



**VENTURA COUNCIL  
OF GOVERNMENTS**

**AGENDA  
Thursday, November 10, 2022  
601 Carmen Dr.  
Camarillo, CA 93012  
4:00 p.m.**

**AGENDA REPORTS AND OTHER DISCLOSABLE PUBLIC RECORDS RELATED TO OPEN SESSION AGENDA ITEMS ARE AVAILABLE ON THE VCOG WEBSITE UNDER AGENDA AND MINUTES AT [WWW.VENTURACOG.ORG](http://WWW.VENTURACOG.ORG).**

- 1. CALL TO ORDER AND FLAG SALUTE**
- 2. ROLL CALL & SPECIAL PRESENTATIONS**
- 3. PUBLIC COMMENT**

At this time, public comments received in advance by VCOG Staff will be read aloud into the meeting record. Individual Board Members may briefly respond to Public Comments or ask questions for clarification.

- 4. EXECUTIVE DIRECTOR'S REPORT – (Attached)**
- 5. AGENCY REPORTS – Oral Reports If Representatives Attend**
  - A. Southern California Association of Governments
  - B. Ventura County Transportation Commission
  - C. League of California Cities
  - D. Other

- 6. CONSENT CALENDAR**
  - A. Summary of September 1, 2022 Meeting p. 3 – Approve Meeting Summary for the July 8, 2021, VCOG Meeting. **ACTION:** Approve Meeting Summary as published.**
  - B. Financial Report p. 8 - Approve Ventura Council of Governments Financial Report for the Budget Period August 26, 2022 to November 4, 2022. **Action:** Approve Financial Report.**

**MEMBERS**

City of Camarillo  
Kevin Kildee, Chair  
Charlotte Craven, Alternate

City of Fillmore  
Simone Alex  
Diane McCall, Alternate

City of Moorpark  
Janice Parvin, Member  
Chris Enegren, Alternate

City of Ojai  
Randy Haney, Chair-Elect  
Betsy Stix, Alternate

City of Oxnard  
Bert Perello, Member  
Oscar Madrigal, Alternate

City of Port Hueneme  
Steven Gama, Member  
Misty Perez, Alternate

City of San Buenaventura  
Mike Johnson, Member  
Doug Halter, Alternate

City of Santa Paula  
Jenny Crosswhite, IP Chair  
Andy Sobel, Alternate

City of Simi Valley  
Elaine Litster, Member  
Mike Judge, Alternate

City of Thousand Oaks  
Kevin McNamee, Member  
Bob Engler, Alternate

County of Ventura  
Bob Huber, Member  
No Alternate Appointed

- C. **Register of Warrants & Debit Card Transactions p. 13** - Approve the Register of Warrants for Expenditures and Debit Card Transactions incurred from August 26, 2022, to November 4, 2022. **ACTION:** Approve Register of Warrants and Debit Card Transactions.
- D. **Request for Proposals- Professional Audit Services for 2021-2022 Independent Audit – p. 17** - Review Notice Inviting Proposals for Professional Audit Services. **ACTION:** Authorize Executive Director to publish Notice.
- E. **Proposed VCOG Meeting Schedule for 2023 p. 20** - **ACTION:** Review and approve Meeting Schedule for VCOG Council and Administrative Committee for 2022.

7. **APPLICATION FOR FUNDS AVAILABLE FROM REGIONAL EARLY ACTION PROGRAM (REAP) 2.0 – p. 22** Review VCOG's Application for REAP 2.0 Funds and Direct Staff to Continue Application Process with the Southern California Association of Governments (SCAG). **ACTION:** Approve Staff Recommendation.

8. **PRESENTATION ITEMS**

- A. **Caltrans Sustainable Transportation Planning Grant Program p. 27-** Caleb Brock, Regional Planning Branch Chief at Caltrans District 7 will provide a Report on the Sustainable Transportation Planning Grant Program **ACTION:** Receive Report.
- B. **Proposal By The Pacific Coast Broadband Consortium To Have VCOG Serve As An Overreaching Grant Fund Recipient For State Broadband Funding p. 28 -** **ACTION:** Hear Proposal from Broadband Consortium and Direct VCOG Staff to submit a grant application to the CPUC for Local Agency Technical Assistance (LATA) funding.

9. **BOARD MEMBER COMMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS**

Any Council Member present may propose items for placement on a future agenda. Members should limit their proposed topics to issues that conform to VCOG's adopted Program of Priorities. Members may discuss whether the item should be placed on a future agenda and the description of the agenda item.

10. **ADJOURNMENT: Next Meeting- January 12, 2023**

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file with the Ventura Council of Governments Executive Director and are available for public inspection. If you have any questions regarding any agenda item, contact the Executive Director at (805) 217-9448.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Executive Director. Notification 48 hours before the meeting will allow VCOG to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35, 102-35. 104 ADA Title II).



ITEM 6A.

**MEETING SUMMARY**

601 Carmen Dr.  
Camarillo, CA 93012  
September 1, 2022  
4:00 p.m.  
VIA ZOOM

<https://us02web.zoom.us/j/86527816488?pwd=R1hRUEdXSHMzallubVhCNVJhSkldz09>

Telephone: US: +1 669 444 9171

Webinar ID: 865 2781 6488

Passcode: 326238

1. **RECONSIDERATION OF VIRTUAL MEETING DECLARATION PURSUANT TO VCOG RESOLUTION NO. 2022-01 DATED JANUARY 13, 2022** - On January 13, 2022, pursuant to Assembly Bill 361 (2021-2022) incorporated into California state law some aspects of the teleconferencing rules that have applied by Executive Order to local public agencies during the COVID-19 pandemic, VCOG adopted a Virtual Meeting Declaration via VCOG Resolution No. 2022-01. Staff recommended the reconsideration of VCOG's Virtual Meeting Declaration for the VCOG Council Meeting of September 1, 2022 for Health and Safety Reasons in order for the meeting to proceed in virtual format.

A **MOTION** was made by Member Perello to Invoke the Virtual Meeting Declaration for VCOG Council Meeting of September 1, 2022. The motion was **SECONDED** by Member Parvin. The motion carried with a Roll Call Vote: Ayes- 10 Nays- 0. The motion passed.

2. **CALL TO ORDER & FLAG SALUTE** – The meeting was called to Order at 4:05 PM by Chair Kildee.

3. **ROLL CALL:**

**Present:**

Kevin Kildee, Chair, City of Camarillo  
Jenny Crosswhite, Immediate Past Chair, City of Santa Paula  
Janice Parvin, City of Moorpark  
Randy Haney, City of Ojai  
Doug Halter, City of San Buenaventura- Alternate for Mr. Johnson  
Kevin McNamee, City of Thousand Oaks  
Elaine Litster, City of Simi Valley  
Bert Perello, City of Oxnard  
Steven Gama, City of Port Hueneme

**Alternates Present: None**

**Staff Present:**

Hugh Riley, Executive Director, VCOG, Chris Williamson, VCOG Housing Specialist

**Partner Agency Representatives:**

Caitlin Brooks, Program Manager-Transportation Planning ,VCTC  
Rachel Wagner, Regional Affairs Officer, SCAG

**Guests:**

Jacquelyn McMillan, Governmental Affairs and Regional Representative, Metropolitan Water District of Southern California.

Mina Layba, Legislative Affairs Manager, City of Thousand Oaks

**4. PUBLIC COMMENT – NONE**

**5. Executive Directors Report**

- **2022 Legislative Update** – A separate Legislative Report was presented and discussed.
- **VCOG-REAP 1.0 Project Update – Quarterly Report-** Riley presented the REAP Quarterly Report on August 2, 2022 which provides an update on our progress on the active REAP 1.0 Projects.. A copy of the Report was provided to the Council.is attached

- **REAP 2021 (2.0) Program Development Framework** – Riley reported that On July 7, SCAG's Regional Council approved the Regional Early Action Planning (REAP) 2021 Program Development Framework. REAP 2.0 will provide \$246 million to the SCAG region to support transformative and innovative projects that implement the region's Sustainable Communities Strategy and help achieve goals of more housing and transportation options that reduce reliance on cars. The framework reflects robust outreach and engagement with regional partners to help guide the development of the specific funding programs and projects to be included in the full program application. The framework proposes SCAG's REAP 2.0 funds be administered across three areas:

**1. Early Program Initiatives:** SCAG will expand certain existing programs in the Connect SoCal Implementation Strategy to offer additional support to cities in implementing Connect SoCal.

**2. Housing Supportive Infrastructure Program:** This SCAG program builds on the concepts put forward in the Key Connections in Connect SoCal 2020, as well as current work funded through the REAP 1.0 program, Local Action Planning Grants and Senate Bill 2.

**3. County Transportation Commission Partnership Program:** SCAG will develop a new partnership program with the region's county transportation commissions to fund the development of plans, programs, pilot projects and specific signature greenhouse gas and vehicle miles traveled-reducing capital projects consistent with the goals and objectives of REAP 2.0.

Outreach and engagement will continue through the rest of the program, informing the development of the full application for funding, which will be submitted to the state in December 2022. More information on SCAG's REAP 2021 program can be found at [scag.ca.gov/reap2021](http://scag.ca.gov/reap2021).

**REAP 2.0- Sub regional Partnership Guidelines** - SCAG-approved REAP 2.0- Sub regional Partnership Guidelines allocate approximately \$436,000 to VCOG. REAP 2.0 projects and activities are required to primarily focus on implementation of projects, programs and policies identified in 6<sup>th</sup> cycle Housing Elements and additional funds will be available directly to Jurisdictions. The REAP 2.0 application period will be on a rolling basis between September 16 and December 1, 2022 and the program will extend through 2026.

Chris Williamson presented staff-identified possible REAP 2.0 Projects that could assist most, if not all, VCOG members in implementing their 2021-2029 Housing Element programs.

### **PROJECT 1. HOUSING ELEMENTS PROGRAMS REVIEW, COORDINATION, AND GRANT WRITING ASSISTANCE**

1. VCOG Housing specialist and grant-writing consultant obtain the VCOG cities and the county (11 total) 2021-2029 Housing Elements or their most up-to-date draft or submitted version.
2. Review programs and prepare a table/database cross-referencing programs by jurisdiction.
3. Identify similar programs where coordination and cross-jurisdictional efforts could increase effectiveness and dis-similar programs that could have unintended conflicts that reduce effectiveness.
4. Focus on the programs that encourage affordable infill and ADU's in high-resource areas with low VMT and that assist in COVID economic recovery.
5. Assist with grant writing to implement Housing Element programs.

Amount: \$100,000      \$50,000 for Tasks 1 to 4      \$50,000 over 3 years for Task 5.

### **PROJECT 2. COMMERCIAL CONVERSION TO HOUSING STUDY**

Retain a consultant to:

1. Work with VCTC and self-identified planning departments, identify commercial areas that have either expressed interest in residential development or that cities would like to see convert to or add infill residential. Map and quantify existing uses, existing VMT, and economic status of each.
2. Through a charrette process, identify development scenarios that are largely residential for each area. Scope key utility, school and transportation impacts.
3. VCTC to identify VMT profiles with a goal of identifying which locations and scenarios reduce local and regional VMTs the most by adjusting affordability and AFFH components.
4. Study prepared and presented to VCOG, VCTC, and participating cities and County.

Amount: \$200,000

### **PROJECT 3. TBD**

Amount: \$86,000

### **PROJECT 4. - ADMINISTRATION AND MANAGEMENT**

Approximately \$1,500 per month over three years for preparing REAP 2.0 application, routine administration (not to exceed 5%, \$21,600) and continuing Executive Director and staff participation in SCAG REAP 2.0 and related activities, monitor legislation related to REAP projects, and regular REAP updates and interaction with the VCOG Board, City Managers, and City County Planning Association.

Amount: \$50,000

**GRAND TOTAL: \$436,000**

VCOG staff will submit the "Intent to Apply" by September 30, 2022 and will begin networking with member cities to develop a full application in the fall. The Council is invited to suggest projects and will be reviewing and adopting VCOG's REAP 2.0 application.

- **RHNA Reform** – As part of Assembly Bill 101, HCD is tasked with preparing a report on RHNA Reform and making recommendations to the State Legislature by December 31, 2022. SCAG is conducting an outreach process to get input and comments on RHNA reform in July and August 2022. Staff prepared comments on behalf of VCOG. The attached Memorandum was sent to SCAG on August 8, 2022. The deadline for comment letters was August 10. A draft of VCOG's Memo seeking comments was sent to VCOG Council Members and Alternates on July 31, 2022 and their comments were incorporated in the final document.
- **League of California Cities 2022 Annual Conference**- The conference in Long Beach begins on Wednesday September 7 ending Friday September 9. An outline of the conference activities was provided. Riley advised that, due to his injury, he would not be able to attend the conference and his \$600 Registration Fee will be credited back to VCOG's account.
- **VCOG Administrative Committee**-The Committee will meet on October 20, 2022, via ZOOM Conference Call. The Committee will be planning for the VCOG Council Meeting on November 10, 2022 as well as reviewing the proposed 2023 VCOG Meeting Schedule and discussing nominations for the office of Chair-Elect for 2023.
- **VCOG Annual Dinner** – Riley reminded members of the Annual VCOG Dinner on Thursday, October 27, 2022 for the. This year's event will be hosted by the City of Camarillo at the world famous Camarillo Ranch House. Formal invitations for city and county officials will be sent later this month. There is no charge for this event reservations are required.
- **2022 Legislative Update** – Riley reported that the Legislature is currently in recess for the summer break until August 1 and that most of the bills VCOG is following are presently in either the Senate or Assembly Appropriations Committee. He referred to the Legislative materials and Bill Status Summary included in his written report that had been sent to the Council.
- **VCOG-REAP 1.0 Project Update**- Riley reported on the status of the active REAP Projects:

**PROJECT 4: Regional ADU Program for Pre-Fabricated and Garage Conversion ADU's** – Pursuant to the Council approved January 13, 2022 MOU between VCOG, OCCOG and GCCOG, the joint staff team completed revisions to the consultant scope of work submitted by Bairde + Driskell, Community Planning. A contract has now been executed, a Notice to Proceed issued, and work is ongoing. Per the 2022-2023 Proposed VCOG Operating Budget, VCOG will be contributing \$72,100 in REAP Grant Funds toward a total project budget of \$289,000.

**PROJECT 5: Regional CEQA Streamlining VMT Adaptive Management and Mitigation Program** – Work is continuing with VCTC and our consultants led by Iteris, Inc. A Draft Ventura County Adaptive Mitigation Program Framework and Summary of VMT Mitigation Program "Choices" has been prepared and is now under team review. VCOG Consultants presented the Draft Vehicle Miles Traveled (VMT) Adaptive Mitigation Program to the Ventura County Transportation Commission at their June meeting. VCTC and VCOG Staff and consultants are working to develop the form and level of detail of resources to be provided to lead agencies and applicants, and stakeholder outreach format and attendees

6. **AGENCY REPORTS** – Oral Reports were presented by the following agency representatives:

- **Ventura County Transportation Commission-** Defer to Agenda Item 8A.
- **Southern California Association of Governments (SCAG)** - Rachel Wagner, Regional Affairs Officer referenced the SCAG Update for July included in the meeting Agenda Materials and provided the following report:
- **CalCities (League of California Cities-** Dave Mullinax, Regional Public Affairs Manager was unable to attend the meeting.

7. **CONSENT CALENDAR**

- A. **Summary of July 14, 2022 Meeting** - Approve Meeting Summary for the July 14, 2022, VCOG Meeting. **Action:** Approve Meeting Summary as published.
- B. **Financial Report** Approve Ventura Council of Governments Financial Report for the Budget Period from July 11, 2022 to August 26, 2022. **Action:** Approve Financial Report.
- C. **Register of Warrants & Debit Card Transactions** - Approve the Register of Warrants for Expenditures and Debit Card Transactions incurred from July 11, 2022 to August 26, 2022. **Action:** Approve Register of Warrants and Debit Card Transactions.

A **MOTION** was made by Member Gama to approve staff recommendations for the Consent Calendar Items A, B, and C. The motion was **SECONDED** by Member Litster. The motion carried with a Roll Call Vote: Ayes- 10 Nays- 0. The motion passed.

8. **PRESENTATION ITEMS**

- A. **Ventura County Comprehensive Transportation Plan Update-** Caitlin Brooks, Program Manager-Transportation Planning for the Ventura County Transportation Commission provided an update of progress on the Comprehensive Transportation Plan for Ventura County and answered questions from the Council.
- B. **Update on developments for the Westside State Water Project dependent Agencies** Jacquelyn McMillan, Governmental Affairs and Regional Representative for Eastern Ventura County and the San Fernando Valley, Metropolitan Water District of Southern California presented an Update on water restriction changes, infrastructure needs and planned actions to modernize the Delta Conveyance Project and address water shortages due to the current severe drought..
- C. **The Coast at Port Hueneme to Point Magu by Steven Gama, City Council Member, City of Port Hueneme.** Council Member Steven Gama revisited his previous report entitled "Hueneme Beach Sand Matters."

9. **BOARD MEMBER COMMENTS AND REQUESTS FOR FUTURE AGENDA ITEMS - NONE**


10. **ADJOURNMENT:** The meeting was adjourned at 5:50 PM. Next Meeting- September 1, 2022 in Camarillo



**ITEM 6B.**

**MEMORANDUM**

**TO:** VCOG Members and Alternates

**FROM:** Hugh R. Riley, Executive Director 

**SUBJECT:** Financial Report

**DATE:** November 10, 2022

**Recommendation:**

Receive and file Financial Report for Period August 27, 2022 to November 4, 2022

**Discussion:**

This report transmits the Ventura Council of Governments (VCOG) Financial reports for the Budget Period to November 4, 2022.

**Investments:**

The objectives of VCOG's adopted Investment Policy are safety, liquidity, and yield, with the foremost objective being safety. Prudence, ethics, and delegation of authority are the Policy's applied standards of care. Below is a summary of VCOG's investments that comply with the VCOG Investment Policy:

Institution	Investment Type	Maturity Date	Interest-FY to Date-7/01/21	Rate	Balance
Bank of A	Maximizer 2635	N/A	\$ 8.45	0.03%*	\$62,680.68

\* Variable

VCOG has now received payment from SCAG for all outstanding VCOG-REAP-Reimbursement Invoices including No. 17- July (\$2,792), No. 18- August (\$9,856.65) and No. 19-September (\$1,614.75). These payments have not yet been posted and are not included on the current Balance Sheet. Invoice No. 20 for October has been submitted for payment and is pending.

The Annual Premium for VCOG's Special Liability Insurance Policy (\$3,042.74) was significantly higher than the previous year (\$2,470.88) and was \$542.74 over budget.

**ATTACHMENTS:** Balance Sheet – As of November 4, 2022  
Budget vs. Actual Report - August 27, 2022 to November 4, 2022  
Alliant Insurance Invoice



# Ventura Council of Governments

## Balance Sheet

As of November 4, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
BofA - 5797	0.00
BofA - 9045	79,465.46
BofA MM - 2635	62,680.68
<b>Total Bank Accounts</b>	<b>\$142,146.14</b>
Accounts Receivable	
Accounts Receivable (A/R)	12,648.65
<b>Total Accounts Receivable</b>	<b>\$12,648.65</b>
Other Current Assets	
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$154,794.79</b>
Other Assets	
Fraud	0.00
<b>Total Other Assets</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$154,794.79</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
Other Current Liabilities	
Payroll Liabilities	0.00
<b>Total Other Current Liabilities</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$0.00</b>
Long-Term Liabilities	
Unearned Income	0.00
<b>Total Long-Term Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$0.00</b>
Equity	
Opening Balance Equity	111,291.04
Unrestricted Net Assets	-7,217.46
Net Income	50,721.21
<b>Total Equity</b>	<b>\$154,794.79</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$154,794.79</b>

# Ventura Council of Governments

Budget vs. Actuals: FY 2022-2023 Budget (7/1/22 to 6/30/23) - FY23 P&L

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
Annual Dinner Sponsorship	8,500.00	8,500.00	0.00	100.00 %
Dues Assessments	64,992.00	64,992.00	0.00	100.00 %
<b>Investments</b>				
Interest-Savings, Short-term CD	8.45		8.45	
<b>Total Investments</b>	<b>8.45</b>		<b>8.45</b>	
<b>Other Types of Income</b>				
Bank Interest		10.00	-10.00	
<b>Total Other Types of Income</b>		<b>10.00</b>	<b>-10.00</b>	
REAP Income	28,090.29	165,654.00	-137,563.71	16.96 %
<b>Total Income</b>	<b>\$101,590.74</b>	<b>\$239,156.00</b>	<b>\$ -137,565.26</b>	<b>42.48 %</b>
<b>GROSS PROFIT</b>	<b>\$101,590.74</b>	<b>\$239,156.00</b>	<b>\$ -137,565.26</b>	<b>42.48 %</b>
<b>Expenses</b>				
<b>Contract Services</b>				
Accounting Fees	97.50	1,500.00	-1,402.50	6.50 %
Audit		5,500.00	-5,500.00	
Executive Administration	9,187.50	45,000.00	-35,812.50	20.42 %
Legal Fees		300.00	-300.00	
<b>Total Contract Services</b>	<b>9,285.00</b>	<b>52,300.00</b>	<b>-43,015.00</b>	<b>17.75 %</b>
Executive Administration	5,156.25		5,156.25	
<b>Operations</b>				
Printing and Copying	190.64	1,150.00	-959.36	16.58 %
Supplies		250.00	-250.00	
Website	915.00	1,000.00	-85.00	91.50 %
<b>Total Operations</b>	<b>1,105.64</b>	<b>2,400.00</b>	<b>-1,294.36</b>	<b>46.07 %</b>
<b>Other Types of Expenses</b>				
Insurance - Liability, D and O	3,042.74	2,500.00	542.74	121.71 %
<b>Total Other Types of Expenses</b>	<b>3,042.74</b>	<b>2,500.00</b>	<b>542.74</b>	<b>121.71 %</b>
<b>REAP Project Costs</b>				
Project - 1 - TASK A	882.75		882.75	
Project 1 - TASK B	5,142.75	18,454.00	-13,311.25	27.87 %
Project 4 - NEW TASK A	882.75	11,915.00	-11,032.25	7.41 %
Project 4 - TASK A	26.75	72,100.00	-72,073.25	0.04 %
Project 5 - TASK A	743.00	29,379.00	-28,636.00	2.53 %
Project 5 - TASK B	16,021.58	27,932.00	-11,910.42	57.36 %
Project 5 - TASK C		5,874.00	-5,874.00	
<b>Total REAP Project Costs</b>	<b>23,699.58</b>	<b>165,654.00</b>	<b>-141,954.42</b>	<b>14.31 %</b>
<b>Travel and Meetings</b>				
Annual Dinner	8,516.47	9,000.00	-483.53	94.63 %
Conference and Meetings	0.00	4,900.00	-4,900.00	0.00 %
Meals	63.85		63.85	

# Ventura Council of Governments

Budget vs. Actuals: FY 2022-2023 Budget (7/1/22 to 6/30/23) - FY23 P&L

July 2022 - June 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Travel		2,402.00	-2,402.00	
<b>Total Travel and Meetings</b>	<b>8,580.32</b>	<b>16,302.00</b>	<b>-7,721.68</b>	<b>52.63 %</b>
<b>Total Expenses</b>	<b>\$50,869.53</b>	<b>\$239,156.00</b>	<b>\$ -188,286.47</b>	<b>21.27 %</b>
NET OPERATING INCOME	\$50,721.21	\$0.00	\$50,721.21	0.00%
NET INCOME	\$50,721.21	\$0.00	\$50,721.21	0.00%



Alliant Insurance Services, Inc.  
 Irvine – Alliant Insurance Services, Inc.  
 PO Box 8473  
 Pasadena, CA 91109-8473  
 Phone: (949) 756-0271

<b>Invoice# 5595</b>	Page 1 of 1
<b>ACCOUNT NUMBER</b>	<b>DATE</b>
VENTCOU-08	9/9/22
<b>BALANCE DUE ON</b>	
10/14/22	
<b>AMOUNT PAID</b>	<b>AMOUNT DUE</b>
	<b>\$3,042.74</b>

SLIP – Special Liability Insurance Program

Ventura Council of Governments (VCOG)  
 P.O. Box 157  
 Moorpark, CA 93020

Client:		Ventura Council of Governments (VCOG)		Policy:		Special Liability Insurance (SLIP)	
Policy Number:		TBD		Effective:		9/29/2022 to 9/29/2023	
Invoice #	ICO	Trans Eff	Due Date	Trans	Description	Amount	
5595	GREAM5	9/29/22	10/14/22	RENB	22-23 SLIP Renewal Business Premium	\$2,528.00	
5595	GREAM5	9/29/22	10/14/22	SURT	Surplus Lines Taxes	\$ 75.84	
5595	GREAM5	9/29/22	10/14/22	SURF	Surplus Lines Stamping Fee	\$ 6.32	
5595	GREAM5	9/29/22	10/14/22	AFEE	Agency Fee	\$290.72	
5595	GREAM5	9/29/22	10/14/22	CFEE	MGA Service Fee	\$141.86	
<b>Total Invoice Balance:</b>						<b>\$3,042.74</b>	

SLIP RENEWAL BUSINESS PREMIUM FOR COVERAGE EFFECTIVE 9/29/22 to 9/29/23

IMPORTANT NOTICE: The Non Admitted & Reinsurance reform act (NRRA) went into effect July 21, 2011. Accordingly, surplus lines tax rates and regulations are subject to change which could result in an increase or decrease of the total surplus lines taxes and/or fees owed on this placement. If a change is required, we will promptly notify you. Any additional taxes and/or fees owed must be promptly remitted to Alliant Insurance Services, Inc.

IMPORTANT NOTICE: The Foreign Account Tax Compliance Act (FATCA) requires the notification of certain financial accounts to the United States Internal Revenue Service. Alliant does not provide tax advice. Please contact your tax consultant for your obligations regarding FATCA.


Alliant embraces a policy of transparency with respect to its compensation from insurance transactions. Details on our compensation policy, including the types of income Alliant may earn on a placement, are available at [www.alliant.com](http://www.alliant.com). For a copy of our policy or for inquiries regarding compensation issues pertaining to your account contact: Alliant Insurance Services, Inc., Attn: General Counsel, 701 B St., 6th Floor, San Diego, CA 92101



**VENTURA COUNCIL  
OF GOVERNMENTS**

**ITEM 6C.**

**MEMORANDUM**

**TO:** Council Members and Alternates  
**FROM:** Hugh Riley, Executive Director   
**SUBJECT:** Register of Warrants and Debt Card Transactions  
**DATE:** November 10, 2022

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**Recommendation:**

Approve the Register of Warrants for expenditures and Debit Card Transactions incurred from August 27, 2022 to November 4, 2022.

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**Discussion:**

This report presents expenditures including bank debit card transactions incurred by the Ventura Council of Governments for the period August 27, 2022 to November 4, 2022. It is prepared in addition to the Financial Report so that the Council may be fully informed as to the expenditure of funds for services and other costs to the organization.

**ATTACHMENTS:** Warrant and Debit Card Registers

**Register of Warrants**  
**Ventura Council of Governments**  
**November 10, 2022**  
 Transactions August 27, 2022 to November 4, 2022

<u>Check #</u>	<u>Date</u>	<u>Paid To</u>	<u>Inv. Date</u>	<u>Description</u>	<u>Amount Paid</u>
547	09/01/22	Dr. Chris Williamson	09/01/22	REAP Proj. Management -Aug.	\$ 749.00
548	09/03/22	Hugh Riley, Pro. Management, LLC	09/01/22	Executive Administration-Aug.	\$ 4,156.25
549	09/03/22	Hugh Riley, Pro. Management, LLC	09/01/22	REAP Oversight & Management	\$ 812.50
550	09/06/22	Moorpark Symphony	09/02/22	Annual Dinner Performance	\$ 500.00
551	09/07/22	Iteris, Inc.	09/06/22	REAP-Project No, 5 Expense	\$ 8,326.40
552	09/30/22	Dr. Chris Williamson	09/30/22	REAP Proj. Management -Sept.	\$ 989.75
553	09/30/22	Alliant Insurance Services	09/09/22	Liab. Insurance (SLIP) Premium	\$ 3,042.74
554	10/03/22	Hugh Riley, Pro. Management, LLC	09/30/22	REAP Oversight & Management	\$ 625.00
555	10/03/22	Hugh Riley, Pro. Management, LLC	09/30/22	Executive Administration-Sept..	\$ 437.50
556	10/12/22	Caroline Carter	10/10/22	Bookkeeping Accounting Svcs.	\$ 65.00
557	10/27/22	Command Performance Catering	10/27/22	Final Payment - Annual Dinner	\$ 5,579.79
558	10/27/22	Player Dudz (Mark C. Lawrence)	10/27/22	Entertainment- Annual Dinner	\$ 1,000.00
559	10/27/22	Coastal Events	10/24/22	Sound Equipment Rental	\$ 250.00
560	10/26/22	Veronica Madrigal	10/23/22	Reimbursement- Centerpiece Vases- Annual Dinner	\$ 96.68
561	10/27/22	Mobi.s (Flower Vendor)	10/27/22	Flowers- Annual Dinner	\$ 90.00

<u>Check #</u>	<u>Date</u>	<u>Paid To</u>	<u>Inv. Date</u>	<u>Description</u>	<u>Amount Paid</u>
562	10/26/22	Ventura County Transportation Comm.	10/19/22	REAP Project 5- Invoice No. 6	\$ 1,363.98
563	11/01/22	Dr. Chris Williamson	11/01/22	REAP Proj. Management –Oct.	\$ 1,765.50
564	11/02/22	Hugh Riley, Pro. Management, LLC	11/01/22	Executive Administration - Oct..	\$ 4,718.75
565	11/02/22	Hugh Riley, Pro. Management, LLC	11/01/22	REAP Oversight & Management	\$ 500.00
566	11/03/22	Caroline Carter	11/04/22	Bookkeeping Accounting Svcs.	\$ 32.50
567	11/03/22	Iteris, Inc.	11/03/22	REAP-Project No, 5 Expense	\$ 6,619.20

**Register of Debit Card Transactions  
Ventura Council of Governments**

**November 10, 2022**

Transactions from August 26, 2022 to November 4, 2022

<u>Card #</u>	<u>Date</u>	<u>Paid To</u>	<u>Inv. Date</u>	<u>Description</u>	<u>Amount Paid</u>
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**NONE**






**VENTURA COUNCIL  
OF GOVERNMENTS**

**ITEM 6D**

**MEMORANDUM**

**TO:** Council Members and Alternates

**FROM:** Hugh Riley, Executive Director 

**SUBJECT:** Request for Proposals- Professional Audit Services for 2021-2022 Independent Audit

**DATE:** November 10, 2022

---

**Recommendation:**

Direct Staff to issue a Request for Proposals from independent accounting firms to conduct an Audit and Preparation of Annual Financial Statements for VCOG's F.Y. 2021-2022.

**Discussion:**

On January 14, 2010, VCOG approved an Agreement for Professional Auditing Services for Fiscal Year 2009/2010 with Vavrinek, Trine, Day & Co, CPAs. That contractual agreement has been extended through succeeding years via an Engagement Letter. In 2018, Vavrinek, Trine, Day & Co, CPAs was acquired by EideBailly, CPAs and Business Advisors and the service agreement was continued with that company via VCOG Action approving successive Engagement Letters.

On November 1, 2022, VCOG received the attached letter from EideBailly advising that the firm would not be performing audit services for the Ventura Council of Governments as of November 1, 2022. Accordingly, Staff is recommending that VCOG engage a successor accounting firm as soon as possible to ensure that work can be completed on the 2021-2022 Audit in a timely manner.

A Notice Inviting Proposals has been prepared and will be posted on the California Society of Municipal Finance Officers (CSMFO) Website seeking proposals from qualified CPA Firms. VCOG Staff will also contact firms currently providing audit services to other area COGs.

**ATTACHMENTS:** November 1, 2022 Letter from EideBailly  
Notice Inviting Proposals- Professional Audit Services



November 1, 2022

Hugh Riley  
Executive Director  
Ventura Council of Governments

Dear Hugh:

Over the past few years, Eide Bailly has experienced tremendous growth, but with growth comes new challenges and obstacles to overcome. Coupled with the continuing challenges of ever-changing laws and regulations, the challenges of recruiting and retaining staff, and growing technology costs, we have been forced to reevaluate and reshape our current assurance practice.

Please be aware that we will not be performing any services for the Ventura Council of Governments as of the date of this letter. Accordingly, please ensure that you engage a successor accounting firm as soon as possible to ensure that you and/or your company are able to timely complete all reporting obligations.

We will cooperate in transitioning your work to any successor CPA/firm you may engage. Please advise us in writing once you have engaged another firm and authorize us to release information to the other firm. Your new firm will provide you with the appropriate letter to send to us. In the event that they do not, please contact us and we can provide you with the communication and documentation we will need in accordance with professional standards.

We appreciate the opportunity to serve you in previous years and we wish you success in your future pursuits.

Sincerely,

A handwritten signature in cursive script that reads "Eide Bailly LLP".

Eide Bailly LLP



**VENTURA COUNCIL  
OF GOVERNMENTS**

**NOTICE INVITING PROPOSALS  
FOR Professional Audit Services**

**Agency:** Ventura Council of Governments

**Contact:** Hugh Riley, Executive Director (ridgeriley@msn.com)

**Deadline:** 12/23/2022

**Web Address:** [www.venturacog.org](http://www.venturacog.org)

Prospective Certified Public Accounting firms (CPA firms) are hereby notified that the VENTURA COUNCIL OF GOVERNMENTS (VCOG) will receive sealed proposals for Professional Services necessary to perform an audit and issue opinions on the District's financial statements for one (1) year beginning with the fiscal year ending June 30, 2022, with the option of extending the contract for two (2) additional one-year periods, at the Council's sole discretion. Such proposals will be received until, Friday, December 23, 2022 at 3:00 PM at:

Physical Address: 33 East High Street, Suite 200, Moorpark, CA 93021 by appointment only. *(Not Recommended)*

U.S. Mail: P.O. Box 157, Moorpark, CA 93020;

E-mail at [ridgeriley@msn.com](mailto:ridgeriley@msn.com) (PREFERRED)

VCOG Staff will review all submitted proposals and make a recommendation for award to the Council based upon the qualifications of the CPA firm and the associated cost of services. After the proposals have been evaluated, the highest-ranked CPA firm may be interviewed. All CPA firms submitting a proposal will be notified in writing as to their status in the selection process.

VCOG reserves the right to reject all proposals and to waive any irregularity. Time is of the essence, therefore the ability of the CPA firm to perform the services within the time specified will be considered during the award of the project. If VCOG elects to award a contract for the services, the award will be made within 10 days from the date of the Council's next meeting subsequent to VCOG Staff's completion of the review of submitted proposals. Proposals shall be valid for a 90-day period. The effective date of the agreement shall be on or around March 1, 2023.

For further information, contact Hugh Riley, Executive Director, Ventura Council of Governments, at (805) 217-9448.

## **Item 6E**

### **MEMORANDUM**

**TO:** Council and Alternates

**FROM:** Hugh Riley, Executive Director

**SUBJECT:** Proposed VCOG Meeting Schedule for 2023.

**DATE:** November 10, 2022

---

#### **Recommendation:**

Approve Proposed VCOG Meeting Schedule for 2023.

#### **Discussion:**

The VCOG Administrative Committee is recommending the attached schedule for VCOG Council and Admin Committee Meetings for the Calendar Year 2023. All Council Meetings will be held live at the Camarillo City Hall with the exception of the Annual Dinner on Thursday, October 12, 2023 in Ojai. Administrative Committee Meetings will be held via Zoom Call until further notice.

Due the rescinding of the Governor's COVID-19 Emergency Declaration, VCOG is not required to provide remote access to meetings to the public.

**Attachment:** Proposed VCOG Meeting Schedule for 2023



Schedule of VCOG Meetings for 2023  
**PROPOSED**

Board Meeting- Camarillo City Council Chambers, 601 Carmen Dr.,  
Camarillo, CA on Thursdays from 4:00 p.m. to 6:30 p.m.

January 12, 2023  
March 9, 2023  
May 11, 2023  
July 13, 2023,  
September 14, 2023  
October 12, 2023 (Annual Dinner- Ojai)  
November 9, 2023

Administrative Committee – VIA Zoom Conference Call or on  
Thursdays from 2:00 p.m. to 4:00 p.m.


January 26, 2023  
March 23, 2023  
May 25, 2023  
June 22, 2023  
July 20, 2023  
October 19, 2023  
November 16, 2023



**ITEM 7.**

**MEMORANDUM**

**TO:** VCOG Members and Alternates

**FROM:** Hugh R. Riley, Executive Director 

**BY:** Chris Williamson, VCOG Housing Specialist

**SUBJECT:** APPLICATION FOR FUNDS AVAILABLE FROM REGIONAL  
EARLY ACTION PROGRAM (REAP) 2.0

**DATE:** November 10, 2022

**Recommendation:** Review and Direct Staff to Continue Application Process with  
the Southern California Association of Governments (SCAG)

---

**BACKGROUND AND PURPOSE**

The Regional Early Action Planning (REAP) grant program was established in 2019 through AB 140 for transformative and innovative projects for broader planning and implementation investments, including infrastructure investments supporting housing development. State REAP funds are allocated to SCAG which, in turn, allocates a portion of the REAP funds to its subregions. SCAG administers the REAP Subregional Partnership Program (SRP) subject to State Department of Housing and Community Development (HCD) oversight.

VCOG's REAP 1.0 began in 2021 with four projects and will end by June 2023. The Regional Accessory Dwelling Unit (ADU) project (Project 4), jointly developed with the Orange County (OCCOG) and Gateway Cities Councils of Government (GCCOG), may be extended into REAP 2.0 under the continued direction of the OCCOG.

REAP 2.0 applications are due to SCAG by February 10, 2023 and funds are to expended by June 2026. The SCAG SRP REAP 2.0 budget for VCOG is \$419,127. SCAG adopted REAP 2.0 Subregional Partnership Program Guidelines on September 2, 2022 and VCOG expenditures related to REAP 2.0 should be reimbursable from that date.

VCOG's REAP 2.0 purpose is to identify and implement countywide projects that assist the 11 jurisdictions in implementing their respective 2021-2029 Housing Elements, either HCD certified or based on the most-recent draft. Specifically, REAP 2.0 is focused on adopted 2021-2029 Housing Element implementation programs that meet each of the HCD REAP 2.0 objectives: 1) Accelerating Infill Development, 2) Affirmatively Furthering Fair Housing (AFFH), and 3) Reducing Vehicle Miles Traveled (VMT). The adopted SCAG REAP Guidelines contains a list of eligible uses and activities (pages 5 and 6) which are the basis for the VCOG REAP 2.0 projects.

## PROPOSED REAP 2.0 PROJECTS

Building on the initial REAP 2.0 proposed projects presented to VCOG by memorandum in September and to the Administrative Committee on October 20, staff proposed four REAP 2.0 projects with initial budget estimates:

### **PROJECT 1: ADMINISTRATION AND MANAGEMENT**

Based on REAP 1.0 management experience, approximately \$1,200 per month after the VCOG-MOU MOU is approved over three years (2023 to 2026) for routine financial administration (not to exceed 5% in total); project management; regular REAP updates and interaction with the VCOG Board, City Managers, and City/County planners; and participation in various SCAG-initiated REAP events. This project would also include reimbursement for REAP 2.0 expenses from September 1, 2022.

Amount: \$50,000 (12% of total REAP 2.0 grant)

### **PROJECT 2: PROHOUSING AND HOUSING SUPPORTIVE INFRASTRUCTURE PROGRAM TECHNICAL ASSISTANCE**

Parallel with and supporting the SPP are HCD's "Prohousing Designation Program" and "Infill Infrastructure Grant Program." The Prohousing Designation Program provides incentives to cities and counties in the form of additional points or other preference in the scoring of competitive housing, community development, and infrastructure programs. The still-evolving SCAG-initiated Housing Supportive Infrastructure Program will provide grant funding through a competitive evaluation process for housing-supportive infrastructure projects. (There is a similarly named HCD non-REAP-funded infrastructure program.)

This project would review these two programs in the unique regional Ventura County context of SOAR and city-urban restriction boundaries, farmworker housing, LAFCo annexation and extension of services policies, west-county and Santa Clara Valley Agricultural Greenbelts, Local Coastal Programs (County, Ventura, Oxnard, and Port Hueneme), the Naval Base Ventura County Joint Land Use Study, and environmental constraints (high risk wildfire areas, climate change, groundwater management, and habitat corridors). VCOG and/or consultant staff would advise the 11 jurisdictions and special districts in developing their respective housing-related and housing-supportive infrastructure grant applications.

Amount: \$70,000 (16% of total REAP grant)

Consistent with SCAG REAP Guidelines Eligible Activity (bullets #4&5, pages 5&6).

### **PROJECT 3: HOUSING ELEMENTS PROGRAMS COORDINATION & OUTREACH**

VCOG's 11 jurisdictions each have an adopted or fully drafted 2021-2029 Housing Element that include implementation programs. Implementation programs include rezonings, code amendments, and other local actions promised within the eight years of the housing element. Some programs may be eligible for HCD or other grants, some may help achieve the Pro-Housing designation that adds points to state grant applications, and some programs are likely to be in most or all 11 housing elements.

There may be cooperation opportunities between VCOG members to implement the same program or, conversely, potential conflicts between programs.

The VCOG Housing specialist, and consultant if needed, would obtain the eleven VCOG member 2021-2029 Housing Elements (certified or most recent submitted version); review implementation programs; prepare a table/database cross-referencing programs by jurisdiction by REAP objectives and qualify for Prohousing; identify similar programs where coordination and cross-jurisdictional efforts could increase effectiveness and/or have conflicts; and outreach to assist cities/county to apply for grants for which the identified programs should help qualify. Outreach to fair and affirmative housing advocates; farmworker and special needs organizations; veterans; colleges and universities, Naval Base Ventura County, and the development community would be included in the consultant's scope.

Amount: \$100,000 (24% of total REAP grant)

Consistent with SCAG REAP Guidelines Eligible Activity (bullets #2, #4, page 5).

#### **PROJECT 4 SB6 IMPLEMENTING ZONING CODE AMENDMENTS**

SB 6 and AB 2011 require jurisdictions to ministerially allow housing in commercial zones. Many cities already allow mixed-use development in certain commercial zones. However, these state mandates open all commercial and office-zoned land to housing. This project's goal is to develop zoning code standards and incentives amendments that "make the best of a bad situation" for some commercially-zoned land where housing may be problematic by nature of location away from residential services, adjacency issues, transit access, and/or site-specific conditions. Conversely, certain commercially-zoned areas may be incentivized for housing, especially affordable housing. Under the direction of VCOG staff and coordinating with the City County Planning Association (CCPA), VCOG would retain a consultant to:

1. Working with VCTC and self-identified planning departments, identify commercially-developed and/or zoned areas that have either expressed interest in infill residential or mixed-use development and/or that cities/county would recommend for infill residential. Identify areas that qualify as "low resource" in terms of AFFH programs. Map and quantify existing uses, existing VMT, and economic status of each.
2. Through a charette process, identify development scenarios that are largely infill residential for each area. Scope utility, school and transportation impacts.
3. VCTC to identify VMT profiles with a goal of identifying which locations and scenarios reduce local and regional VMTs by adjusting affordability and AFFH components.
4. Prepare adoptable development standards and/or incentives zoning code amendments for possible adoption by VCOG member jurisdictions.

Amount: \$200,000 (47% of total REAP grant)

Consistent with SCAG REAP Guidelines Eligible Activity (bullet #1, page 5).



## PROPOSED REAP 2.0 BUDGET SUMMARY

The proposed REAP 2.0 budget is shown below:

REAP Project	Name	FY 22/23	FY 23/24	FY 25/26	TOTAL
1	ADMINISTRATION AND MANAGEMENT	20	15	15	\$ 50,000
2	PROHOUSING AND HOUSING SUPPORTIVE INFRASTRUCTURE PROGRAM TECHNICAL ASSISTANCE	20	25	25	\$ 70,000
3	HOUSING ELEMENTS PROGRAMS COORDINATION & OUTREACH	10	45	45	\$100,000
4	SB6 IMPLEMENTING ZONING CODE AMENDMENTS	20	90	90	\$200,000
TOTAL		70	175	175	\$420,000

VCOG's 2022-2023 Operating Budget will be amended once a grant has been awarded and the associated Memorandum of Understanding with SCAG has been approved. Funds may also be allocated to complete certain REAP 1.0 Projects.

### NEXT STEPS

VCOG staff presented the four projects to the VCOG Administrative Committee on October 20<sup>th</sup> and received direction to continue developing the projects in consultation with SCAG staff. Staff also shared the projects with city managers and planning directors and select special districts (VCTC, LAFCo, Fox Canyon GMA, etc.) that are indirectly involved in housing development. While SCAG does not require formal approval by VCOG, staff's intent is to present a detailed REAP 2.0 application at the January 12, 2023 VCOG meeting. Staff would then submit that application, expect SCAG approval in early Spring, and commence REAP 2.0 projects as soon as SCAG and VCOG execute the REAP 2.0 MOU.

### RECOMMENDATION

That the Council receive and file the report and provide direction to the Executive Director.

### Attachment:

SCAG REAP 2.0 SPP Guidelines (excerpt, pages 5 and 6)

# ATTACHMENT

## SCAG REAP 2.0 SPP Guidelines (excerpt, pages 5 and 6)

2. Demonstrate a nexus to all three REAP 2.0 Program Objectives for each project proposed:
  - Accelerating Infill Development that Facilitates Housing Supply, Choice, and Affordability; and
  - Affirmatively Furthering Fair Housing; and
  - Reducing Vehicle Miles Traveled
  
3. Demonstrate project is eligible for funding. Based on the final REAP 2.0 Program Guidelines (dated July 26, 2022) the SRP 2.0 program has the following eligible activities and uses:
  - **Land use planning, related studies and/or programs** that result in **implementable/adoptable** programs and policies (meaning subject to adoption or approval of the legislative body) **required** to meet the programs, projects, and commitments in draft, adopted and/or compliant 6<sup>th</sup> cycle **Housing Elements**;
  - **Outreach** supporting programs, projects or plans required in draft, adopted and/or compliant 6<sup>th</sup> cycle Housing Elements and consistent with SCAG's adopted Racial Equity Action Plan;
  - **Housing strategies for increasing supply and lasting affordability** including strategic planning and/or seed funding for subregional housing trust funds and community land trusts in compliance with the Guidelines;
  - **Technical assistance** to implement the eligible activities and uses listed above, including **temporary staffing and consultant costs**. The SRP 2.0 program can fund existing or temporary staff support to manage and implement eligible REAP 2.0 activities. Costs incurred by existing

Subregional Partnership 2.0 Program Guidelines (Adopted: September 1, 2022)

Version 1.0



REAP Subregional Partnership (SRP) 2.0  
Page 6 of 17


staff must clearly delineate and differentiate work that is funded by existing sources and is limited to work on REAP-eligible activities; and

- Eligible activities in the **Housing Supportive Infrastructure Program**.
-



**ITEM 8A.**

**MEMORANDUM**

**TO:** Council Members and Alternates  
**FROM:** Hugh Riley, Executive Director   
**SUBJECT:** Caltrans Sustainable Transportation Planning Grant Program  
**DATE:** November 10, 2022

---

**Recommendation:** Receive Report

**Background**

Caleb Brock, Regional Planning Branch Chief at Caltrans District 7 will provide a report on the Sustainable Transportation Planning Grant Program which competitively awards grants to local cities, counties, transit agencies, and Tribal Governments, and administers the SB 1 Formula Fund allocation to SCAG on an annual basis.

The funding opportunities during the next program cycle include:

- **Sustainable Communities Competitive and Formula Grants** (\$29.5M) are State funded, primarily through Senate Bill 1
- **Strategic Partnerships Grants** (\$4.5M) are federally funded through Federal Highway Administration and Federal Transit Administration
- **Climate Adaptation Planning Grants** (\$50M) are a State-funded one-time augmentation, through Senate Bill 198 (one time, this cycle only)

The Regional Planning Branch at Caltrans District 7 will be holding virtual application workshops after the Draft Application Guide is released. The District is also available to review draft applications prior to final submittal to provide feedback and suggestions to strengthen applications.

**Important Grant Resources:**


- Sustainable Transportation Planning Grants website  
[Sustainable Transportation Planning Grants | Caltrans](#)
- Interested applicants are encouraged to visit the [California Grants Portal](#) and subscribe to receive notifications about State funding opportunities.
- Interested applicants may also email Caltrans Headquarters and request to be added to the Constant Contact email list to receive program updates at [regional.planning.grants@dot.ca.gov](mailto:regional.planning.grants@dot.ca.gov).



**ITEM 8B.**

**MEMORANDUM**

**TO:** VCOG Members and Alternates

**FROM:** Hugh R. Riley, Executive Director 

**BY:** Bill Simmons, Coordinator, Pacific Coast Broadband Consortium

**SUBJECT:** PROPOSAL BY THE PACIFIC COAST BROADBAND CONSORTIUM TO HAVE VCOG SERVE AS AN OVERREACHING GRANT FUND RECIPIENT FOR STATE BROADBAND FUNDING

**DATE:** November 10, 2022

**Recommendation:** Approve submittal of a grant application to the CPUC for Local Agency Technical Assistance (LATA) funding to provide regional oversight in collaborative deployment of broadband infrastructure

---

**Description:**

In response to the COVID pandemic, a significant level of federal and state funding resources has been allocated for Ventura County for the development of broadband infrastructure *to all residents* as well as support the work of community-based organizations (CBOs) in areas of need where digital equity issues exist. As this funding arrives in 2023, it is recommended that VCOG assume a central role in supporting coordination, communication, and collaboration between the County and Cities in oversight of a regional approach to deliver Broadband for All (IAW SB156).

**Background:**

What is the Broadband Consortium? The Broadband Consortium of the Pacific Coast (BCPC) was formed in 2014 and is funded by the California Public Utilities Commission to facilitate the deployment of broadband services by assisting grant applicants in the project development or grant application process. The BCPC is one of 13 consortia in the state, is a public-private stakeholder driven collaborative serving Ventura, Santa Barbara, and San Luis Obispo Counties, and is an initiative of the Economic Development Collaborative.

What is Broadband? Broadband is high speed Internet and for all intents and purposes is focused on the availability of fiber optic infrastructure. To achieve the mandate of Broadband for All, there are two primary focus areas for strategic action:

- 1) Deployment (Infrastructure) – The “Middle Mile” is a term that describes fiber that interconnects communities, and the “Last Mile” describes the connection to users. Strategies for development of both Middle and Last Mile infrastructure are underway.
- 2) Digital Divide (Equity) – If you build it will they come? These are the strategies that focus on affordability, access, and adoption. Specifically, this involves securing connections of those disconnected, insuring both equipment and technical support is available to new subscribers, and computer literacy training is available to develop confidence and skills where needed.

What work is required? The strategies required to achieve these objectives are all local based. Specifically, it is anticipated that every city’s approach (including communities in the unincorporated areas) to achieve Deployment and address the Digital Divide will occur in a unique manner reflective of each community’s specific needs. With that said, coordination of resources, status, issues, and opportunities is required to assure the goals are achieved. In early 2023, the first tranche of funding (\$20,362,085.47) has been identified to address the connection of 9,365. In the months to follow additional significant amounts of funding will be available for additional infrastructure and deployment projects identified.

Staff recommends that VCOG submit a grant application to the CPUC for Local Agency Technical Assistance (LATA) funding to support the analysis, planning, and organizational development necessary for VCOG to provide regional oversight in collaborative deployment of broadband infrastructure. The funding would be used to develop a role and the capacity for VCOG to provide coordination and oversight of regional broadband deployment on behalf of its members in alignment with SCAG, the State of California, and related Federal agencies (NTIA, USDA, EDA, etc.). This would occur through a 3-step process:

Proposal for LATA funding – CPUC Technical Assistance grants to local agencies and Tribal governments reimburse pre-construction expenses in advance of broadband deployment. The funds can be used for consultant or staff time for conducting work including but not limited to needs assessments, environmental and engineering studies, network design, and broadband strategic plans, as well as costs incurred in forming a joint powers authority for the purpose of bringing broadband to areas in need of sufficient Internet connections.

Partner with the Economic Development Collaborative - The EDC (Broadband Consortium) is currently completing work on a strategic plan for the Santa Barbara County Association of Governments (SBCAG). Through this effort, SBCAG is now positioned as the regional entity to provide oversight in broadband deployment. As well, unique capabilities and data collection involving broadband speed testing, needs assessment surveys, and GIS data mapping have already been developed.

Plan for the receipt of Last Mile funding – The work to be performed for this initial planning phase would involve interface with local cities and creation of a joint powers agreement for coordinating support in broadband deployment, identification of areas of need and prioritized work plan, seeking to accelerate deployment of infrastructure through the potential completion of a programmatic EIR, creation of partnerships with interested broadband providers, and establishment of standard policies to accelerated permitting.

**Attachments:**

- LATA Funding Description
- LATA Grant Program- Grantee Administrative Manual (*Table of Contents Only- Complete Document Sent as separate attachment*)
- CPUC Record of PUC Decision-Last Mile Rules (*Table of Contents Only- Complete Document Sent as separate attachment*)



# Broadband Technical Assistance

## What

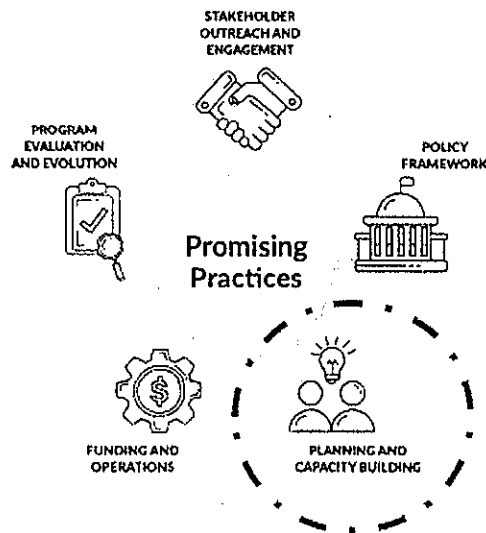
Technical assistance grants to local agencies and Tribal governments reimburse pre-construction expenses in advance of broadband deployment.

## Eligibility and Timing

Eligible local agencies include any local government agency authorized to provide broadband service in California.

Eligible Tribes include any California Tribe (with and without federal recognition).

These entities may apply for technical assistance grants after the program begins accepting applications in the summer of 2022 (date to be announced).



## Reimbursable Expense Examples

Funds will reimburse pre-construction expenses to provide broadband connections to unserved and underserved areas. Examples of expenses that may be reimbursed:

- Consultant or staff time for environmental studies, network design, engineering studies, needs assessments, and broadband strategic plans.
- Costs incurred in forming a joint powers authority for bringing broadband to communities in need.

## Learn More

Further information on the CPUC website:

<https://www.cpuc.ca.gov/industries-and-topics/internet-and-phone/broadband-implementation-for-california/local-agency-technical-assistance>

Information on the separate CPUC Tribal Technical Assistance Program:

<https://www.cpuc.ca.gov/about-cpuc/divisions/news-and-public-information-office/business-and-community-outreach/tribal-office/tribal-grants>

Questions to [Broadband.TechAssist@cpuc.ca.gov](mailto:Broadband.TechAssist@cpuc.ca.gov)



**LOCAL AGENCY  
TECHNICAL ASSISTANCE  
GRANT PROGRAM**

**Grantee Administrative Manual**

**Communications Division**

**June 28, 2022**



To all Local Agency Technical Assistance Applicants and Grant Recipients:

The California Public Utilities Commission (CPUC or the Commission) thanks you for your interest in broadband technical assistance grants. We welcome your applications for funding of pre-construction work that facilitates last-mile broadband projects led by local agencies and tribes in California. We look forward to working with you.

Respectfully,

CPUC Communications Division

# Local Agency Technical Assistance Grantee Administrative Manual

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**PUBLIC UTILITIES COMMISSION**

505 VAN NESS AVENUE  
SAN FRANCISCO, CA 94102-3298

**FILED**

03/02/22  
10:27 AM  
R2009001

March 2, 2022

**Agenda ID #20416  
Quasi-Legislative**

TO PARTIES OF RECORD IN RULEMAKING 20-09-001:

This is the proposed decision of Commissioner Alice Reynolds. Until and unless the Commission hears the item and votes to approve it, the proposed decision has no legal effect. This item may be heard, at the earliest, at the Commission's April 7, 2022 Business Meeting. To confirm when the item will be heard, please see the Business Meeting agenda, which is posted on the Commission's website 10 days before each Business Meeting.

Parties of record may file comments on the proposed decision as provided in Rule 14.3 of the Commission's Rules of Practice and Procedure.

/s/ ANNE E. SIMON

Anne E. Simon  
Chief Administrative Law Judge

AES:mph  
Attachment

Decision PROPOSED DECISION OF COMMISSIONER ALICE REYNOLDS  
(Mailed 3/2/2022)

**BEFORE THE PUBLIC UTILITIES COMMISSION OF THE STATE OF CALIFORNIA**

Order Instituting Rulemaking  
Regarding Broadband Infrastructure  
Deployment and to Support Service  
Providers in the State of California.

Rulemaking 20-09-001

**DECISION ADOPTING FEDERAL FUNDING ACCOUNT RULES**

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**Appendix A – Revised Federal Funding Account Grant Program Rules**