating possible adjustments to space to comply with public health directives.

Mr. Ajise reported over 180 people were registered for the Economic Summit. He announced that SCAG had secured three-time Pulitzer prize winner, Thomas Friedman, as the keynote speaker for this year's event. He stated they were actively recruiting speakers, and this was poised to be the most diverse collection of panelists for an Economic Summit.

Mr. Ajise provided a brief overview of the November 3rd General Election results. He reported that in Oregon, Representative Peter DeFazio, Chairman of the House Transportation Committee, prevailed in an unexpectedly tight re-election battle. He reported there were 12 propositions on the ballot this year in California, three with notable results: Proposition 15, which would repeal the legendary Proposition 13 for commercial properties, which was too close to call with the No vote at 51.7% and the Yes votes at 48.3%; Proposition 21, which would allow local governments to set rent control caps on residential properties over 15 years old, which was on track to fail with the No votes at 59.8%; and Proposition 22, which would reclassify app-based drivers as independent contractors, which was likely to pass with Yes votes at 58.4%.

President Richardson congratulated EEC Vice Chair, Carmen Ramirez, Oxnard, District 45, for winning the election to the Ventura County Board of Supervisors and TC Vice Chair, Steven Hofbauer, Palmdale, District 43 for winning his re-election to the Palmdale City Council.

#### **FUTURE AGENDA ITEM/S**

There was no request for future agenda items.



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**ANNOUNCEMENT/S**

There were no announcements.

**ADJOURNMENT**

There being no further business, President Richardson adjourned the Special Meeting of the EAC at 3:29 p.m.

[MINUTES ARE UNOFFICIAL UNTIL APPROVED BY THE EAC]

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Executive / Administration Committee Attendance Report

2020-21															
MEMBERS	CITY	Representing	JUN (Sp. Mtg.)	JULY	AUG (Retreat)	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	Total Mtgs Attended To Date
Hon. Rex Richardson, President	Long Beach	District 29	1			1	1	1							4
Hon. Clint Lorimore, 1st Vice Chair	Eastvale	District 4	1			1	1	1							4
Hon. Jan Harnik, Chair, 2nd Vice Chair		RCTC	1			1	1	1							4
Hon. Bill Jahn, Imm. Past Chair	Big Bear Lake	District 11	1			1	1	1							4
Hon. Jorge Marquez, Chair, CEHD	Covina	District 33	1			1	0	1							3
Hon. Frank Yokoyama, Vice Chair, CEHD	Cerritos	District 23	1			1	1	1							4
Hon. David Pollock, Chair, EEC	Moorpark	District 46	1			1	1	1							4
Hon. Carmen Ramirez, Vice Chair, EEC	Oxnard	District 45	1			0	1	1							3
Hon. Cheryl Viegas-Walker, Chair, TC	El Centro	District 1	1			1	1	1							4
Hon. Steve Hofbauer, Vice Chair, TC	Palmdale	District 43	1			1	1	1							4
Hon. José Luis Solache, Chair, LCMC	Lynwood	District 26	1			1	1	1							4
Hon. Peggy Huang, Vice Chair, LCMC		TCA	1			1	1	1							4
Hon. Margaret Finlay, President's Appt.	Duarte	District 35	1			1	1	1							4
Hon. Kim Nguyen, President's Appt.	Garden Grove	District 18	1			1	1	1							4
Hon. Deborah Robertson, President's Appt.	Rialto	District 8	1			0	1	0							2
Hon. David Ryu, President's Appt.	Los Angeles	District 51	0			1	1	0							2
Hon. Andrew Masiel, Sr.	Pechanga Dev. Corporation	Tribal Government Regional Planning Board	0			0	0	0							0
Mr. Randall Lewis, Ex-Officio Member	Lewis Group of Companies	Business Representative	1			1	1	1							4



Southern California Association of Governments  
Remote Participation Only  
December 2, 2020

**To:** Executive/Administration Committee (EAC)  
**From:** Darin Chidsey, Chief Operating Officer, Executive Management, (213) 236-1836, Chidsey@scag.ca.gov  
**Subject:** Approval for Additional Stipend Payments

EXECUTIVE DIRECTOR'S  
APPROVAL

**RECOMMENDED ACTION:**

Acting on behalf of the Regional Council in accordance with Article V, Section C(3)(a) of the SCAG Bylaws, approve additional stipend payments, pursuant to Regional Council Policy Manual, Article VIII, Section B(4) [adopted June 2019], as requested by Regional Councilmember Alan Wapner.

**STRATEGIC PLAN:**

This item supports the following Strategic Plan Goal 7: Secure funding to support agency priorities to effectively and efficiently deliver work products.

**EXECUTIVE SUMMARY:**

***Pursuant to the Regional Council Stipend Policy, staff is seeking approval for additional stipend payments for Regional Councilmember Alan Wapner, San Bernardino County Transportation Authority (SBCTA).***

**BACKGROUND:**

In accordance with the Regional Council Policy Manual, Article VIII, Section B(4) [adopted June 2019], *“Representatives of Regional Council Members may receive up to six (6) Stipends per month and the SCAG President may authorize two (2) additional Stipends in a single month on a case-by-case basis. SCAG’s First Vice President, Second Vice President and Immediate Past President may receive up to nine (9) Stipends per month. SCAG’s President may receive up to twelve (12) Stipends per month. Approval by the Regional Council is required for payment of any Stipends in excess of the limits identified herein.”*

For the month of October 2020, Regional Councilmember Alan Wapner, SBCTA, attended the following for SCAG which will count towards his 9<sup>th</sup> and 10<sup>th</sup> stipend requests:

No.	Meeting Date	Meeting Name
9 <sup>th</sup>	October 28	Executive Officers Briefing
10 <sup>th</sup>	October 29	Railvolution Conference

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**FISCAL IMPACT:**

Funds for stipends are included in the FY 2020-21 General Fund Budget (800-0160.01: Regional Council).



Southern California Association of Governments  
Remote Participation Only  
December 2, 2020

To: Executive/Administration Committee (EAC)

EXECUTIVE DIRECTOR'S  
APPROVAL

From: Erika Bustamante, Acting Chief Financial Officer,  
(213) 236-1892, Bustamante@scag.ca.gov

Subject: Contracts \$200,000 or Greater: Contract 20-048-C01, Regional  
Transit Development Management (TDM) Data Clearinghouse  
and Standards

**RECOMMENDED ACTION:**

Acting on behalf of the Regional Council in accordance with Article V, Section C(3)(a) of the SCAG Bylaws, approve Contract No. 20-048-C01 in an amount not to exceed \$351,179, with Cambridge Systematics, Inc., to research Transportation Demand Management (TDM) data standards and propose adoption of a set of TDM data standards for the SCAG region, as well as formulate a plan for a website to capture this data, subject review by SCAG's Internal Auditor.

**STRATEGIC PLAN:**

This item supports the following Strategic Plan Goal 3: Be the foremost data information hub for the region.

**EXECUTIVE SUMMARY:**

*SCAG seeks a consultant to research Transportation Demand Management (TDM) data standards and propose adoption of a set of TDM data standards for the SCAG region, as well as formulate a plan for a website to capture this data.*

*This project shall produce SCAG Regional TDM Data Standards ("data standards") and a plan for a Clearinghouse website ("clearinghouse"). The data standards will be informed by research on how TDM data is collected by agencies in Southern California, around the US, and in other countries. Some agencies, such as Los Angeles Metro, certain cities and counties, and the South Coast Air Quality Management District, already collect and compile some of this data. This project will serve as a starting point to create a series of data standards that can be used by any entity that runs TDM programs. The data standards selected need to be easily gathered by anyone running or studying TDM programs and need to serve to inform the greatest number of people, including TDM program operators, transportation planners, elected officials and the general public. The data format should also be able to be easily entered into a website database.*

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**BACKGROUND:**

**Staff recommends executing the following contract \$200,000 or greater:**

<u>Consultant/Contract #</u>	<u>Contract Purpose</u>	<u>Contract Amount</u>
Cambridge Systematics, Inc. (20-048-C01)	The consultant shall research Transportation Demand Management (TDM) data standards and propose adoption of a set of TDM data standards for the SCAG region, as well as formulate a plan for a website to capture this data.	\$351,179

**FISCAL IMPACT:**

Funding of \$351,179 is available in the Fiscal Year (FY) 2020-2021 Overall Work Program (OWP) in Project Number 010.1631.06.

**ATTACHMENT(S):**

1. Contract Summary 20-048-C01
2. Contract Summary 20-048-C01 COI

**CONSULTANT CONTRACT NO. 20-048-C01**

**Recommended Consultant:** Cambridge Systematics, Inc.

**Background & Scope of Work:** SCAG seeks a consultant to research Transportation Demand Management (TDM) data standards and propose adoption of a set of TDM data standards for the SCAG region, as well as formulate a plan for a website to capture this data.

This project shall produce SCAG Regional TDM Data Standards (“data standards”) and a plan for a Clearinghouse website (“clearinghouse”). The data standards will be informed by research on how TDM data is collected by agencies in Southern California, around the US, and in other countries. Some agencies, such as Los Angeles Metro, certain cities and counties, and the South Coast Air Quality Management District, already collect and compile some of this data. This project will serve as a starting point to create a series of data standards that can be used by any entity that runs TDM programs. The data standards selected need to be easily gathered by anyone running or studying TDM programs and need to serve to inform the greatest number of people, including TDM program operators, transportation planners, elected officials and the general public. The data format should also be able to be easily entered into a website database.

**Project’s Benefits & Key Deliverables:** The project’s benefits and key deliverables include, but are not limited to:

- Outreach and meetings to determine what kinds of TDM data collection would be most useful to our member agencies.
- Analysis of existing TDM data and procuring of new TDM data, with the needs of our member agencies in mind.
- A report about TDM data standards and user needs both within the SCAG region and around the world.
- The outlining of an eventual TDM Data Clearinghouse website that will be available to our member agencies.

**Strategic Plan:** This item supports SCAG’s Strategic Plan Goal 3: Be the foremost data information hub for the region.

**Contract Amount:**

<b>Total not to exceed</b>		<b>\$351,179</b>
	Cambridge Systematics, Inc. (prime consultant)	\$209,525
	UrbanTrans North America (subconsultant)	\$93,845
	Alta Planning + Design (subconsultant)	\$47,809

**Contract Period:** Notice to Proceed through January 30, 2023

**Project Number(s):** 010.1631.06, \$351,179  
Funding source(s): Consolidated Planning Grant (CPG) – Federal Transit Administration (FTA).

Funding of \$351,179 is available in the Fiscal Year (FY) 2020-2021 Overall Work Program (OWP) in Project Number 010.1631.06.

**Request for Proposal (RFP):** SCAG staff notified 2,689 firms of the release of RFP 20-048-C01 via SCAG's Solicitation Management System website. A total of 38 firms downloaded the RFP. SCAG received the following two (2) proposals in response to the solicitation:

**Cambridge Systematics, Inc. (2 subconsultants) \$351,179**

Steer Davies Gleave (2 subconsultants) \$197,750

**Selection Process:** The Proposal Review Committee (PRC) evaluated each proposal in accordance with the criteria set forth in the RFP and conducted the selection process in a manner consistent with all applicable federal and state contracting regulations. After evaluating the proposals, the PRC interviewed the two (2) highest ranked offerors.

The PRC consisted of the following individuals:

Thomas Bellino (Project Manager), Associate Regional Planner, SCAG  
Hannah Keyes, Associate Regional Planner, SCAG  
Philip Law, Manager of Rail and Transit, SCAG  
Abhishek Sharma, GIS Application Developer, SCAG

**Basis for Selection:** The PRC recommended Cambridge Systematics for the contract award because the consultant:

- Proposal meets or exceeds required deliverables, offers significant level of detail about their approach including examples of their own work/suggested resources;
- Provided a strong technical approach, including a detailed plan to achieve the goals of the project, as well as results from similar past projects in Atlanta, New York and Toronto;
- The proposal included a compelling presentation of key issues related to development and prioritization of data standards and pros/cons of different approaches (conservative vs. aspirational) to accommodate different levels of resources or other project risks;
- Team has direct relevant experience including SCAG Active Transportation Database and projects with database/technology component. Team includes President of SoCal chapter of Association for Commuter Transportation (ACT), and member of Transportation Research Board (TRB) TDM Committee. A sub-consultant currently implements TDM in the SCAG region.
- Had worked on projects that give them expertise that will inform us in future projects, including building the website for which this project lays the groundwork.

Although the other firm proposed a lower price, the PRC did not recommend this firm for contract award because this firm:

- Did not demonstrate as much experience on directly similar projects;
- Has primarily worked with high-income, unrepresentative communities in Southern California and has less experience with large, diverse communities outside the region;
- Had its data management experience (a key component) concentrated among subconsultant employees who had very few hours devoted to the project, whereas Cambridge had more data management experience; and

- Did not have as much experience, if any, with a project of this scope in regions of a similar size and complexity as SCAG. Cambridge demonstrated data management experience with SCAG itself as well as with similar projects for metros of a similar scale, complexity and diversity to SCAG, including on international projects. These included New York City, Atlanta and Toronto.

**Conflict Of Interest (COI) Form - Attachment**

**For December 3, 2020 Special Meeting of the Executive/Administration Committee**

Approve Contract No. 20-048-C01 in an amount not to exceed \$351,179, with Cambridge Systematics, Inc., to research Transportation Demand Management (TDM) data standards and propose adoption of a set of TDM data standards for the SCAG region, as well as formulate a plan for a website to capture this data, subject review by SCAG's Internal Auditor.

The consultant team for this contract includes:

Consultant Name	Did the consultant disclose a conflict in the Conflict of Interest Form they submitted with its original proposal (Yes or No)?
Cambridge Systematics, Inc. (prime consultant)	No - form attached
UrbanTrans North America(subconsultant)	No - form attached
Alta Planning +Design(subconsultant)	No - form attached

# SCAG CONFLICT OF INTEREST FORM

RFP No. 20-048

## SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG’s Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG’s Regional Council members. All three documents can be viewed online at [www.scag.ca.gov](http://www.scag.ca.gov). The SCAG Conflict of Interest Policy is located under “OPPORTUNITIES”, then “Doing Business with SCAG” and scroll down under the “CONTRACTS” tab; whereas the SCAG staff may be found under “ABOUT” then “Employee Directory”; and Regional Council members can be found under “ABOUT”, then scroll down to “ELECTED OFFICIALS” on the left side of the page and click on “See the list of SCAG representative and their Districts.”

Any questions regarding the information required to be disclosed in this form should be directed to SCAG’s Deputy Legal Counsel, especially if you answer “yes” to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal

Name of Firm: Cambridge Systematics  
Name of Preparer: James Brogan  
Project Title: SCAG Regional TDM Data Standards, Incentives and User Research  
RFP Number: 20-048 Date Submitted: 07/07/2020

## SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES  NO

If “yes,” please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES       NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES       NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES       NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES       NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION III: VALIDATION STATEMENT**

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

**DECLARATION**

I, (printed full name) James Brogan, hereby declare that I am the (position or title) Executive Vice President of (firm name) Cambridge Systematics, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 07/06/2020 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.



\_\_\_\_\_  
Signature of Person Certifying for Proposer  
(original signature required)

07/06/2020

\_\_\_\_\_  
Date

**NOTICE**

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

# SCAG CONFLICT OF INTEREST FORM

RFP No. 20-048

## SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG's Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG's Regional Council members. All three documents can be viewed online at [www.scag.ca.gov](http://www.scag.ca.gov). The SCAG Conflict of Interest Policy is located under "OPPORTUNITIES", then "Doing Business with SCAG" and scroll down under the "CONTRACTS" tab; whereas the SCAG staff may be found under "ABOUT" then "Employee Directory"; and Regional Council members can be found under "ABOUT", then scroll down to "ELECTED OFFICIALS" on the left side of the page and click on "See the list of SCAG representative and their Districts."

Any questions regarding the information required to be disclosed in this form should be directed to SCAG's Deputy Legal Counsel, especially if you answer "yes" to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal

Name of Firm: UrbanTras Consultants Inc. dba UrbanTras North America  
Name of Preparer: Matthew Kaufman  
Project Title: Regional TMU Data Standards, Incentives and User Research  
RFP Number: 20-048 Date Submitted: 7/7/20

## SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES  NO

If "yes," please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES  NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES  NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES  NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES       NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

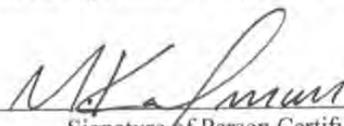
Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION III: VALIDATION STATEMENT**

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

**DECLARATION**

I, (printed full name) Matthew Kaufman, hereby declare that I am the (position or title) Director of (firm name) UrbanTrans Consultants Inc., and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 6/30/20 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.



Signature of Person Certifying for Proposer  
(original signature required)

6/30/20

Date

**NOTICE**

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

# SCAG CONFLICT OF INTEREST FORM

RFP No. 20-048

## SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG’s Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG’s Regional Council members. All three documents can be viewed online at [www.scag.ca.gov](http://www.scag.ca.gov). The SCAG Conflict of Interest Policy is located under “OPPORTUNITIES”, then “Doing Business with SCAG” and scroll down under the “CONTRACTS” tab; whereas the SCAG staff may be found under “ABOUT” then “Employee Directory”; and Regional Council members can be found under “ABOUT”, then scroll down to “ELECTED OFFICIALS” on the left side of the page and click on “See the list of SCAG representative and their Districts.”

Any questions regarding the information required to be disclosed in this form should be directed to SCAG’s Deputy Legal Counsel, especially if you answer “yes” to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal

**Name of Firm:** Alta Planning + Design, Inc.

**Name of Preparer:** Greg Maher, Vice President

**Project Title:** Regional TDM Data Standards, Incentives and User Research

**RFP Number:** 20-048 **Date Submitted:** July 7, 2020

## SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES  NO

If “yes,” please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES       NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES       NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES       NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES  NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

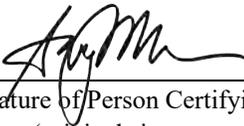
Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION III: VALIDATION STATEMENT**

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

**DECLARATION**

**I, (printed full name) Greg Maher, hereby declare that I am the (position or title) Vice President, as duly authorized of (firm name) Alta Planning + Design, Inc., and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated June 26, 2020 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.**


June 26, 2020

---

Signature of Person Certifying for Proposer
Date

(original signature required)

**NOTICE**

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.



Southern California Association of Governments  
Remote Participation Only  
December 2, 2020

To: Executive/Administration Committee (EAC)

EXECUTIVE DIRECTOR'S  
APPROVAL

From: Erika Bustamante, Acting Chief Financial Officer,  
(213) 236-1892, Bustamante@scag.ca.gov

Subject: Contracts \$200,000 or Greater: Contract 21-008-C01, Local  
Demonstration Initiative - Kit of Parts

**RECOMMENDED ACTION:**

Acting on behalf of the Regional Council in accordance with Article V, Section C(3)(a) of the SCAG Bylaws, approve Contract No. 21-008-C01 in an amount not to exceed \$320,841, with KOA Corporation to plan and implement a *Go Human* resilient streets activation utilizing SCAGs Kit of Parts in the City of Indio. The consultant shall also lead *Go Human* activations using SCAGs Kit of Parts in (6) local jurisdictions/agencies across the region, including the Cities of Azusa, Pasadena, El Monte, Buena Park, Cathedral City, and the Imperial County Transportation Commission (ICTC), aligned with ongoing planning processes funded through separate SCAG contracts.

**STRATEGIC PLAN:**

This item supports the following Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians.

**EXECUTIVE SUMMARY:**

*The consultant shall provide a project plan and implement a Go Human resilient streets activation utilizing SCAGs Kit of Parts in the City of Indio. The consultant shall also lead Go Human activations using SCAGs Kit of Parts in six (6) local jurisdictions/agencies across the region, including the Cities of Azusa, Pasadena, El Monte, Buena Park, Cathedral City, and the Imperial County Transportation Commission (ICTC), aligned with ongoing planning processes funded through separate SCAG contracts.*

**BACKGROUND:**

Staff recommends executing the following contract \$200,000 or greater:

<u>Consultant/Contract #</u>	<u>Contract Purpose</u>	<u>Contract Amount</u>
KOA Corporation (21-008-C01)	The consultant shall provide a project plan and implement a Go Human resilient streets activation utilizing SCAGs Kit of Parts in the City	\$320,841

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of Indio. The consultant shall also lead Go Human activations using SCAGs Kit of Parts in six (6) local jurisdictions/agencies across the region, including the Cities of Azusa, Pasadena, El Monte, Buena Park, Cathedral City, and the Imperial County Transportation Commission (ICTC).

**FISCAL IMPACT:**

Funding of \$320,841 is available in the Fiscal Year (FY) 2020-2021 Overall Work Program (OWP) in Project Numbers 225.3564.14, 275-4823.02, and 275-4823.05.

**ATTACHMENT(S):**

1. Contract Summary 21-008-C01
2. Contract Summary 21-008-C01 COI

**CONSULTANT CONTRACT NO. 21-008-C01**

<b>Recommended Consultant:</b>	KOA Corporation	
<b>Background &amp; Scope of Work:</b>	Consistent with the requirements of the California Active Transportation Program (ATP) funding and Senate Bill 1 (SB1) funding, this project shall plan and implement a <i>Go Human</i> resilient streets activation utilizing SCAGs Kit of Parts in the City of Indio. The consultant shall also lead <i>Go Human</i> activations using SCAGs Kit of Parts in six (6) local jurisdictions/agencies across the region, including the Cities of Azusa, Pasadena, El Monte, Buena Park, Cathedral City, and the Imperial County Transportation Commission (ICTC), aligned with ongoing planning processes funded through separate SCAG contracts.	
<b>Project's Benefits &amp; Key Deliverables:</b>	The project's benefits and key deliverables include, but are not limited to: <ul style="list-style-type: none"><li>• Planning and implementing <i>Go Human</i> activations in seven local agencies across the SCAG region;</li><li>• Conducting robust community engagement to receive public input and engaging local stakeholders in the planning process;</li><li>• Implementing <i>Go Human's</i> resilient streets strategies to support local jurisdictions in recovery and resiliency given COVID-19; and</li><li>• Delivering a final report detailing community feedback and support for potential infrastructure improvements.</li></ul>	
<b>Strategic Plan:</b>	This item supports SCAG's Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians.	
<b>Contract Amount:</b>	<b>Total not to exceed</b>	<b>\$320,841</b>
	KOA Corporation (prime consultant)	\$274,332
	Leslie Scott Consulting (subconsultant)	\$32,897
	Safe Routes National Partnership (subconsultant)	\$13,612
	Note: KOA originally proposed \$388,786, but staff negotiated the price down to \$320,841 without reducing the scope of work.	
<b>Contract Period:</b>	Notice to Proceed through June 30, 2022	
<b>Project Number(s):</b>	225.3564.14    \$243,450 275-4823.02    \$25,000 275-4823.05    \$52,391 Funding sources: ATP Cycle 4, FY19 SB1, FY20 SB1	
	Funding of \$320,841 is available in the Fiscal Year (FY) 2020-2021 Overall Work Program (OWP) in Project Numbers 225.3564.14, 275-4823.02, and 275-4823.05.	
<b>Request for Proposal (RFP):</b>	SCAG staff notified 2,214 firms of the release of RFP 21-008-C01 via SCAG's Solicitation Management System website. A total of 41 firms downloaded the RFP. SCAG received the following three (3) proposals in response to the solicitation:	

<b>KOA Corporation (2 subconsultants)</b>	<b>\$388,786</b>
MIG (2 subconsultants)	\$432,796
Estolano Advisors (3 subconsultants)	\$507,786

**Selection Process:**

The Proposal Review Committee (PRC) evaluated each proposal in accordance with the criteria set forth in the RFP, and conducted the selection process in a manner consistent with all applicable federal and state contracting regulations. After evaluating the proposals, the PRC did not conduct interviews because the proposals contained sufficient information on which to base a contract award.

The PRC consisted of the following individuals:

Hannah Brunelle, Project Manager and Associate Regional Planner, SCAG  
 Gustavo Gomez, Assistant Planner, City of Indio  
 Ricky Rivers, Transportation Planner, Caltrans District 8

**Basis for Selection:**

The PRC recommended KOA for the contract award because the consultant:

- Demonstrated the best experience with projects of similar size and scope;
- Provided the best technical approach, providing the best specific details for how they would manage the project; as well as how they would deploy multiple types of outreach strategies, prioritizing underserved populations and describing specific outreach strategies to reach disadvantaged populations; and
- Proposed the lowest price

**Conflict of Interest (COI) Form - Attachment  
For December 3, 2020 Executive Administrative Committee Approval**

Approve Contract No. 21-008-C01 in an amount not to exceed \$320,842, with KOA Corporation to plan and implement a *Go Human* resilient streets activation utilizing SCAGs Kit of Parts in the City of Indio. The consultant shall also lead *Go Human* activations using SCAGs Kit of Parts in six (6) local jurisdictions/agencies across the region, including the Cities of Azusa, Pasadena, El Monte, Buena Park, Cathedral City, and the Imperial County Transportation Commission (ICTC), aligned with ongoing planning processes funded through separate SCAG contracts.

The consultant team for this contract includes:

Consultant Name	Did the consultant disclose a conflict in the Conflict of Interest Form they submitted with its original proposal (Yes or No)?
KOA Corporation (prime consultant)	No - form attached
Leslie Scott Consulting (subconsultant)	No - form attached
Safe Routes to School National Partnership (subconsultant)	No - form attached



2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES       NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES       NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES       NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES  NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION III: VALIDATION STATEMENT**

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

**DECLARATION**

I, (printed full name) Min Zhou, hereby declare that I am the (position or title) CEO of (firm name) KOA Corporation, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 8/31/2020 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.

*Min Zhou*

\_\_\_\_\_  
 Signature of Person Certifying for Proposer (original signature required)      8/31/2020      Date

**NOTICE**

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

# SCAG CONFLICT OF INTEREST FORM

RFP No. 21-008

## SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG's Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG's Regional Council members. All three documents can be viewed online at [www.scag.ca.gov](http://www.scag.ca.gov). The SCAG Conflict of Interest Policy is located under "OPPORTUNITIES", then "Doing Business with SCAG" and scroll down under the "CONTRACTS" tab; whereas the SCAG staff may be found under "ABOUT" then "Employee Directory"; and Regional Council members can be found under "ABOUT", then scroll down to "ELECTED OFFICIALS" on the left side of the page and click on "See the list of SCAG representative and their Districts."

Any questions regarding the information required to be disclosed in this form should be directed to SCAG's Deputy Legal Counsel, especially if you answer "yes" to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal

Name of Firm: Leslie Scott Consulting  
Name of Preparer: Leslie Scott  
Project Title: City of Indio and SCAG Kit of Parts Activations  
RFP Number: No. 21-008 Date Submitted: August 26, 2020

## SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES  NO

If "yes," please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES     NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES     NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES     NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES       NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION III: VALIDATION STATEMENT**

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

**DECLARATION**

I, (printed full name) Leslie Scott, hereby declare that I am the (position or title) Principal Consultant/Owner of (firm name) Leslie Scott Consulting, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated August 26, 2020 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.

 _____ Signature of Person Certifying for Proposer (original signature required)	<u>August 26, 2020</u> _____ Date
--	---

**NOTICE**

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

# SCAG CONFLICT OF INTEREST FORM

RFP No./Contract No. 21-008

## SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG’s Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG’s Regional Council members. All three documents can be viewed online at [www.scag.ca.gov](http://www.scag.ca.gov). The SCAG Conflict of Interest Policy is located under “Doing Business with SCAG,” whereas the SCAG staff and Regional Council members lists can be found under “About SCAG.”

Any questions regarding the information required to be disclosed in this form should be directed to Justine Block, SCAG Deputy Legal Counsel.

**Name of Firm:** Safe Routes to School National Partnership

**Name of Preparer:** Cassandra Isidro

**Project Title:** City of Indio and SCAG Kit of Parts Activations

**Date Submitted:** August 31, 2020

## SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES       NO

If “yes,” please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES  NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES  NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES  NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____





Southern California Association of Governments  
Remote Participation Only  
**December 2, 2020**

**To:** Executive/Administration Committee (EAC)  
**From:** Art Yoon, Director of Policy and Public Affairs,  
(213) 236-1840, ArtYoon@scag.ca.gov  
**Subject:** SCAG Memberships and Sponsorships

**EXECUTIVE DIRECTOR'S  
APPROVAL**

**RECOMMENDED ACTION:**

Approve, acting on behalf of the Regional Council in accordance with Article V, Section C(3)(a) of the SCAG Bylaws.

**STRATEGIC PLAN:**

This item supports the following Strategic Plan Goal 2: Advance Southern California's policy interests and planning priorities through regional, statewide, and national engagement and advocacy.

**EXECUTIVE SUMMARY:**

*At its meeting on November 17, 2020, the Legislative/Communications and Membership Committee (LCMC) recommended approval of up to \$6,500 in membership for the Coalition for America's Gateways and Trade Corridors.*

**BACKGROUND:**

**Item 1:** Coalition for America's Gateways and Trade Corridors (CAGTC)  
**Type:** Membership      **Amount:** \$6,500

The Coalition for America's Gateways and Trade Corridors (CAGTC) was established to bring national attention to the need to significantly expand U.S. freight transportation capabilities and to work toward solutions for this growing national challenge. CAGTC works with and through its members to raise awareness with the public and Congress on the need for sufficient funding for trade corridors, gateways, intermodal connectors, and freight facilities. This will be especially important as the new Congress considers a surface transportation authorization bill to replace the FAST Act, which expires on September 30, 2021. CAGTC will be instrumental in assisting SCAG advocate for a long-term bill that prioritizes freight investment.

As a founding member, SCAG's participation in CAGTC was the result of the consistent Board-adopted goal to seek a federal freight funding partnership. CAGTC is comprised of over sixty representative organizations, including state Departments of Transportation (DOTs), metropolitan

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planning organizations (MPOs), ports, engineering firms, and freight corridors who work to improve national freight policy. All Southern California freight stakeholders are members of CAGTC, and SCAG Chief Operating Officer Darin Chidsey is a member of the CAGTC Board of Directors. Regional Council Board Officers regularly traveled to Washington, DC to attend CAGTC meetings and conferences.

**FISCAL IMPACT:**

\$6,500 for SCAG's membership in CAGTC is included in the approved Fiscal Year 2020-21 General Fund budget.



AGENDA ITEM 7  
REPORT

Southern California Association of Governments  
Remote Participation Only  
December 2, 2020

**To:** Executive/Administration Committee (EAC)  
**From:** Erika Bustamante, Acting Chief Financial Officer,  
(213) 236-1892, Bustamante@scag.ca.gov  
**Subject:** Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 -  
\$199,999 and Amendments \$5,000 - \$74,999

EXECUTIVE DIRECTOR'S  
APPROVAL

**RECOMMENDED ACTION:**

Information Only - No Action Required

**STRATEGIC PLAN:**

This item supports the following Strategic Plan Goal 7: Secure funding to support agency priorities to effectively and efficiently deliver work products.

**BACKGROUND:**

**SCAG executed the following Purchase Orders (PO's) more than \$5,000 but less than \$200,000**

<u>Vendor</u>	<u>PO Purpose</u>	<u>PO Amount</u>
Imperial County Transportation Commission	FY21 Staffing	\$26,000
Thomson West	FY21 West Legal Subscription	\$9,500
Acuprint	Connect SoCal Book Printing	\$8,381

**SCAG executed the following Contract more than \$25,000 but less than \$200,000**

<u>Consultant/Contract #</u>	<u>Contract's Purpose</u>	<u>Contract Amount</u>
1. Fehr & Peers (20-055-01)	The consultant shall provide services for a Sustainability Planning Grant for the San Bernardino County Transportation Authority (SBCTA). Specifically, the consultant shall develop a standardized set of SB 743 local implementation best practices, technical methodologies, and mitigation strategies that are applicable to the local jurisdictions of San Bernardino County.	\$199,821

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**SCAG executed the following Contract more than \$25,000 but less than \$200,000**

<b><u>Consultant/Contract #</u></b>	<b><u>Contract's Purpose</u></b>	<b><u>Contract Amount</u></b>
2. KOA Corporation (20-020-C01)	The consultant shall provide services for an Active Transportation Program Grant for the City of San Bernardino (City). Specifically, the consultant shall provide an Active Transportation Plan (Plan) that will expand the range of transportation options for residents, improve transportation equity for disadvantaged communities, and identify sustainable transportation strategies and projects that connect regional active transportation networks to and through the City of San Bernardino.	\$188,008
3. Sapphos Environmental Inc. (20-007-C01)	The City of Rolling Hills Estates (City) is currently engaged in a comprehensive update of the General Plan, with a stated goal that the Plan will be focused around sustainability and a low carbon future. The consultant will prepare the Sustainability Element for the City. The major objective of the Sustainability Element is to engage the community in establishing a blueprint for steady, responsible action, in addressing the effects of climate change, so we leave a cleaner, more stable environment for future generations. The Sustainability Element is intended to be integrated into the General Plan Update, most importantly for the Land Use and Transportation Elements	\$129,942



**SCAG executed the following Contract more than \$25,000 but less than \$200,000**

<b><u>Consultant/Contract #</u></b>	<b><u>Contract's Purpose</u></b>	<b><u>Contract Amount</u></b>
4. Cal Poly Pomona Foundation, Inc. (20-079-C01)	The consultant shall provide research, analysis, and estimation of regional potential Accessory Dwelling Units (ADU's), additional residential buildings that occupy the same lot as a primary residence, and develop a map-based application to estimate suitable sites for ADU development in the SCAG region based on different physical criteria.	\$112,359
5. Fehr & Peers (20-042-01)	The consultant shall provide services through a SCAG Sustainability Planning Grant for the City of Los Angeles Department of Transportation (LADOT). Specifically, the consultant shall develop a set of SB 743 implementation best practices, technical methodologies, and VMT mitigation strategies, including the evaluation of feasible opportunities for the development of a regional VMT banking or exchange program. This project will provide the technical foundation for the development of a regional VMT mitigation banking or exchange demonstration project, the results of which will serve as an implementation template for other jurisdictions and subregional entities throughout the SCAG region.	\$97,174



**SCAG executed the following Contract more than \$25,000 but less than \$200,000**

<b><u>Consultant/Contract #</u></b>	<b><u>Contract's Purpose</u></b>	<b><u>Contract Amount</u></b>
6. Dell Technologies (21-014-C01)	The consultant shall provide Dell Thunderbolt Docks, Dell Latitude 7410 and Precision 5540 model laptops with four (4) years of Dell technical support.	\$72,383

**SCAG executed the Amendment more than \$5,000 but less than \$75,000**

<b><u>Consultant/Contract #</u></b>	<b><u>Amendment's Purpose</u></b>	<b><u>Amendment Amount</u></b>
AECOM Technical Services, Inc. (19-034-C01)	The consultant shall perform additional intermodal facility feasibility analysis, including the assessment of land use, rail and roadway network connections and environmental indications.	\$58,659

**ATTACHMENT(S):**

1. Contract Summary 20-055-C01
2. Contract Summary 20-020-C01
3. Contract Summary 20-007-C01
4. Contract Summary 20-079-C01
5. Contract Summary 20-042-C01
6. Contract Summary 21-014-C01
7. Contract Summary 19-034-C01 Amendment 1

**CONSULTANT CONTRACT NO. 20-055-CO1**

**Recommended Consultant:**

Fehr & Peers

**Background & Scope of Work:**

The San Bernardino County Transportation Authority (SBCTA), in collaboration with its 25 member jurisdictions, initiated the Senate Bill 743 (SB 743) Countywide Implementation Study in January 2019. A countywide effort was viewed to be a cost-effective approach for preparing the cities and the County for implementation of the new transportation impact assessment requirements established by SB 743, which involves using vehicle miles of travel (VMT) as the methodological basis for conducting transportation impact analysis under the California Environmental Quality Act (CEQA). The development of a countywide approach was endorsed by the SBCTA Board of Directors in December 2018.

The new SB 743 requirements for the analysis of CEQA VMT impacts took effect statewide in July 2020. In part, the intent of the countywide effort is to promote consistency in procedures and reduce the costs of implementation to the local jurisdictions of San Bernardino County, while allowing for implementation flexibility across jurisdictions. While the countywide approach will provide general implementation guidelines, each jurisdiction will be responsible for determining the specifics of how SB 743 is implemented within its jurisdictional boundaries.

The consultant shall provide services for a Sustainability Planning Grant for the San Bernardino County Transportation Authority (SBCTA). Specifically, the consultant shall develop a standardized set of SB 743 local implementation best practices, technical methodologies, and mitigation strategies that are applicable to the local jurisdictions of San Bernardino County.

**Project's Benefits & Key Deliverables:**

The project's benefits and key deliverables include, but are not limited to:

- Identifying the most feasible and effective VMT mitigation strategies for projects and General Plans for San Bernardino County local jurisdictions;
- Developing sample transportation and land use policies and strategies for incorporation into General Plans and Specific Plans in San Bernardino County; and
- Assessing the appropriate programmatic approaches to VMT mitigation at the local jurisdictional and countywide level.

**Strategic Plan:**

This item supports SCAG's Strategic Plan Goal 4: Provide innovative information and value-added services to enhance member agencies' planning and operations and promote regional collaboration.

**Contract Amount:**

**Total not to exceed**

**\$199,821**

Fehr & Peers (prime consultant)

Note: Fehr & Peers originally proposed \$245,948, but staff negotiated the price down to \$199,821 without reducing the scope of work.

**Contract Period:**

November 2, 2020 through June 30, 2021

**Project Number(s):** 275-4823U5.03 \$176,902  
275-4823E.03 \$22,919  
Funding source(s): SB1 FY19 Formula Funds and Transportation Development Act (TDA)

Funding of \$199,821 is available in the FY 2020-21 budget.

**Request for Proposal (RFP):** SCAG staff notified 2,925 firms of the release of RFP 20-055 via SCAG’s Solicitation Management System website. A total of 52 firms downloaded the RFP. After receiving only one proposal staff surveyed 52 firms that downloaded the RFP to determine why each did not submit a proposal; and from the responses that we received it does not appear staff could have done anything different to get a better response. Note staff advertised the RFP the normal four (4) week period. SCAG received the following proposal in response to the solicitation:

**Fehr & Peers (no subconsultants) \$245,948**

**Selection Process:** The Proposal Review Committee (PRC) evaluated the proposal in accordance with the criteria set forth in the RFP and conducted the selection process in a manner consistent with all applicable federal and state contracting regulations. After evaluating the proposal, the PRC did not conduct interviews because the proposal contained sufficient information by which to base a contract award.

The PRC consisted of the following individuals:

- Michael Gainor (Project Manager), Senior Regional Planner, SCAG
- Josh Lee, Chief of Planning, San Bernardino County Transportation Authority (SBCTA)
- Chris Gray, Director of Transportation, Western Riverside County Council of Governments (WRCOG)
- Jason Welday, Director of Engineering, City of Rancho Cucamonga
- Yu-Jen Chen, Transportation Planner, Caltrans District 8

**Basis for Selection:** The PRC recommended Fehr & Peers for the contract award because:

- Their proposal was comprehensive and fully met the project’s scope of work; and
- Staff determined their price to be fair and reasonable.

**CONSULTANT CONTRACT NO. 20-020-C01**

<b>Recommended Consultant:</b>	KOA Corporation
<b>Background &amp; Scope of Work:</b>	<p>The consultant shall provide services for an Active Transportation Program Grant for the City of San Bernardino (City). Specifically, the consultant shall provide an Active Transportation Plan (Plan) that will expand the range of transportation options for residents, improve transportation equity for disadvantaged communities, and identify sustainable transportation strategies and projects that connect regional active transportation networks to and through the City of San Bernardino.</p> <p>The Plan will address specific issues related to bicycle elements, pedestrian elements, Safe Routes to School (SRTS), and connections to public transit and Joshua Tree National Park. Improving conditions for walking and bicycling within the City of San Bernardino would provide residents with greater access to jobs, goods, and services without the use of an automobile. Increasing the percentage of trips made by bicycling and walking will reduce overall vehicle miles travelled (VMT) and greenhouse gas (GHG) emissions.</p>
<b>Project's Benefits &amp; Key Deliverables:</b>	<p>The project's benefits and key deliverables include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Providing a plan for open and easy access to walking and bicycling for recreation or commuting for people traveling within the City of San Bernardino as well as those traveling to/from the rest of the SCAG region via active transportation with or without connections to public transit; and</li><li>• Conducting community engagement to inform the plan while simultaneously encouraging more people to use active transportation in the City of San Bernardino, thus reducing VMT and GHG emissions.</li></ul>
<b>Strategic Plan:</b>	This item supports SCAG's Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians and, Goal 4: Provide innovative information and value-added services to enhance member agencies' planning and operations and promote regional collaboration.
<b>Contract Amount:</b>	<p><b>Total not to exceed</b> <span style="float: right;"><b>\$188,008</b></span> KOA Corporation (prime consultant)</p> <p>Note: KOA's originally proposed \$199,597 but staff negotiated the price down to \$188,008 without reducing the scope of work.</p>
<b>Contract Period:</b>	October 11, 2020 through January 30, 2022
<b>Project Number(s):</b>	225-4837X3.01 \$188,008 Funding source: Active Transportation Program (ATP) Local Planning Initiative. <p>Funding of \$188,008 is available in the FY 2020-21 budget.</p>
<b>Request for Proposal (RFP):</b>	SCAG staff notified 1,901 firms of the release of RFP 20-020 via SCAG's Solicitation Management System website. A total of 51 firms downloaded the RFP.

Attachment: Contract Summary 20-020-C01 (Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments \$5,000 -

SCAG received the following five (5) proposal in response to the solicitation:

<b>KOA (1 subconsultant)</b>	<b>\$199,597</b>
TJKM Transportation Consultants (no subconsultants)	\$155,713
Chen Ryan (1 subconsultant)	\$199,601
KTUA (1subconsultant)	\$249,809
Alta Planning + Design (2 subconsultants)	\$249,982

**Selection Process:**

The Proposal Review Committee (PRC) evaluated each proposal in accordance with the criteria set forth in the RFP and conducted the selection process in a manner consistent with all applicable federal and state contracting regulations. After evaluating the proposals, the PRC did not conduct interviews because the proposals contained sufficient information on which to base a contract award.

The PRC consisted of the following individuals:

Hannah Keyes, Associate Regional Planner, SCAG  
Oliver Mujica, Planning Division Manager, City of San Bernardino  
Ricky Rivers, Transportation Planner, Caltrans District 8

**Basis for Selection:**

The PRC recommended KOA for the contract award because the consultant:

- Demonstrated the best understanding of the project, specifically KOA included preliminary technical analysis to understand the opportunities and challenges presented in this project specific to the City of San Bernardino context;
- Provided the best technical approach, for example, KOA provided a flow chart to explain the order in which tasks would be completed with a focus on identifying task dependencies. This early identification of workflow showed the PRC that KOA had thought through the entire project process and would be able to complete the work efficiently and avoid duplicating efforts;
- Proposed the lowest most realistic price to perform all the scope of work. While TJKM proposed a lower budget, the number of hours allocated by KOA was more reasonable for the level of effort necessary to complete the scope.

Although another firm proposed a lower price, the PRC did not recommend this firm for contract award because this firm:

- Did not clearly demonstrate a sufficient level of effort, primarily in the form of staff hours, to satisfactorily complete the tasks in the Scope of Work; and
- Did not demonstrate the same level of creativity and innovation within their proposed technical approach. While the consultant did meet RFP deliverables, much of the proposal was nearly verbatim from the RFP with little additional detail.

**CONSULTANT CONTRACT NO. 20-007-C01**

<b>Recommended Consultant:</b>	Sapphos Environmental Inc.	
<b>Background &amp; Scope of Work:</b>	The City of Rolling Hills Estates (City) is currently engaged in a comprehensive update of the General Plan, with a stated goal that the Plan will be focused around sustainability and a low carbon future. The consultant will prepare the Sustainability Element for the City. The major objective of the Sustainability Element is to engage the community in establishing a blueprint for steady, responsible action, in addressing the effects of climate change, so we leave a cleaner, more stable environment for future generations. The Sustainability Element is intended to be integrated into the General Plan Update, most importantly for the Land Use and Transportation Elements. The Sustainability Element will outline goals and policies that reduce greenhouse gas emissions through the integration of land use and transportation, which helps the region meet its transportation-related greenhouse gas emission goals as mandated by Senate Bill 375 (SB 375).	
<b>Project's Benefits &amp; Key Deliverables:</b>	<p>The project's benefits and key deliverables include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Preparing an outreach and engagement plan;</li> <li>• Developing content for the City's existing General Plan Update website;</li> <li>• Developing and preparing existing conditions report;</li> <li>• Identifying preliminary issues and performance measures; and</li> <li>• Data collection and performing mobility related analysis.</li> </ul>	
<b>Strategic Plan:</b>	This item supports SCAG's Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians.	
<b>Contract Amount:</b>	<b>Total not to exceed</b>	<b>\$129,942</b>
	Sapphos Environmental Inc. (prime consultant)	\$67,339
	Alta Planning + Design (subconsultant)	\$62,603
<b>Contract Period:</b>	September 18, 2020 through August 31, 2021	
<b>Project Number(s):</b>	275-4823.02 \$129,942	
	Funding source(s): FY19 Senate Bill 1 (SB1) and Transportation Development Act (TDA)	
	Funding of \$129,942 is available in the FY 2020-21 Overall Work Program (OWP) in Project Numbers 275-4823.02.	
<b>Request for Proposal (RFP):</b>	SCAG staff notified 2,700 firms of the release of RFP 20-007-C01 via SCAG's Solicitation Management System website. A total of 43 firms downloaded the RFP. SCAG received the following two (2) proposals in response to the solicitation:	
	<b>Sapphos Environmental Inc. (1 subconsultant)</b>	<b>\$129,942</b>
	Impact Sciences (no subconsultants)	\$190,779

Attachment: Contract Summary 20-007-C01 (Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments \$5,000 -

**Selection Process:** The Proposal Review Committee (PRC) evaluated each proposal in accordance with the criteria set forth in the RFP and conducted the selection process in a manner consistent with all applicable federal and state contracting regulations. After evaluating the proposals, the PRC interviewed the highest ranked offeror.

The PRC consisted of the following individuals:

India Brookover, Associate Regional Planner, Sustainability, SCAG  
Jeannie Naughton, AICP, Planning Manager for City of Rolling Hills Estates  
Steve Zuckerman, Mayor Pro Tem City of Rolling Hills Estates  
Velveth Schmitz, Mayor of the City of Rolling Hills Estates

**Basis for Selection:** The PRC recommended Sapphos Environmental for the contract award because the consultant:

- Demonstrated the best understanding of the project, especially sensitivity to community character, emphasis on stakeholders, and provided innovative connectivity approaches to local transit;
- Provided the best technical approach, namely with specific local approaches, innovative connectivity, a detailed schedule, and thoughtful allocation of key individuals and time commitments;
- Provided the best overall value for the level of effort proposed, especially the efficient use of hours; and
- Proposed the lowest price.

**CONSULTANT CONTRACT NO. 20-079-C01**

<b>Recommended Consultant:</b>	Cal Poly Pomona Foundation, Inc.
<b>Background &amp; Scope of Work:</b>	The consultant shall provide research, analysis, and estimation of regional potential Accessory Dwelling Units (ADU's), additional residential buildings that occupy the same lot as a primary residence, and develop a map-based application to estimate suitable sites for ADU development in the SCAG region based on different physical criteria.
<b>Project's Benefits &amp; Key Deliverables:</b>	The project's benefits and key deliverables include, but are not limited to: <ul style="list-style-type: none"><li>• Providing a comprehensive database of suitable sites for ADU development for 191 cities and 6 counties in the SCAG region, which will enable each to better update their respective General Plan Housing Elements to comply with State regulations.</li></ul>
<b>Strategic Plan:</b>	This item supports SCAG's Strategic Plan Goal 1 and Goal 3: <ol style="list-style-type: none"><li>1) Goal 1 - To produce innovative solutions that improve the quality of life for Southern Californians; and</li><li>2) Goal 3 - Be the foremost data information hub for the region.</li></ol>
<b>Contract Amount:</b>	<b>Total not to exceed</b> <span style="float: right;"><b>\$112,359</b></span> Cal Poly Pomona Foundation, Inc. (prime consultant)
<b>Contract Period:</b>	October 12, 2020 through January 31, 2021
<b>Project Number(s):</b>	055-0133B.06 \$112,359 Funding source(s): Consolidated Planning Grant (CPG) – Federal Transit Administration (FTA)  Funding of \$112,359 is available in the FY2020-21 budget.
<b>Request for Proposal (RFP):</b>	Not Applicable
<b>Selection Process:</b>	Not Applicable
<b>Basis for Selection:</b>	SCAG staff selected the Cal Poly Pomona Foundation, Inc. for the contract award because the consultant: <ul style="list-style-type: none"><li>• Is one of the leading transportation policy research centers in the nation, supporting cutting-edge research on the most pressing transportation issues facing the SCAG cities and region; and</li><li>• Demonstrated an excellent understanding of the technical requirements needed to pursue the research objectives of the project.</li></ul> Cal Poly Pomona University has long been a partner with SCAG and is one of the universities in the region. Specifically, the Urban and Regional Planning Department at Cal Poly Pomona Foundation, Inc., is well-versed with the priorities, regulations, and issues that are happening in the region.

Given the established expertise of Cal Poly Pomona Foundation, Inc. and their excellent research proposal, staff awarded the contract pursuant to Section 3.06 of the State of California Contracts Manual, Contract with Other Governmental Entities and Public Universities, which allows sole sourcing a contract to a public University or college.

**CONSULTANT CONTRACT NO. 20-042-C01**

<b>Recommended Consultant:</b>	Fehr & Peers
<b>Background &amp; Scope of Work:</b>	The consultant shall provide services through a SCAG Sustainability Planning Grant for the City of Los Angeles Department of Transportation (LADOT). Specifically, the consultant shall develop a set of SB 743 implementation best practices, technical methodologies, and VMT mitigation strategies, including the evaluation of feasible opportunities for the development of a regional VMT banking or exchange program. This project will provide the technical foundation for the development of a regional VMT mitigation banking or exchange demonstration project, the results of which will serve as an implementation template for other jurisdictions and subregional entities throughout the SCAG region.
<b>Project's Benefits &amp; Key Deliverables:</b>	The project's benefits and key deliverables include, but are not limited to: <ul style="list-style-type: none"><li>• Evaluating the feasibility of various alternative VMT mitigation options, including local and regional VMT exchange and banking programs;</li><li>• Providing guidance to facilitate establishment of VMT mitigation banking or exchange programs throughout the SCAG region; and</li><li>• Developing a comprehensive set of VMT mitigation best practices and technical guidance for input into a VMT mitigation banking or exchange program demonstration project.</li></ul>
<b>Strategic Plan:</b>	This item supports SCAG's Strategic Plan Goal 4: Provide innovative information and value-added services to enhance member agencies' planning and operations and promote regional collaboration.
<b>Contract Amount:</b>	<b>Total not to exceed</b> <span style="float: right;"><b>\$97,174</b></span> Fehr & Peers (prime consultant)  Note: Fehr & Peers originally proposed \$98,186, but staff negotiated the price down to \$97,174 without reducing the scope of work.
<b>Contract Period:</b>	October 6, 2020 through June 30, 2021
<b>Project Number(s):</b>	275-4823U5.03 \$86,028 275-4823E.02 \$11,146 Funding source(s): Senate Bill 1 (SB1) FY19 Formula Funds and Transportation Development Act (TDA)  Funding of \$97,174 is available in the FY 2020-21 budget.
<b>Request for Proposal (RFP):</b>	SCAG staff notified 2,562 firms of the release of RFP 20-042-C01 via SCAG's Solicitation Management System website. A total of 41 firms downloaded the RFP. SCAG received the following two (2) proposals in response to the solicitation:  <b>Fehr &amp; Peers (no subconsultants)</b> <span style="float: right;"><b>\$98,186</b></span>

Attachment: Contract Summary 20-042-C01 (Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments \$5,000 -

Steer Davies Gleaves – list lowest to highest (1 subconsultant)

\$472,692

**Selection Process:**

The Proposal Review Committee (PRC) evaluated each proposal in accordance with the criteria set forth in the RFP and conducted the selection process in a manner consistent with all applicable federal and state contracting regulations. After evaluating the proposals, the PRC did not conduct interviews because the proposals contained sufficient information on which to base a contract award.

The PRC consisted of the following individuals:

Michael Gainor (Project Manager), Sr. Regional Planner, SCAG

Pamela Lee, Transportation Planner, Los Angeles Department of Transportation (LADOT)

David Somers, Supervising Transportation Planner 1, Los Angeles Department of Transportation (LADOT)

**Basis for Selection:**

The PRC recommended Fehr & Peers for the contract award because the consultant:

- Demonstrated the best understanding of the project, specifically, their proposal demonstrated a very strong understanding and proven experience in the technical elements of the VMT assessment process;
- Provided the best technical approach, most notably in the development of relevant VMT assessment tools and technical methodologies; and
- Fehr & Peers proposed the lowest price.

**CONSULTANT CONTRACT NO. 21-014-C01**

**Recommended Consultant:** Dell Technologies

**Background & Scope of Work:** Under this agreement, Dell Technologies is the seller of Dell laptop systems to be purchased. This is a one-time purchase that includes Dell Thunderbolt Docks, Dell Latitude 7410 and Precision 5540 model laptops with four (4) years of Dell technical support.

**Project’s Benefits & Key Deliverables:** The project’s benefits and key deliverables include, but are not limited to:

- Increased staff productivity through the acquisition of higher performance systems,
- the ability to efficiently complete work and utilize SCAG software applications directly on end user systems, and
- enables SCAG to remain on current, industry supported hardware and software.
- Project deliverables include the delivery of purchased systems.

**Strategic Plan:** This item supports SCAG’s Strategic Plan Goal 5: Optimize Organizational Efficiency and Cultivate an Engaged Workforce; Objective: d) Integrate advanced information and communication technologies.

**Contract Amount:** **Total not to exceed** **\$72,383**

**Contract Period:** August 28, 2020 through August 27, 2024

**Project Number(s):** 811-1163.19    \$72,383  
Funding source: Indirect Costs (IC)

Funding of \$72,383 is available in the FY2020-21 budget.

**Basis for Selection:** In accordance with SCAG’s Contract Manual Section 7.4, dated 04/17/20, to foster greater economy and efficiency, SCAG’s federal procurement guidance (2 CFR 200.318 [e]) authorizes SCAG to procure goods and services by using an Intergovernmental Agreement (Master Service Agreement – MSA, also known as a Leveraged Purchase Agreement – LPA). The goods and services procured under an MSA were previously competitively procured by another governmental entity (SCAG is essentially “piggy-backing” on the agreement.) SCAG utilized an MSA with NASPO ValuePoint Contract # MNWNC-108, that was competitively procured. This MSA is specifically designed for use by local agencies to leverage combined purchasing power for discounted volume pricing for computer equipment purchases.

Attachment: Contract Summary 21-014-C01 (Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments \$5,000 -

**CONTRACT NO. 19-034-C01 AMENDMENT 1**

**Consultant:** AECOM Technical Services, Inc.

**Background & Scope of Work:** On August 14, 2019 SCAG awarded Contract 19-034-C01 to AECOM Technical Services, Inc. to provide an existing and future conditions analysis of the passenger, freight rail and goods movement networks in southern California, including rail simulation and analysis of planned improvements as well as an assessment of funding and corridor strategies.

Staff had a need to perform additional intermodal facility feasibility analysis under Task 4.3 – Intermodal and Passenger Rail Facility Capacity. This need was a result of stakeholder requests to analyze the potential for new intermodal rail facilities, not currently included in Task 4.3, involving the assessment of land use, rail and roadway network connections and environmental indications.

This amendment also increases the contract value from \$785,625 to \$844,284 (\$58,659).

**Project’s Benefits & Key Deliverables:** The project’s benefits and key deliverables include, but are not limited to:

- Providing existing and future conditions analyses of the passenger and freight rail networks, including planned improvements and the potential for implementing clean technologies;
- Forecasting train movements and goods movement in 2045 and interim years for Connect SoCal planning;
- Providing a passenger and freight rail facility capacity analysis;
- Providing rail infrastructure capital cost estimates and funding strategies; and
- Developing a shared use strategy between passenger and freight rail facilities.

**Strategic Plan:** This item supports SCAG’s Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians.

<b>Amendment Amount:</b>	Amendment 1	\$58,659
	Original contract value	<u>\$785,625</u>
	<b>Total contract value is not to exceed</b>	<b>\$844,284</b>

This amendment does not exceed \$75,000 or 30% of the contract’s original value. Therefore, in accordance with the SCAG Procurement Manual (dated 04/17/20) Section 9.3, it does not require the Regional Council’s approval.

**Contract Period:** August 14, 2019 through February 28, 2021

**Project Number:**

290-4829.U3.01	\$221,325
290-4829.E.01	\$28,675
290-4829.U7.02	\$474,189
290-4829E.02	\$61,436
130-0162.B18	\$58,659

Funding sources: Fiscal Years 18 and 20 Senate Bill 1 (SB1) Formula Funds, Federal Transit Administration (FTA) and Transportation Development Act (TDA).

Attachment: Contract Summary 19-034-C01 Amendment 1 (Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments

Funding of \$308,659 is available in the FY 2020-21 budget, and the remaining \$535,625 is expected to be available in the FY 2021-22 budget.

**Basis for the Amendment:**

As previously stated, staff had a need to perform additional intermodal facility feasibility analysis under Task 4.3 – Intermodal and Passenger Rail Facility Capacity. This need was a result of stakeholder requests to analyze the potential for new intermodal rail facilities, not currently included in Task 4.3, involving the assessment of land use, rail and roadway network connections and environmental indications. If the analysis is not performed, it would diminish the Task 4.3 intermodal facility analysis by not having a comprehensive intermodal facility capacity assessment and would have incomplete information to further the development of the rail simulation application, and subsequent tasks of the study.



Southern California Association of Governments  
Remote Participation Only  
December 2, 2020

**To:** Executive/Administration Committee (EAC)  
**From:** Erika Bustamante, Acting Chief Financial Officer,  
(213) 236-1892, Bustamante@scag.ca.gov  
**Subject:** CFO Monthly Report

EXECUTIVE DIRECTOR'S  
APPROVAL

**RECOMMENDED ACTION:**

Information Only – No Action Required

**STRATEGIC PLAN:**

This item supports the following Strategic Plan Goal 7: Secure funding to support agency priorities to effectively and efficiently deliver work products.

**AUDITS:**

**External Financial Audit**

Eide Bailly LLP, SCAG's outside independent auditors, have produced a draft Comprehensive Annual Financial Report (CAFR) and the audited CAFR will be released in December.

**MEMBERSHIP DUES:**

As of November 17, 2020, 145 cities and 4 counties had renewed their membership. This represents 71.81% of the dues assessment. This leaves 43 cities and 2 counties yet to renew. Three cities are being recruited for membership.

**BUDGET & GRANTS (B&G):**

On October 31, 2020, SCAG submitted the FY 2020-21 (FY21) Overall Work Program (OWP) 1<sup>st</sup> Quarter Progress Report to Caltrans. The expenditures reported for the period of July to September 2020 are approximately \$11.1 million or 12% of the FY21 OWP budget.

**CONTRACTS:**

In October 2020, the Contracts Department issued one (1) Request for Proposal; awarded one (1) contract; issued 31 contract amendments; and processed 32 Purchase Orders to support ongoing business and enterprise operations. Staff also administered 143 consultant contracts. Contracts staff continued to negotiate better pricing as well as reduced costs for services and thus far this fiscal year have negotiated \$687,297 in savings.

**OUR MISSION**

*To foster innovative regional solutions that improve the lives of Southern Californians through inclusive collaboration, visionary planning, regional advocacy, information sharing, and promoting best practices.*

**OUR VISION**

*Southern California's Catalyst for a Brighter Future*

**OUR CORE VALUES**

*Be Open | Lead by Example | Make an Impact | Be Courageous*



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**ATTACHMENT(S):**

1. CFO Charts 120220



# Office of the Chief Financial Officer

## Monthly Status Report

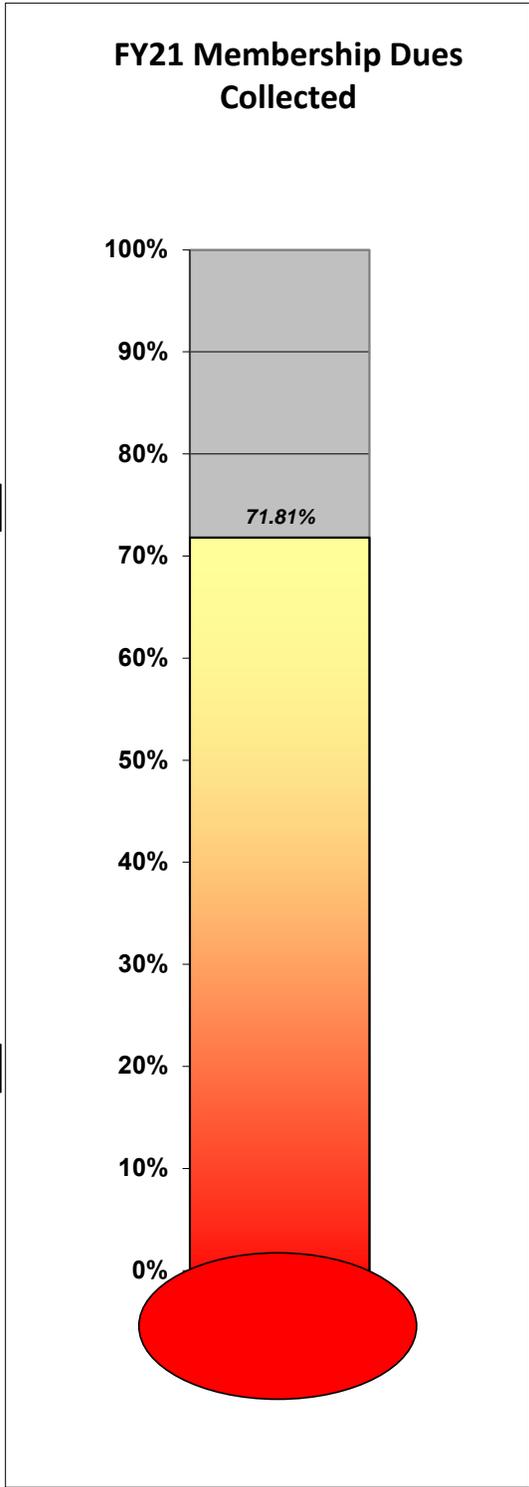
**OCTOBER 2020**

**OVERVIEW**

As of November 17, 2020, 145 cities and 4 counties had paid their FY21 dues. This represents 71.81% of the dues assessment. 43 cities and 2 counties had yet to pay their dues. Three cities are being recruited for membership.

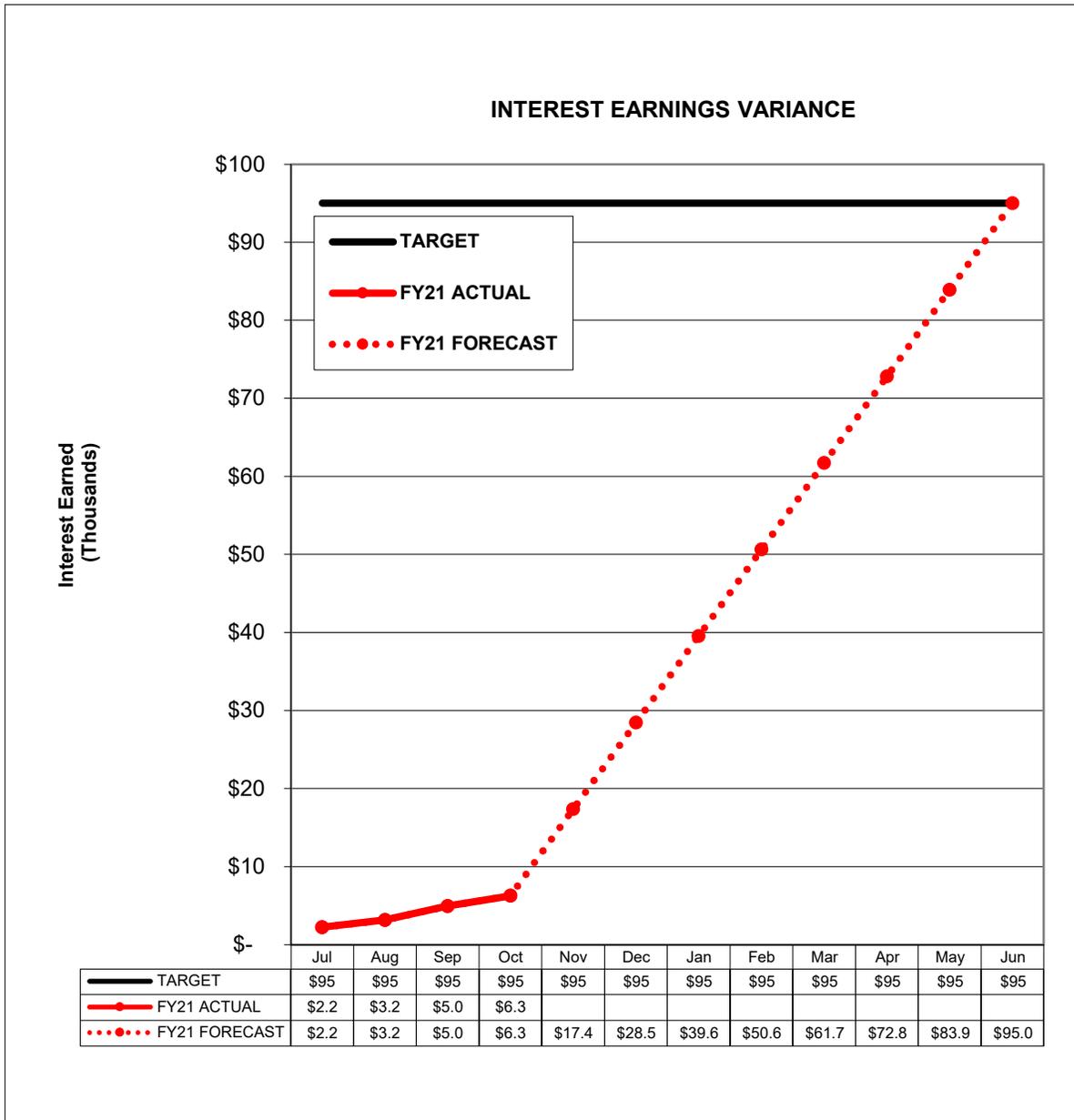
**SUMMARY**

FY21 Membership Dues	<u>\$ 2,172,297</u>
Total Collected	<u>\$ 1,559,892</u>
Percentage Collected	<u>71.81%</u>





**Office of the CFO**  
*Interest Earnings Variance*



Attachment: CFO Charts 120220 (CFO Monthly Report)

**OVERVIEW**

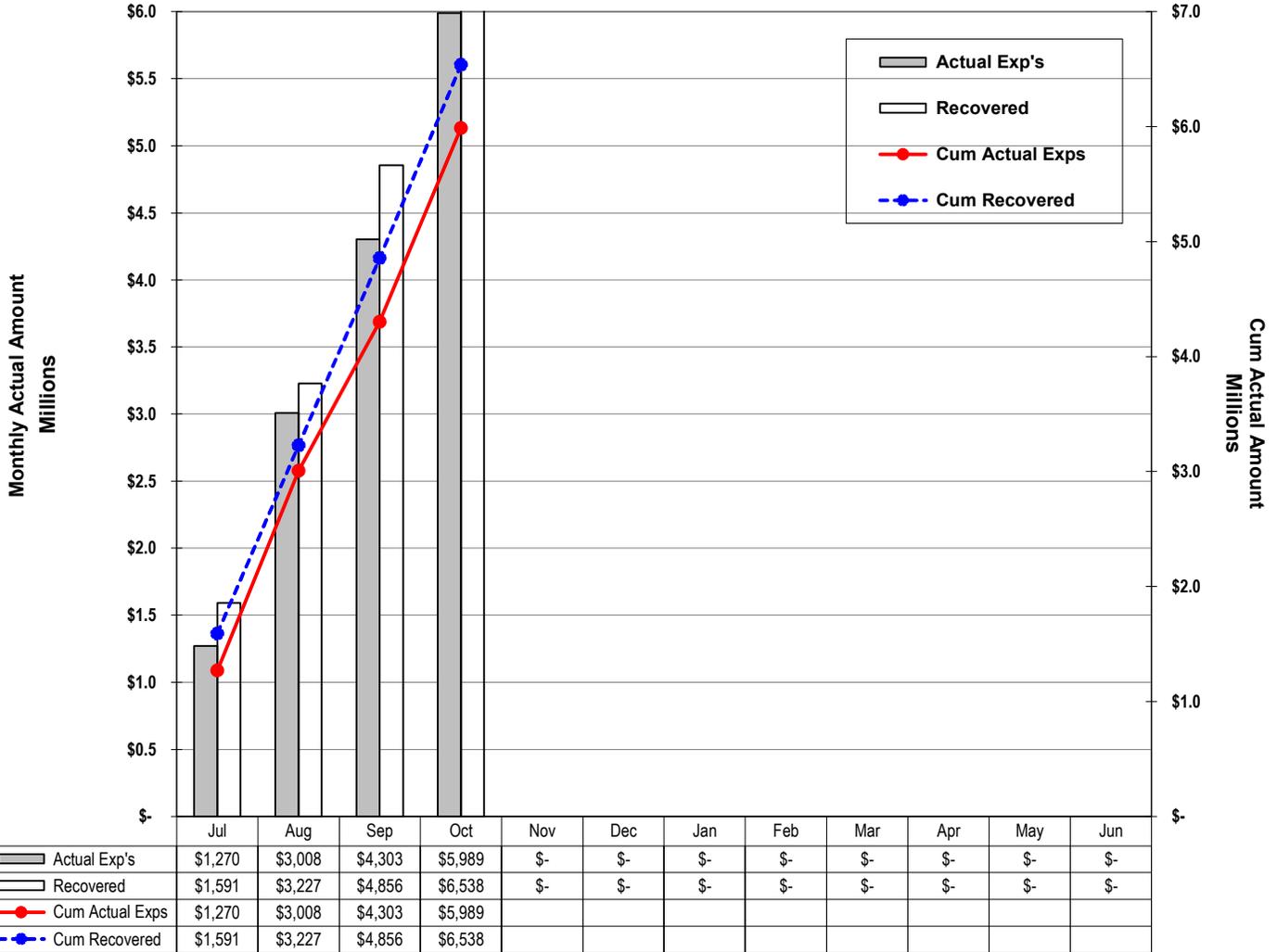
Actual interest income is plotted against the target amount. The amount credited to SCAG's account through September was \$6,281. The LA County Pool earned 0.68% in September.

**SUMMARY**

Interest income is lower than anticipated due to lower than anticipated interest rates combined with lower cash balances as a result of delayed Caltrans billings awaiting IC rate approval and delayed TDA payments.



### FY21 INDIRECT COST & RECOVERY



Attachment: CFO Charts 120220 (CFO Monthly Report)

### OVERVIEW

A comparison of Indirect Cost (IC), incurred by SCAG vs. IC recovered from SCAG's grants.

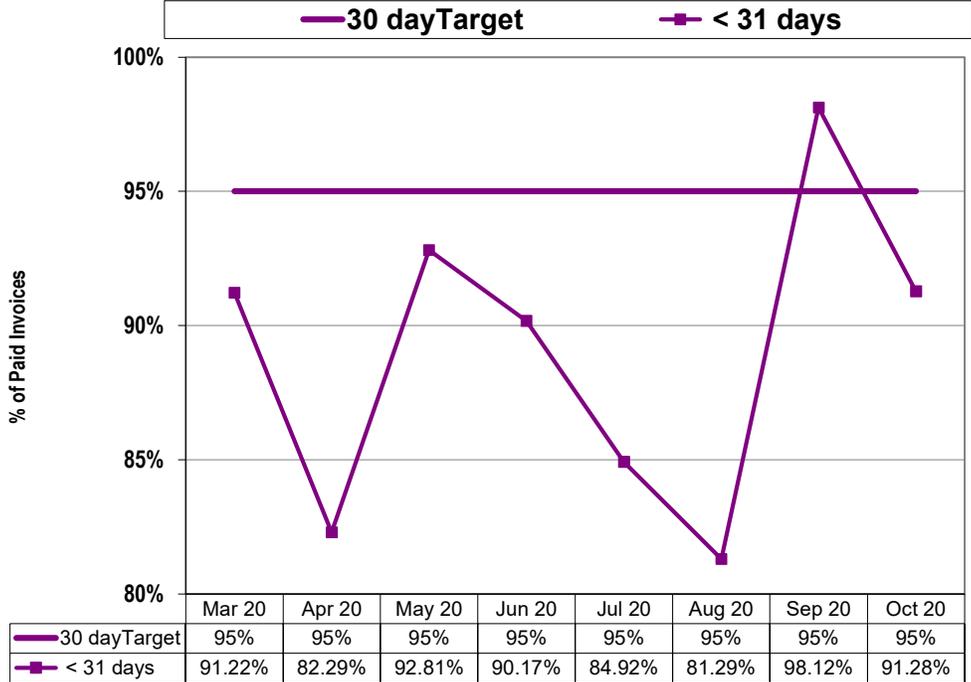
### SUMMARY

Through October 2020, SCAG was over-recovered by \$549,859.00 due to unspent Indirect Cost budget. This is in line with the over-recovery built in to the FY21 IC rate.

Office of the CFO  
Invoice Aging



INVOICE AGING



OVERVIEW

The percent of total invoices paid within 30 days. The target is to pay 95% of all invoices within 30 days. This goal was not met.

SUMMARY

91.28% of October 2020's payments were made within 30 days of invoice receipt.

At month-end, 45 invoices remained unpaid less than 30 days.

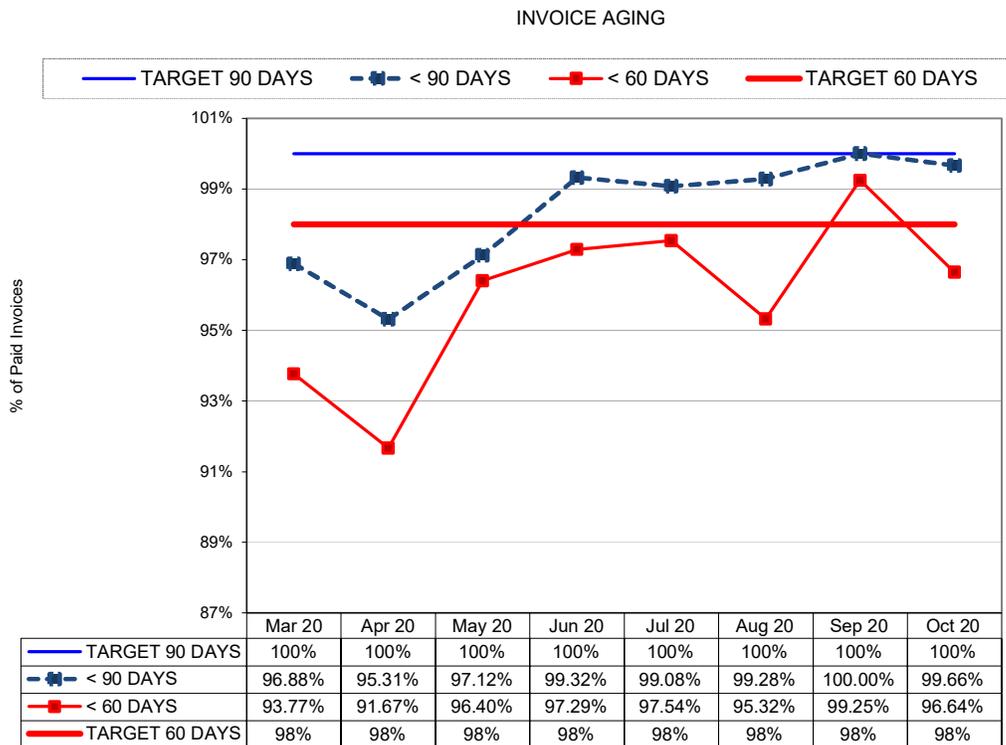
OVERVIEW

The percent of total invoices paid within 60 and 90 days. The target is to pay 98% of invoices within 60 days and 100% within 90 days.

SUMMARY

These goals were not met during this period.

96.64% of October 2020's payments were within 60 days of invoice receipt and 99.66% within 90 days. Invoices unpaid 30-60 days totaled 51; 60-90 days: 7; >90 days: 1.





**Office of the CFO**  
**Consolidated Balance Sheet**

	9/30/2020	10/31/2020	Incr (decr) to equity	COMMENTS
Cash at Bank of the West	\$ 3,448,513	\$ 3,374,120		
LA County Investment Pool	\$ 3,022,118	\$ 12,895,510		
Cash & Investments	\$ 6,470,631	\$ 16,269,629	\$ 9,798,998	Revenues of \$17.05M and Expenses of \$7.25M both on cash basis.
Accounts Receivable	\$ 23,716,573	\$ 15,008,904	\$ (8,707,669)	Billings of \$2.14M to FHWA PL, \$506K to SB1, \$388K to FTA 5303, \$80K to LAC, \$57K to FHW ATP, \$26K to FHW PP, & \$26K to ATP offset by payments of \$11.71M from REAP AB101 and \$277K from MSRC.
Other Current Assets	\$ 4,030,000	\$ 3,423,582	\$ (606,418)	Net amortization of \$609K in prepaid expenses less IC fund over-recovery of \$3K.
Fixed Assets - Net Book Value	\$ 5,957,615	\$ 5,957,615	\$ -	No change.
<b>Total Assets</b>	<b>\$ 40,174,819</b>	<b>\$ 40,659,730</b>	<b>\$ 484,911</b>	
	\$ (652,687)			
	\$ (23,416)			
Accounts Payable	\$ (676,103)	\$ (374,464)	\$ 301,638	Processing of FY21 invoices with completed funding amendments.
Employee-related Liabilities	\$ (880,262)	\$ (346,867)	\$ 533,395	September had 13 unpaid working days while October had 5.
Deferred Revenue	\$ (12,466,369)	\$ (12,546,437)	\$ (80,068)	LAC deferred revenues of \$80K.
<b>Total Liabilities and Deferred Revenue</b>	<b>\$ (14,022,735)</b>	<b>\$ (13,267,769)</b>	<b>\$ 754,966</b>	
<b>Fund Balance</b>	<b>\$ 26,152,085</b>	<b>\$ 27,391,961</b>	<b>\$ 1,239,877</b>	
<b>WORKING CAPITAL</b>				
	9/30/2020	10/31/2020	Incr (decr) to working capital	
Cash	\$ 6,470,631	\$ 16,269,629	\$ 9,798,998	
Accounts Receivable	\$ 23,716,573	\$ 15,008,904	\$ (8,707,669)	
Accounts Payable	\$ (676,103)	\$ (374,464)	\$ 301,638	
Employee-related Liabilities	\$ (880,262)	\$ (346,867)	\$ 533,395	
<b>Working Capital</b>	<b>\$ 28,630,839</b>	<b>\$ 30,557,202</b>	<b>\$ 1,926,363</b>	

Attachment: CFO Charts 120220 (CFO Monthly Report)



**Office of the CFO**  
*Fiscal Year-To-Date Expenditure Report Through October 31, 2020*

**COMPREHENSIVE BUDGET**

		<b>Adopted Budget</b>	<b>Amended Budget</b>	<b>Expenditures</b>	<b>Commitments</b>	<b>Budget Balance</b>	<b>% Budget Spent</b>
1	Staff & Allocated Fringe Benefits	237,765	237,765	17,807	-	219,958	7.5%
2	51001 Allocated Indirect Costs	311,548	311,548	23,324	-	288,224	7.5%
3	54300 SCAG Consultants	327,000	319,000	23,720	277,723	17,557	7.4%
4	54340 Legal costs	100,000	100,000	-	680	99,320	0.0%
5	55210 Software	76,400	76,400	12,502	-	63,898	16.4%
6	55441 Payroll, bank fees	15,000	15,000	2,109	12,891	0	14.1%
7	55600 SCAG Memberships	116,000	116,000	65,498	1,545	48,957	56.5%
8	55610 Professional Membership	11,500	11,500	2,683	957	7,860	23.3%
9	55620 Res mat/sub	2,000	2,000	1,005	-	995	50.3%
10	55860 Scholarships	36,000	44,000	44,000	-	0	100.0%
11	55910 RC/Committee Mtgs	15,000	15,000	-	-	15,000	0.0%
12	55912 RC Retreat	13,000	13,000	-	-	13,000	0.0%
13	55914 RC General Assembly	611,500	611,500	-	28,281	583,219	0.0%
14	55915 Demographic Workshop	28,000	28,000	-	-	28,000	0.0%
15	55916 Economic Summit	85,000	85,000	-	-	85,000	0.0%
16	55918 Housing Summit	20,000	20,000	-	-	20,000	0.0%
17	55920 Other Meeting Expense	86,500	86,500	219	19,781	66,500	0.3%
18	55xxx Miscellaneous other	67,260	67,260	4,611	244	62,405	6.9%
19	55940 Stipend - RC Meetings	195,000	195,000	64,970	-	130,030	33.3%
20	56100 Printing	10,000	10,000	-	-	10,000	0.0%
21	58100 Travel - outside SCAG region	77,500	77,500	-	-	77,500	0.0%
22	58101 Travel - local	47,500	47,500	-	-	47,500	0.0%
23	58110 Mileage - local	31,500	31,500	-	-	31,500	0.0%
24	58150 Travel Lodging	13,000	13,000	-	-	13,000	0.0%
25	58800 RC Sponsorships	150,000	150,000	28,199	-	121,801	18.8%
26	<b>Total General Fund</b>	<b>2,683,973</b>	<b>2,683,973</b>	<b>290,648</b>	<b>342,101</b>	<b>2,051,224</b>	<b>10.8%</b>
27				-			
28	Staff & Allocated Fringe Benefits	16,803,872	16,803,872	4,974,111	-	11,829,761	29.6%
29	51001 Allocated Indirect Costs	22,010,306	22,010,306	6,515,090	-	15,495,216	29.6%
30	54300 SCAG Consultants	30,910,906	32,055,593	1,695,177	13,235,311	17,125,105	5.3%
31	54302 Non-Profits/IHL	705,601	705,601	-	100,000	605,601	0.0%
32	54303 Consultants TC - FTA 5303	6,919,788	6,919,788	169,172	529,147	6,221,469	2.4%
33	54340 Legal Services - FTA 5303	50,000	50,000	-	-	50,000	0.0%
34	54360 Pass-through Payments	3,031,153	3,031,153	-	3,031,153	0	0.0%
35	55210 Software Support	250,000	250,000	149,222	-	100,778	59.7%
36	55250 Cloud Services	2,122,030	2,122,030	41,102	199,107	1,881,821	1.9%
37	5528x Third Party Contributions	5,569,260	5,579,950	1,275,192	-	4,304,758	22.9%
38	55310 F&F Principal	251,852	251,852	82,597	168,585	670	32.8%
39	55315 F&F Interest	19,237	19,237	7,365	11,872	0	38.3%
40	55320 AV Principal	141,160	141,160	46,205	94,955	0	32.7%
41	55325 AV Interest	4,567	4,567	1,730	2,837	0	37.9%
42	55415 Off Site Storage	-	476	476	-	(0)	100.0%
43	55520 Hardware Supp	5,000	5,000	-	-	5,000	0.0%
44	55580 Outreach/Advertisement	50,000	50,000	7,406	21,018	21,576	14.8%
45	55620 Resource Materials - subscrib	610,000	610,000	16,701	113,808	479,491	2.7%
46	55730 Capital Outlay	100,000	100,000	19,081	34,897	46,022	19.1%
47	55810 Public Notices	95,000	95,000	4,017	-	90,983	4.2%
48	55830 Conf. Registration	4,000	4,000	135	2,742	1,123	3.4%
49	55920 Other Meeting Expense	23,250	23,250	-	-	23,250	0.0%
50	55930 Miscellaneous	1,925,394	222,475	50	13,354	209,071	0.0%
51	55931 Misc Labor - TDA		135,239	-	-	135,239	0.0%
52	55932 Misc Labor, Future - TDA		1,617,194	-	-	1,617,194	0.0%
53	56100 Printing	17,000	17,000	436	-	16,564	2.6%
54	58xxx Travel	245,466	245,466	-	-	245,466	0.0%
55	59090 Exp - Local Other	877,163	877,163	-	-	877,163	0.0%
56	<b>Total OWP &amp; TDA Capital</b>	<b>92,742,005</b>	<b>93,947,531</b>	<b>15,005,422</b>	<b>17,558,787</b>	<b>61,383,322</b>	<b>16.0%</b>
57				-			
58	<b>Comprehensive Budget</b>	<b>95,425,978</b>	<b>96,631,504</b>	<b>15,296,070</b>	<b>17,900,888</b>	<b>63,434,546</b>	<b>15.8%</b>

**Attachment: CFO Charts 120220 (CFO Monthly Report)**



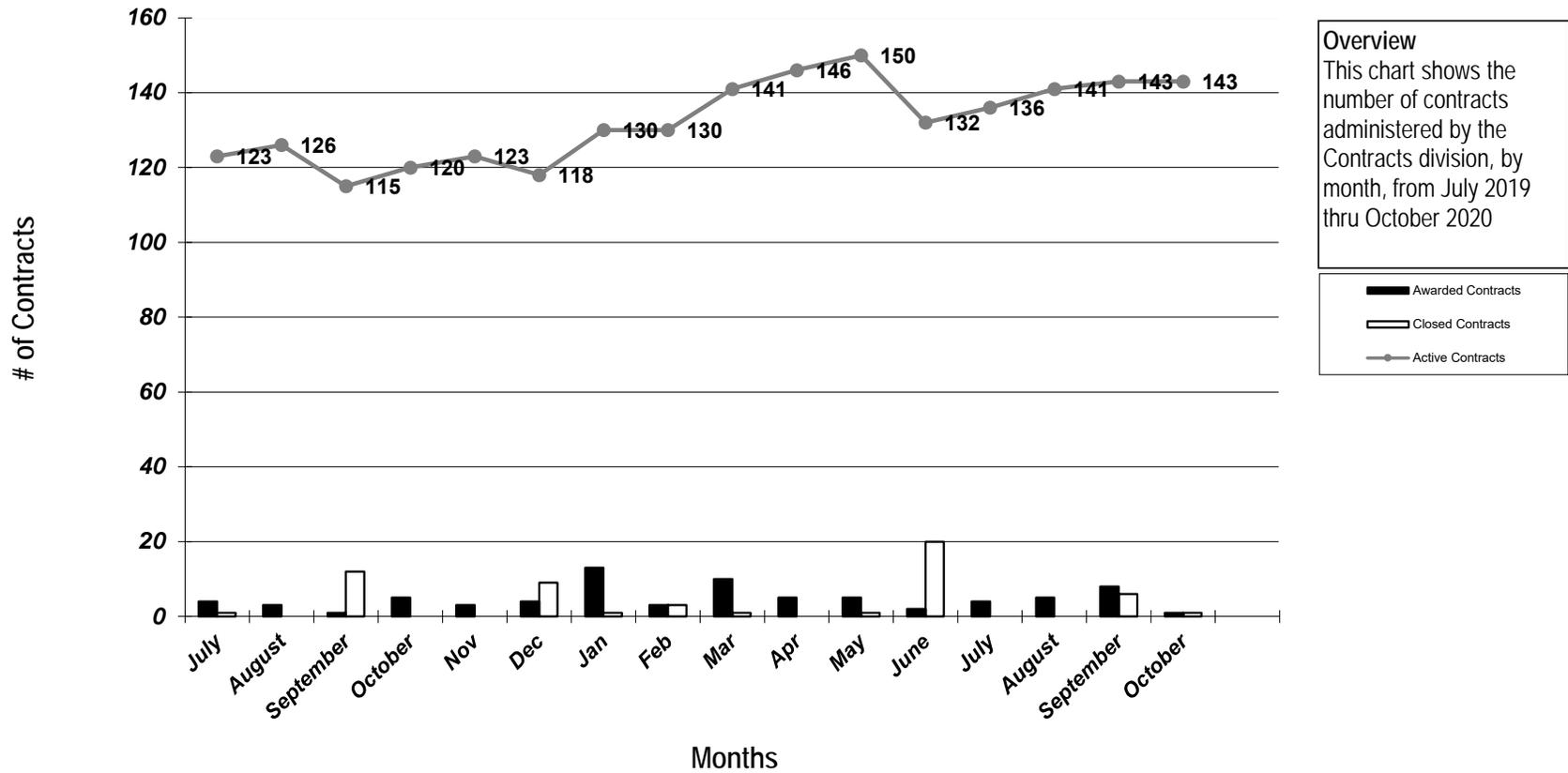
**Office of the CFO**  
*Fiscal Year-To-Date Expenditure Report Through October 31, 2020*

**INDIRECT COST EXPENDITURES**

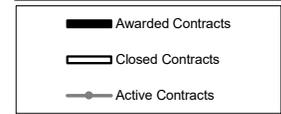
		<b>Adopted Budget</b>	<b>Amended Budget</b>	<b>Expenditures</b>	<b>Commitments</b>	<b>Budget Balance</b>	<b>% Budget Spent</b>
1	50010	6,854,986	6,854,986	2,297,335		4,557,651	33.5%
2	50013	1,000	1,000	376		624	37.6%
3	50014	78,000	78,000	37,221		40,779	47.7%
4	50030	80,000	80,000	-		80,000	0.0%
5	51xxx	5,486,258	5,486,258	1,583,433	-	3,902,825	28.9%
6	54300	768,300	768,300	40,950	195,076	532,274	5.3%
7	54301	1,318,000	1,278,732	70,270	566,386	642,076	5.5%
8	54340	40,000	40,000	2,500	1,773	35,727	6.3%
9	55210	1,279,900	1,279,900	391,562	15,483	872,855	30.6%
10	55220	2,715,000	2,715,000	182,607	193,213	2,339,179	6.7%
12	55240	26,500	26,500	1,403	25,097	0	5.3%
14	55315	8,078	8,078	3,093	-	4,985	38.3%
15	55325	14,111	14,111	5,345	-	8,766	37.9%
16	55400	2,192,805	2,192,805	950,233	1,242,573	(0)	43.3%
17	55410	260,000	260,000	48,178	122,022	89,800	18.5%
18	55415	5,000	5,000	1,113	3,888	(0)	22.3%
19	55420	100,000	100,000	5,563	65,945	28,492	5.6%
20	55430	1,000	1,690	1,690	-	1	100.0%
21	55435	100,000	100,000	-	-	100,000	0.0%
22	55440	285,931	324,473	134,171	-	190,302	41.4%
23	55441	15,000	15,000	3,002	11,998	(0)	20.0%
24	55445	5,000	5,000	541	-	4,459	10.8%
25	55460	64,000	64,000	1,117	-	62,883	1.7%
26	55510	73,800	73,800	9,178	64,623	(1)	12.4%
27	55520	4,000	4,036	-	-	4,036	0.0%
28	55530	195,000	195,000	55,792	31,461	107,747	28.6%
29	55540	10,000	10,000	-	10,000	0	0.0%
30	55550	5,000	5,000	4,524	476	(0)	90.5%
31	55600	92,200	92,200	29,155	25,000	38,045	31.6%
32	55610	1,500	1,500	-	-	1,500	0.0%
33	55611	1,350	1,350	-	-	1,350	0.0%
34	55620	60,300	60,300	26,348	8,226	25,726	43.7%
35	55700	185,000	185,000	-	-	185,000	0.0%
36	55720	75,000	75,000	-	-	75,000	0.0%
37	55800	25,000	25,000	12,269	12,731	(0)	49.1%
38	55801	45,000	45,000	7,323	22,177	15,500	16.3%
39	55810	2,500	2,500	-	-	2,500	0.0%
40	55820	30,000	30,000	2,250	-	27,750	7.5%
41	55830	20,000	20,000	232	-	19,768	1.2%
42	55840	65,000	65,000	27,837	-	37,163	42.8%
43	55920	2,500	2,500	-	-	2,500	0.0%
44	55950	106,000	106,000	51,548	54,452	0	48.6%
45	55xxx	26,500	26,500	-	-	26,500	0.0%
46	56100	23,000	23,000	-	17,813	5,187	0.0%
47	58100	83,300	83,300	-	-	83,300	0.0%
48	58101	20,000	20,000	397	-	19,603	2.0%
49	58110	23,500	23,500	-	-	23,500	0.0%
50	58120	3,000	3,000	-	-	3,000	0.0%
51	<b>Total Indirect Cost</b>	<b>22,877,319</b>	<b>22,877,319</b>	<b>5,988,555</b>	<b>2,690,414</b>	<b>14,198,350</b>	<b>26.2%</b>

**Attachment: CFO Charts 120220 (CFO Monthly Report)**

## SCAG Contracts (Year to Date)



**Overview**  
 This chart shows the number of contracts administered by the Contracts division, by month, from July 2019 thru October 2020



**Summary**

As illustrated on the chart, the Contracts Department is currently managing a total of 143 contracts. Fifty-three (53) are Cost Plus Fee contracts; forty-nine (49) are Lump Sum (formerly Fixed Price) contracts, and the remaining forty (41) are Time and Materials (T&M) contracts (includes Labor Hour and Retainer contracts). The Contracts Department anticipates issuing approximately seventy (70) contracts for FY 2020-21. Note, due to the nature of SCAG's work, the majority of SCAG contracts have a one year term and end on June 30th each year.

**Office of the CFO**  
*Staffing Report as of November*  
*1, 2020*



<b>GROUPS</b>	<b>Authorized Positions</b>	<b>Filled Positions</b>	<b>Vacant Positions</b>
<b>Executive Office</b>	9	9	0
<b>Human Resources</b>	6	4	2
<b>Legal Services</b>	2	1	1
<b>Finance</b>	24	21	3
<b>Information Technology</b>	26	21	5
<b>Policy &amp; Public Affairs</b>	21	18	3
<b>Planning &amp; Programs</b>	89	72	17
<b>Total</b>	<b>177</b>	<b>146</b>	<b>31</b>

**OTHER POSITIONS**

<b>GROUPS</b>	<b>Interns or Volunteers</b>	<b>Temp Positions</b>	<b>Agency Temps</b>
<b>Executive Office</b>	1	0	0
<b>Human Resources</b>	0	0	1
<b>Finance</b>	0	1	3
<b>Policy &amp; Public Affairs</b>	0	0	0
<b>Information Technology</b>	0	0	0
<b>Planning &amp; Programs</b>	10	1	0
<b>Total</b>	<b>11</b>	<b>2</b>	<b>4</b>