
Authority Board **STAFF REPORT**

Meeting Date: February 19, 2025

Subject	Status of the Measure J Growth Management Program Compliance Checklist Approvals
Summary of Issues	<p>The Measure J Growth Management Program (GMP) requires that every two years local jurisdictions report GMP compliance activities to the Authority by submittal of a GMP Compliance Checklist (Checklist). The deadline for submittal of the Calendar Years (CY) 2022 and 2023 Checklist is June 30, 2025. At present, three (3) of the 20 local jurisdictions have submitted a Checklist. The remaining seventeen (17) jurisdictions must either submit a completed Checklist by June 30, 2025, or submit a “Statement of Progress” indicating the schedule for submittal. Failure to submit a Checklist or “Statement of Progress” constitutes non-compliance with the GMP and potential withholding of Measure J Local Streets and Roads Maintenance (LSM) funds (18 and 2.09 percent) and Transportation for Livable Communities funds.</p>
Recommendations	<p>Staff seeks acceptance of the status report and approval to transmit reminder letters to remaining jurisdictions and/or request a statement of progress.</p>
Staff Contact	<p>Matt Kelly</p>
Financial Implications	<p>Fiscal Year (FY) 2023-24 funds in the amount of \$23,505,300 are available for LSM fund payments. Payment is made following the Authority’s review and approval of a Biennial Checklist that the local jurisdiction prepares and submits to demonstrate compliance with the GMP requirements of Measure J. The last reporting period covers CY 2022 and 2023. First year payments</p>

	(FY 2023-24) are made as early as July 2024, after the Authority has reviewed the Checklist and made a findings of compliance. Second-year payments (FY 2023-24), also known as the “off year”) are made automatically on the one-year anniversary of the first-year payment. An additional 2.09% in LSM funds is available to local jurisdictions in the West, Central, and Southwest sub-areas.
Options	The Authority has the option to apply flexibility to individual circumstances when reviewing a local jurisdiction’s compliance with the GMP.
Attachments	A. Checklist Submittal Status
Changes from Committee	N/A

Background

Adopted Authority policy (Resolution 01-01-G Rev 1) requires that every two years, local jurisdictions submit a Checklist indicating that all of the requirements of the GMP have been met. The Citizens Advisory Committee (CAC), Planning Committee (PC), and the Authority Board will at that time review the checklist and the Authority allocates LSM funds subject to making a finding of local compliance with the GMP.

For the reporting period of CY 2022 and 2023, the Checklist was issued in June 2024, with submittals due by June 30, 2025. This Checklist cycle includes an electronic form, providing for a simpler and paperless process. If a jurisdiction is unable to submit its Checklist by the due date, Authority policy allows for the submittal of a “Statement of Progress”, indicating progress made towards compliance, remaining issues, and a schedule for achieving compliance. The “Statement of Progress” must first be reviewed and approved by the local jurisdiction’s Council or Board, prior to being brought to the Authority for consideration. Three (3) of the 20 local jurisdictions have submitted a Checklist for CY 2022 and 2023, as of January 22, 2025. Attachment A summarizes the submittal status for each jurisdiction. As noted above, jurisdictions that do not submit a Checklist by June 30, 2025, are required to prepare and submit a “Statement of Progress” indicating the schedule for submittal. In the

event that preparation of the Checklist is eminent, with no known impediments to a finding of compliance, the requirement for submission of a “Statement of Progress” may be temporarily waived, and the deadline extended.

Staff proposes sending a reminder letter to the remaining 17 jurisdictions, as there are just over four months left in the current Checklist submittal cycle. Staff have also presented this information to the Contra Costa Planning Directors at their regular meeting on January 10, 2025.

Staff seeks acceptance of the status report and approval to transmit reminder letters to remaining jurisdictions and/or request a statement of progress.

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